

## **Bloomsbury Institute - Refer a Friend Scheme Full Terms and Conditions:**

Effective from: 1<sup>st</sup> June 2025

These terms and conditions (the “Terms”) form the basis on which the **Bloomsbury Institute London** Refer a Friend Scheme (“the Scheme”) operates. Successfully referring a friend to one of our Programmes could mean £500 cash or Tuition Fee credit for you, subject to these Terms.

### **About Bloomsbury Institute London**

We are **Bloomsbury Institute London** Limited, a company registered in England and Wales. Our company registration number is **04511191** and our registered office is at **Bloomsbury Institute, 7 Bedford Square, Bloomsbury, London, WC1B 3RA**. Our registered VAT number is 809718894. We are also a Data Controller registered with the Information Commissioners Office.

These Terms should be read in conjunction with **Bloomsbury Institute London** Main Terms, policies and procedures (“**Bloomsbury Institute London** Policies”), in force from time to time, including but not limited to:

- **Bloomsbury Institute London** Terms and Conditions (“Main Terms”);
- **Bloomsbury Institute London** Privacy Notice
- **Bloomsbury Institute London** Student Protection Plan;
- **Bloomsbury Institute London** Admissions Policy; and
- **Bloomsbury Institute London** Student Charter.

Copies of all **Bloomsbury Institute London** Policies are available at <https://www.bil.ac.uk/gem/section-3>

For the avoidance of doubt, you remain bound by the financial and contractual obligations of the **Bloomsbury Institute London** terms and conditions applicable to your Enrolment on a Programme (as defined below).

Contact us at: <https://www.bil.ac.uk/about-us/contact>

## 1. Definition and interpretation

1.1. In these Terms:

**Application** means the application form for joining a course at Bloomsbury Institute London

**Enrolled** means the process of formally registering your participation in a Programme and the expression “Enrol” should be read accordingly;

**Programme** means any course offered by **Bloomsbury Institute London**

**Tuition Fee** means the total published tuition fee for all levels to be paid to us for a Programme, as per our OfS Fee Summary, found here: [https://www.bil.ac.uk/app/uploads/2024/01/Fee\\_Summary\\_2425\\_10004061.pdf](https://www.bil.ac.uk/app/uploads/2024/01/Fee_Summary_2425_10004061.pdf)

**Referral** means the referral to us of a Referred Student by a Referrer;

**Referral Form** means the form available at <https://www.bil.ac.uk/refer/> on which the Referred Student’s details and the Referrer’s unique referral code are provided to us, or such other form as may be approved by us from time to time;

**Referral Reward** means:

- a. if you are a self-funding student, a credit of £500 towards your Tuition Fee will be applied to your student account or you will be paid £500 into your main bank account.
- b. if you are a student paying via the Student Loans Company or an equivalent company, a Cash amount of £500 (if your Tuition Fee is paid in pounds sterling).
- c. if you are a student being sponsored by a company or other official sponsor, a Cash amount of £500 (if your Tuition Fee is paid in pounds sterling)
- d. if you are an alumni, a Cash amount of £500 (if you paid your Tuition Fee in pounds sterling or any other currency)  
if you are not a student and you are not an alumni, you will receive a cash amount of £500.

To determine which category you fall under, we will look at your position on the date we determine that clause 4.1 has been satisfied;

**Referred Student** means an individual who is introduced to us by a Referrer and:

- a. whose details are not already in our CRM;
- b. who has not previously made an Application to us (whether directly or indirectly);
- c. who has not previously studied with us;
- d. who completes the Referral Form; and
- e. who subsequently Enrols on a Programme;

**Referrer** means someone who has referred a student to us. There are two types of referrer:

- Type A - an individual who has enrolled or previously been enrolled.
- Type B - an individual who has submitted an application form to us and received an offer.

**Sanctions** means any sanction, including but not limited to, economic or financial sanctions or trade embargoes, that is imposed, administered or enforced from time to time by (a) the United States government (including, without limitation, OFAC), or (b) the United Nations Security Council, or (c) the European Union, or (d) His Majesty's Treasury of the United Kingdom; or (e) any other governmental authority; and

**Sanctioned Person** means, at any time, (a) any person listed in any Sanctions-related list of designated persons maintained by the United States government (including, without limitation, OFAC), the United Nations Security Council, the European Union, His Majesty's Treasury of the United Kingdom, or any other governmental authority, or (b) any person controlled by any such person.

## 2. Eligibility

2.1. Referrer A may make up to ten (10) Referrals per intake under the Scheme.

2.2. Referrer B may make up to five (5) Referrals per intake under the Scheme.

2.3. For the avoidance of doubt, Referrer A and Referrer B may make more than the Referral limit stated in clause 2.1 and 2.2, however, this Scheme will not apply to any Referrals made in excess of the Referral limit i.e. we will not provide the Referrer with the Referral Award for any Referrals made in excess of the Referral limit.

2.4. The Scheme does not apply to you if you are applying to be a **Bloomsbury Institute London** student via any of our partnerships.

2.5. You will not be eligible, or will cease to be eligible, for the Scheme if:

2.5.1. you are, or become, a member of staff (whether permanent or temporary), or a family member of a member of staff (whether permanent or temporary), or an agent or sub-agent, of (a) **Bloomsbury Institute London** or any of its associated, affiliated or subsidiary companies, or (b) a company associated with any other **Bloomsbury Institute London** partnership arrangement or (c) an approved **Bloomsbury Institute London** recruitment agent; or

2.5.2. we become aware of any issues or inconsistency with the details provided on your Referral Form; or

2.5.3. your student account is in arrears; or

2.5.4. you are withdrawn or suspended as a **Bloomsbury Institute London** student; or

2.5.5. any part of your Application or any information subsequently provided to us in connection with the Scheme (including, without limitation, any financial information) is misrepresentative or fraudulent; or

2.5.6. you are a Sanctioned Person.

2.6. If you are a student being sponsored by a company or other official sponsor, you are not permitted to refer an individual who is sponsored by the same company or other official sponsor as you.

2.7. For the avoidance of doubt, if you are a Referrer who was originally introduced to us by or via a **Bloomsbury Institute London** approved

recruitment agent, you are permitted to make Referrals under the Scheme.

### **3. Participation**

3.1. To apply for the Scheme, the Referred Student must complete the Referral Form. We will notify the Referred Student of the Referral upon receipt of a valid Referral Form. Referrals made in any other way will not be considered or accepted. Incomplete Referral Forms will not be accepted.

3.2. By completing the Referral Form, the Referred Student consents to being contacted by us in connection with the Scheme, using their contact details provided.

3.3. The Referrer and the Referred Student must not be the same person. Where we identify they are the same person, for example by email address, phone number, or name, the Referral will be void and no reward will be given.

3.4. We accept no responsibility for Referrals that are lost, corrupted, or not successfully completed regardless of cause, including, but not limited to, any equipment failure, technical fault, technical malfunction, computer hardware or software failure, satellite, network or server failure of any kind, and proof of sending shall not be proof of receipt. It is the sole and absolute responsibility of the Referrer and Referred Student to submit their Referral in accordance with these Terms.

### **4. Referral Reward**

4.1. Subject to satisfactory verification by us, the Referral Reward for the Referrer shall be awarded if, within 12 months of submitting a valid Referral Form, the Referred Student:

4.1.1. has passed the first and second module of the first level of their Programme within their first 3 attempts; and

4.1.2. has paid for the first semester.

4.2. The Referral Reward for the Referrer shall be awarded within 60 days following the date we determine that the criteria set out in clause 4.1 has been met.

4.3. The Referral Reward is personal to the Referrer and is non-transferrable and excludes any additional costs.

## **5. General**

5.1. If, as a result of being given the Referral Reward, your student account is in credit following your withdrawal (initiated by you or us) or graduation, and you remain eligible for the Scheme under these Terms, we will give you £500 cash that was derived from the Referral Reward, subject to these Terms at all times.

5.2. Where there is a law (including, but not limited to, Sanctions) or regulation prohibiting the provision of the Referral Reward to you from us, the applicable law/regulation shall prevail and we will not provide the Referral Reward to you.

5.3. It is your responsibility to ensure that, if you are eligible under the Scheme, you are able to use the Referral Reward in your country of residence. No alternative reward will be provided by us.

5.4. You may choose to refuse to receive the Referral Reward, however, we will not provide you with an alternative reward.

5.5. You are fully responsible for and shall indemnify us for and in respect of any tax (including, but not limited to, income tax and National Insurance contributions) you are required to pay in relation to your participation in the Scheme.

5.6. The Scheme can be applied at the same time as other offers run by us.

5.7. The Scheme and the Referral Reward is awarded at our sole discretion and our decision is final.

5.8. We reserve the right to withdraw or amend the Terms or the Scheme at any time.

5.9. You may not transfer any of your rights under these Terms to any other individual or entity.

5.10. These Terms are between you and us. No other person shall have any rights to enforce any of their provisions.

5.11. We will not be liable to you in respect of any claims or losses arising from these Terms and/or the Scheme. The above limitation of liability shall not apply to any claims that relate to death or personal injury through our negligence.

5.12. We are not liable for any loss or damage arising out of your use of the Referral Reward, or any interception of the Referral Reward once distributed.

5.13. If we delay in carrying out our obligations to you under these Terms caused by circumstances beyond our reasonable control, then we will not be liable to you (or any other person) for the consequences of that delay.

5.14. If we delay in enforcing any of these Terms, we may still enforce any of them later. If we do not insist immediately that you meet your obligations under these Terms, or if we delay in taking steps against you in respect of you breaking these Terms that will not mean that you do not have to do those things, and it will not prevent us from taking steps against you at a later date.

5.15. If there is a conflict between these Terms and the **Bloomsbury Institute London** Policies or any other terms issued by us relevant to the Scheme, then the **Bloomsbury Institute London** Policies shall prevail.

5.16. Each of the provisions in these Terms operates separately. If a court finds any part of these Terms unlawful, the remaining provisions will continue in full force and effect.

5.17. We will at all times process any of your personal data in accordance with data protection laws in the UK. Our Privacy Notice and our Data Protection and Confidentiality Policy are available at <https://www.bil.ac.uk/qem/section-3> or upon request.

5.18. These Terms are governed exclusively by the laws of England and Wales and both you and us irrevocably submit to the exclusive jurisdiction of the courts of England and Wales for any claim arising under or in



connection with these Terms and any non-contractual obligation arising out of or in connection with them.