**STUDENT REFERRAL AGREEMENT**

*Number/date*

This agreement is made and entered into by and between theMarbella International Studies Centre, Avenida Jaime de Mora y Aragón s/n, 29601-Marbella, Spain, tax ID B93225472 (hereinafter referred to as "MIUC"), and

the Referrer who is a current MIUC student [Name, Surname, Address, Passport/ID number, Telephone, E-mail] (hereinafter referred to as "**Referrer**").

1. **RESPONSIBILITIES OF MIUC**

1.To provide the following:

* 1. MIUC website maintenance outlining Education Programmes.

2. Review referred student (hereinafter referred to as "**Referee**") application and determine acceptance for enrolment in MIUC.

4. Provide ongoing counseling and support to a Referee.

1. RESPONSIBILITIES OF THE REFERRER

1. Promotion:

1.1. promote the community of MIUC and MIUC programmes to a Referee and prospective parents of a Referee wishing to study in MIUC;

1.2. share MIUC programmes information to a Referee free of charge;

2. Arrange meetings for a Referee and/or their parents with the appropriate MIUC staff.

3. Facilitate communication between a Referee and/or their parents and MIUC staff.

4. Register Referee with MIUC via e-mail: [**hitch@miuc.org**](mailto:hitch@miuc.org) providing the following details:

## **Details of a referred student** (to be filled by the Referrer)

| Name |  |
| --- | --- |
| Surname |  |
| Address |  |
| Telephone Number |  |
| E-mail |  |
| Passport/ID number |  |

## **Details of Referrer** (to be filled by the Referrer)

| Name |  |
| --- | --- |
| Surname |  |
| Address |  |
| Telephone Number |  |
| E-mail |  |
| Passport/ID number |  |
| How do you know the Referee? |  |
| What did you do to facilitate this referral? |  |

**The Registration e-mail should be received by MIUC prior to any contact has been established with the Referee or parents, or next of kin thereof by MIUC (we need this at the point of enquiry). The Referrer will be receiving an email notification from us confirming if it is a valid referral as we have to check if the Referee is not yet in MIUC’s database.**

1. ADMISSION POLICIES
2. An academic year is defined as two halves. Students may commence studies in September/October or February depending on MIUC organizational program in effect.
3. Admission policy of MIUC is available on: https://www.miuc.org/study-in-spain-in-english/student-contract/terms-conditions/
4. REQUIRED TUITION FEE PAYMENT
5. Referee referred by a Referrer pays the same amount of tuition fee as students coming from other sources.
6. Tuition fees and refund policy is available on: <https://www.miuc.org/admissions/tuition-fees/>
7. **REFERRAL TUITION DISCOUNT AMOUNT**
8. A tuition fee discount for the Referrer who successfully recruited a Referee, fulfilling the following requirements:
   1. Concessions will be made in the event the Referrer does not have any remaining courses or outstanding balance to be paid to MIUC.
   2. All application documents are completed in full.
   3. The Referee is accepted into MIUC and has paid the required tuition fee in full for at least one academic year.
   4. The student has received approval from Spanish Immigration Authorities to stay in Spain for educational purposes.
   5. For one academic year the Referrer’s Referral Tuition Discount Amount is of 10% of his/her the tuition fee. Referrer will receive a discount providing tuition fees of a Referee have been received in full.
   6. For academic studies exceeding one academic year, the Referrer’s Referral Tuition Discount Amount is of 10% of his/her one academic year MIUC tuition fee.
   7. On the occurrence of a force majeure (i.e. student is unable to study at MIUC due to the reasons not attributeble to him/her) when MIUC refunds the paid tuition fees, the Referrer undertakes to return the received Referrer’s Referral Tuition Discount Amount within 15 working days from the moment notification has been sent by MIUC. Tuition fees and refund policy is available on: <https://www.miuc.org/admissions/tuition-fees/>
   8. The Referee can be referred only once however, there is no limit to the number of Referees that a Referrer can refer.
   9. The offer is non-transferable and cannot be used for any other purpose.
   10. Only Referrers and Referees that are self-funded and are not sponsored by an external organization can be considered for this program
9. **TERMS OF AGREEMENT**

1. This agreement will take effect immediately upon return of the copies signed by both parties and will be valid for one year.

2. MIUC reserves the right to change the Referral program or the Referral award structure at its discretion. Consequent referral program changes will apply to all referral awards after such changes are made, even for users referred prior to the changes.

3. MIUC retains the right to terminate the program at any time at its discretion.

4. This Agreement is governed by Spanish law and is subjected to the jurisdiction of the Courts of Marbella.

5. If at any point MIUC feels there has been tampering, colluding or misuse of the Referral program they have the right to disqualify the referrals in question.

6. By submitting the referral Referrer has agreed that his/her Referee is aware that he/she will be contacted by MIUC.

7. The Referrer agrees that at no time in the future he/she will dispute the acknowledgment of the terms and conditions.

On behalf of MIUC (Signature and Stamp) Referrer/ (Signature)

Name, Surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referee (Signature)

Name, Surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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