



Agents Referral Fee

Introducing new prospective students to YES Guardians makes you eligible for a Referral fee.

A fee is payable in the following circumstances:

- a) The Agent who refers a new student has genuinely introduced the pupil/parent to YES Guardians. This is for full termly guardianship only.
- b) A selection slip is completed (attached to this policy) and emailed to one of the YES Guardians Directors by the Agent who refers a new student at or before the time of enrolment.
- c) The Agent who refers a new student is known to YES Guardians or has genuine knowledge of YES Guardians. If any of the above does not apply no fee is payable under any circumstances.

Furthermore, all fees are at the discretion of the YES Guardians.

No fee is payable where:

- a) The student/parent has contacted YES Guardians in response to marketing carried out by YES Guardians or promotion sent out by YES Guardians, or
- b) The Agent who refers a new student is the parent/guardian, the spouse of the parent/guardian or a sibling of the student, or
- c) The Agent who refers a new student is responsible for paying any of the students fees, or
- d) The student/parent does not confirm that he/she was introduced to the school by the Agent who refers a new student.

2) A referral means that the Agent who refers a new student is responsible for recommending the student/parent to come and find out about YES Guardians.

3) On no account should the student/parent be allowed to select who should receive the referral fee. There is a general presumption that no fee is payable unless referred by an Associate/Agent.

4) The referral fee is 10% of the first **three** term's guardianship package. It is paid by three equal instalments. The first on receipt of the first term payment in full. The second and third at the start of the following terms, (but only if the student remains with YES Guardians and has paid each termly fee in full). If the student should leave after one term, no further fees are paid out.

5) The referral fee is payable by bank transfer.



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YES Guardians Agent Referral Form

Agent making the referral:

Address:

Telephone:

Student Referred:

Student's DOB:

We accept Payment by BACS:

Business Name for banking purposes:

Account Number:

Sort Code:

NAME (Signature):

NAME (Print):

DATE: