



UK COLLEGE
OF BUSINESS AND COMPUTING

Refer a Friend Promotion Terms and Conditions

Version date: August 2026

Promotion Period: 1st August 2026 to 31st July 2027

These Terms and Conditions ("Terms") apply to the UK College of Business & Computing Refer a Friend Promotion ("Promotion").

For the purposes of these Terms, **UK College of Business & Computing**, "UKCBC", "College", "we", "us" and "our" mean UK College of Business and Computing Ltd, trading as UK College of Business & Computing, of Eastgate House, 40 Dukes Place, Aldgate, London EC3A 7LP.

1. Promotion and Eligible Courses

1.1

The Promotion is open to:

- (a) current UKCBC students who satisfy the eligibility requirements in clause 7; and
- (b) UKCBC Alumni who satisfy the eligibility requirements in clause 7.

1.2

The Promotion applies only to full-time, on-campus higher education courses identified by UKCBC as **Eligible Courses** on the Promotion webpage on the **Referral Date**.

1.3

UKCBC will maintain a dated record of the Eligible Courses applicable during the Promotion Period.

1.4

Courses delivered wholly online, by another institution or through a delivery partner are excluded unless expressly identified by UKCBC as an Eligible Course.

1.5

For these Terms:

- **Academic Year** means the academic year specified by UKCBC for the relevant Promotion, with the Academic Year 2026/27 beginning on 1st August 2026 and ending on 31st July 2027.

- **Alumni** means a person who has successfully completed a UKCBC higher education course and received formal confirmation of successful completion.
- **Course** means a programme of study provided by or through UKCBC.
- **Eligible Course** means a full-time, on-campus higher education course expressly identified as eligible for the Promotion on the Promotion webpage on the relevant Referral Date.
- **Promotion Period** means the period beginning on 1st August 2026 and ending on 31st July 2027
- **Referral Date** means the date on which a prospective Referred Student submits a completed Refer a Friend form using a valid referral link.
- **Referred Student** means the prospective student whose application and subsequent enrolment is attributed to a valid referral under these Terms.
- **Referrer** means an eligible current UKCBC student or Alumnus who makes a valid referral under these Terms.
- **Successful Referral** means a referral where the Referred Student satisfies all applicable eligibility requirements and the Referrer becomes entitled to a Referral Reward Payment under clause 9.
- **Referral Reward Payment** means the payment described in clause 9.

2. Referrer Requirement

2.1

To participate in the Promotion, the Referrer must provide their unique referral link to a prospective student.

2.2

The prospective student must use the referral link to submit the Refer a Friend contact form before submitting an application to UKCBC.

2.3

A referral cannot be added retrospectively after the Referred Student has applied to UKCBC.

2.4

An exception shall apply where a technical error of the referral recording system prevented an otherwise valid referral from being recorded, provided that the error is evidenced by the relevant system records and the referral otherwise satisfied all applicable eligibility requirements.

2.5

Participation in the Promotion does not influence or guarantee admission, academic assessment, tuition fee status, student finance eligibility, immigration status or any other admissions decision.

3. Excluded Persons

3.1

The following people may not act as Referrers:

- (a) UKCBC employees and directors;
- (b) employees and directors of a UKCBC group company;
- (c) contractors or agencies directly involved in designing, marketing, administering or auditing the Promotion; and
- (d) immediate family members of any person listed in paragraphs (a) to (c).

3.2

For this clause, **immediate family member** means a spouse, civil partner, partner, parent, child or sibling.

3.3

An eligible student may nevertheless be referred under the Promotion merely because they are related to a UKCBC employee, unless that employee was involved in administering or approving the referral.

4. Acceptance of the Terms

4.1

By submitting or confirming a referral, the Referrer confirms that they have read and accepted the version of these Terms displayed at the time of submission.

4.2

Before completing the Refer a Friend form, the Referred Student will be provided with:

- (a) these Terms;
- (b) the applicable privacy notice; and
- (c) any separate marketing consent choices.

4.3

UKCBC will retain a record of the version of these Terms applying to each referral.

5. Changes to the Terms

5.1

UKCBC may amend these Terms where reasonably necessary to:

- (a) comply with a change in law, regulation or regulatory guidance;
- (b) address fraud, misuse or a material security risk;
- (c) correct an evident error or ambiguity; or
- (d) respond to circumstances outside UKCBC's reasonable control.

5.2

UKCBC will publish revised Terms and their effective date on the Promotion webpage.

5.3

A referral submitted before a material change takes effect shall be assessed in accordance with the version of these Terms in force on the Referral Date. This does not prevent a change from applying where required by law.

5.4

Where reasonably practicable, UKCBC will give affected participants advance notice of a material change.

6. Referral Process

6.1 Current students

A current student may access a unique referral link after UKCBC has confirmed that the student is fully enrolled and actively registered on an Eligible Course.

6.2

Where registration is delayed solely due to an act or omission of UKCBC or its academic partner, the referral shall continue to be assessed by reference to the eligibility requirements applicable on the Referral Date. The referral shall not be treated as invalid solely because the participant's registration occurred after the date otherwise required, provided that all other applicable eligibility requirements are satisfied.

6.3

Current students may obtain their referral link through the Refer a Friend section of the UKCBC student portal. Current access instructions will be published on the Promotion webpage.

6.4

The Referrer may personally share their unique referral link with a prospective student.

6.5

The Referrer must not:

- (a) enter another person's contact details into the UKCBC system without that person's knowledge;
- (b) send bulk or unsolicited promotional messages;
- (c) make misleading claims about UKCBC, its courses or the Promotion; or
- (d) represent themselves as an employee, agent or authorised representative of UKCBC.

6.6

UKCBC will receive the prospective student's personal information only where that person voluntarily uses the referral link and submits the contact form.

6.7 Alumni

Eligible Alumni may request a referral link by contacting marketing@ukcbc.ac.uk. UKCBC may request reasonable information to confirm the individual's identity, course and completion status.

6.8

An Alumni referral becomes valid only when UKCBC issues the referral link and the prospective student submits the Refer a Friend form using that link.

7. Referrer Eligibility

7.1

Referrer eligibility will be assessed:

- (a) on the Referral Date; and
- (b) immediately before each applicable Referral Reward Payment becomes due.

7.2

A current student must have completed UKCBC enrolment and hold active registration on an Eligible Course on the Referral Date. Current students must satisfy clauses 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 7.10.

7.3

An Alumnus must have completed a UKCBC higher education course and received formal confirmation of successful completion before the Referral Date. An alumnus must satisfy clauses 7.5, 7.6, 7.7, 7.8, 7.9, 7.10.

7.4

A current student will not qualify for a payment if, when that payment becomes due, the student has:

- (a) permanently withdrawn from UKCBC; or
- (b) been excluded following completion of the applicable UKCBC procedure.

7.5

An authorised absence or approved interruption of studies will not, by itself, remove eligibility for a Referral Reward Payment. Where a payment is otherwise due but the Referred Student's studies are interrupted, payment shall be deferred until the Referred Student returns to study and the applicable eligibility conditions are satisfied. If the Referred Student does not return to study, no deferred payment shall become payable.

7.6

A Referrer must not have an overdue and undisputed debt to UKCBC when a Referral Reward Payment becomes due.

7.7

A payment may be placed on hold while an overdue debt or formal dispute remains unresolved. If the debt is cleared or the dispute is resolved in the Referrer's favour eligibility will be reassessed.

7.8

A Referrer may be disqualified where:

- (a) a final finding of serious misconduct, fraud or misuse relevant to the Promotion has been made under an applicable UKCBC procedure; or
- (b) UKCBC has reasonable evidence that the referral was fabricated, duplicated, purchased or obtained through misleading conduct.

7.9

Where a relevant investigation is in progress, UKCBC may temporarily place payment on hold. An investigation alone will not result in permanent disqualification.

7.10

UKCBC will provide the Referrer with the reason for any adverse eligibility decision and information about the review procedure in clause 13.

8. Referred Student Eligibility

8.1

The Referred Student must:

- (a) not previously have enrolled on or commenced a course delivered by UKCBC; and
- (b) not have submitted an application to UKCBC before completing the Refer a Friend form.

8.2

A person who previously made an enquiry but did not submit an application may qualify, subject to the other requirements of these Terms.

8.3

A new applicant entering UKCBC directly onto an Eligible top-up course may qualify. An existing or former UKCBC student progressing or returning to a top-up, postgraduate or other course does not qualify.

8.4

The Referred Student must satisfy all published academic, English language, identity, fee status, immigration and admissions requirements applying to the relevant Course.

8.5

Participation in the Promotion does not confer any advantage in the admissions process or any entitlement to an offer, enrolment, funding or visa sponsorship.

8.6

The Referred Student must complete enrolment on an Eligible Course identified under clause 1 and commence attendance or participation in scheduled teaching.

8.7

The Referred Student must remain enrolled when the relevant Referral Reward Payment becomes due.

8.8

Permanent withdrawal or confirmed exclusion before the relevant payment becomes due will make that instalment ineligible.

8.9

An approved interruption, authorised absence or temporary suspension will not automatically make the referral invalid. UKCBC may defer payment until the Referred Student resumes active study or reaches another specified eligibility point.

8.10

The Referred Student must not have overdue and undisputed tuition fees when the relevant Referral Reward Payment becomes due.

8.11

A payment may be placed on hold while a fee payment is being allocated, reconciled or formally disputed.

8.12

For the first Referral Reward Payment, the Referred Student must have completed enrolment, commenced the Course and satisfied the published engagement requirement for the relevant monitoring period. The first student finance payment must've been received by the College.

8.13

The applicable engagement requirement, monitoring period and evidence source will be published before referral.

8.14

Authorised absence, approved mitigating circumstances and reasonable adjustments will be considered when engagement is assessed.

8.15

Academic achievement is not a condition of eligibility for the first Referral Reward Payment. Any academic achievement requirement shall apply only to subsequent Referral Reward Payments and shall be assessed in accordance with the applicable eligibility criteria.

8.16

For the second Referral Reward Payment:

- (a) a student on a Course lasting more than one academic year must have met the published requirements to progress to the next academic year; or
- (b) a student on a one-year Course must have completed the Course and become eligible for the intended award, subject to confirmation by the relevant assessment body.

8.17

A Referred Student may be treated as ineligible where a final finding of serious misconduct, fraud or misuse relevant to the Promotion has been made under an applicable procedure.

8.18

UKCBC may place payment on hold during a relevant investigation. If no disqualifying finding is made, UKCBC will reassess the payment.

9. Referral Reward Payment

9.1

Subject to these Terms, the total potential Referral Reward Payment is **£500 for each Successful Referral**.

9.2

The payment will be made in two instalments of **£250**, according to the Course type and eligibility points shown below.

Course type	First instalment	Second instalment
Undergraduate Course lasting more than one year	£250 after the qualifying first tuition fee payment and completion of the initial eligibility period as per the attendance policy of UKCBC	£250 after formal progression to the next academic year
One-year undergraduate top-up Course	£250 after the qualifying first tuition fee payment and completion of the initial eligibility period as per the attendance policy of UKCBC	£250 after successful Course completion
One-year postgraduate Course	£250 after the qualifying first tuition fee payment and completion of the initial eligibility period as per the attendance policy of UKCBC	£250 after successful Course completion
Postgraduate Course lasting more than one year	£250 after the qualifying first tuition fee payment and completion of the initial eligibility period as per the attendance policy of UKCBC	£250 after formal progression to the next academic year

9.3

Successful completion means that the relevant assessment body has formally confirmed that the Referred Student has completed the Course and is eligible for the intended award.

9.4

No payment is due merely because an application, offer, acceptance or initial enrolment has occurred.

9.5

Only one Referrer may receive a Referral Reward Payment in respect of a Referred Student.

9.6

UKCBC will request the eligible Referrer's bank details through an approved secure process.

9.7

The bank account must be held in the Referrer's name unless UKCBC approves another arrangement after completing appropriate verification.

9.8

The Referrer is responsible for providing complete and accurate payment information. UKCBC will contact the Referrer where a transfer is rejected or returned.

9.9

Bank details will be processed in accordance with the applicable UKCBC privacy notice and financial control procedures.

9.10

The first Referral Reward Payment becomes eligible only after UKCBC has:

- (a) received and allocated the first scheduled tuition fee payment due for the Referred Student;
- (b) confirmed that the payment has not been reversed, recalled or refunded; and
- (c) confirmed that the applicable Referrer and Referred Student eligibility conditions have been met.

9.11

The qualifying tuition fee payment may be made by the Referred Student, the Student Loans Company, an approved sponsor or another payer accepted by UKCBC.

9.12

A deposit or other payment that is subsequently refunded does not qualify unless UKCBC determines that the required tuition fee remains paid. A payment shall be treated as refunded or reversed where the relevant amount has been returned to the payer or the payment has been reversed, cancelled, or otherwise withdrawn, as evidenced by the applicable transaction records.

9.13

UKCBC will normally assess eligibility within 30 days after all relevant payment and student status information becomes available.

9.14

Where eligibility is confirmed, UKCBC will normally issue the payment within a further 30 days.

9.15

If the assessment is delayed, UKCBC will inform the Referrer of the reason and, where possible, provide an expected decision date.

9.16

The Referral Reward Payment is personal to the eligible Referrer. It cannot be transferred to another person, assigned, sold or replaced with another benefit.

9.17

The Referrer is responsible for considering any personal tax obligations arising from receipt of the Referral Reward Payment. UKCBC cannot provide personal tax advice.

10. Multiple Referrals

10.1

If more than one Referrer claims the same Referred Student, eligibility will normally be assigned to the valid referral with the earliest complete system timestamp.

10.2

A referral that is incomplete, fraudulent, submitted after the Referred Student applied or otherwise invalid under these Terms will be disregarded.

10.3

If the earliest referral is invalid, UKCBC will assess the next valid referral in chronological order.

10.4

UKCBC's records will be used to determine the order of receipt, subject to the review procedure in clause 13.

11. Maximum Referrals

11.1

A Referrer may receive Referral Reward Payments for no more than five Successful Referrals attributed to any one Academic Year.

11.2

A referral will be attributed to the Academic Year in which the valid Refer a Friend form was submitted.

11.3

Unsuccessful, withdrawn or invalid referrals do not count towards the limit.

11.4

The maximum total potential payment to one Referrer for referrals attributed to the Academic Year 2026/27 is £2,500.

12. Duty to Notify and Recovery of Payments

12.1

A Referrer must notify UKCBC promptly if they become aware that:

- (a) information supplied in connection with the referral was materially incorrect;
- (b) the same Referred Student was referred using another link;

- (c) the referral involved fraud, impersonation or unauthorised use of personal information; or
- (d) a Referral Reward Payment was received twice or was evidently paid in error.

12.2

UKCBC may seek repayment only where:

- (a) the payment was obtained through fraud or material misrepresentation;
- (b) the payment was duplicated;
- (c) an administrative or banking error resulted in an overpayment; or
- (d) the participant knew, or reasonably should have known, that they were not entitled to the payment.

12.3

Before seeking recovery, UKCBC will give the recipient written reasons, identify the amount concerned and provide information about the review procedure.

12.4

UKCBC will consider reasonable repayment arrangements where immediate repayment would cause financial hardship.

13. Eligibility Decisions and Review

13.1

UKCBC will determine eligibility by applying these Terms to its student, admissions, finance and referral records.

13.2

UKCBC may request reasonable evidence where information is incomplete or inconsistent.

13.3

If UKCBC decides that a referral or payment is ineligible, it will provide the Referrer with:

- (a) the decision;
- (b) a concise explanation of the reason; and
- (c) instructions for requesting a review.

13.4

A Referrer may request a review within 20 working days of the decision.

13.5

The review will be undertaken by a person who was not responsible for the original decision.

13.6

The review will consider whether these Terms were correctly and consistently applied. The review outcome will be communicated to the Referrer in writing within 30 days of the request.

14. Withdrawal or Suspension of the Promotion

14.1

UKCBC may suspend or close the Promotion to new referrals where reasonably necessary because of:

- (a) a change in law, regulation or regulatory guidance;
- (b) fraud, misuse or a material security incident;
- (c) circumstances outside UKCBC's reasonable control; or
- (d) another material operational reason that could not reasonably have been anticipated.

14.2

Closure or suspension will not affect a valid referral received before the effective date, subject only to legal requirements, fraud or misuse.

14.3

UKCBC will publish notice of closure or suspension and its effective date on the Promotion webpage.

14.4

UKCBC may continue processing existing referrals after the Promotion has closed.

15. Data Protection and Direct Marketing

15.1

UKCBC will process personal information connected with the Promotion in accordance with applicable data protection law and the UKCBC Refer a Friend Privacy Notice.

15.2

The applicable privacy notice will explain:

- (a) the information collected;
- (b) the purposes and lawful bases for processing;
- (c) who may receive the information;
- (d) how long the information will be retained; and
- (e) the individual's applicable data protection rights.

15.3

Participation in the Promotion does not require the Referred Student to consent to unrelated marketing.

15.4

Where UKCBC seeks consent for electronic marketing, that consent will be requested separately and may be withdrawn at any time.

15.5

The Referrer must not provide the Referred Student's contact details directly to UKCBC without that person's knowledge and appropriate permission.

15.6

The referral link or suggested referral message may only be used in compliance with all applicable data protection, privacy and electronic marketing laws and regulations, including UK GDPR, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations 2003 (PECR), as applicable.

The referrer must not:

- (a) use the referral link or suggested referral message to send or facilitate bulk, unsolicited or indiscriminate marketing communications;
- (b) use purchased, rented, scraped or otherwise acquired third-party contact lists to distribute the referral link or suggested referral message;
- (c) use automated, mass-distribution or messaging tools, bots, scripts or similar technology to distribute the referral link or suggested referral message, except where expressly authorised by UKCBC in writing and carried out in full compliance with applicable law;
- (d) send or forward the referral link or suggested referral message to individuals where the referrer does not have a lawful basis to do so or where the communication would breach applicable electronic marketing requirements; or
- (e) otherwise use the referral link or suggested referral message in a manner that would cause UKCBC to be in breach of applicable data protection or electronic marketing laws.

16. Complaints

16.1

Questions about referral status should first be submitted to marketing@ukcbc.ac.uk

16.2

A complaint about the administration of the Promotion may be submitted through the applicable UKCBC complaints procedure.

16.3

Use of the review or complaints process does not affect any statutory rights available to the participant.

17. General Provisions

17.1

The promoter is UK College of Business and Computing Ltd, trading as UK College of Business & Computing, of Eastgate House, 40 Dukes Place, Aldgate, London EC3A 7LP.

17.2

These Terms are governed by the law of England and Wales.

17.3

Nothing in these Terms excludes or restricts any right or remedy that cannot lawfully be excluded or restricted.

17.4

If any provision of these Terms is found to be invalid or unenforceable, the remaining provisions will continue to apply.

17.5

The version date of these Terms is August 2026.

17.6

UKCBC will administer the Promotion consistently with these Terms and will retain appropriate records of referrals, eligibility decisions and payments.