Standard Operating Procedure (SOP) – Student Referral Program

Version: 1.2

Updated Date: 21ˢᵗ August 2025

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1. Purpose

This SOP outlines the process, eligibility, and terms of the Student Referral Program at Mianz College, enabling active students to refer new students and receive a referral reward upon successful enrolment and verification.

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2. Scope

This SOP applies to:

- All active students of Mianz College.

- All new applicants referred under this program.

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3. Eligibility Criteria

Referrer (Existing Student)

- Must be an **active student** of Mianz College at the time of referral.

- Must have a valid **Roll Number**.

- Must complete the official **Digital Student Referral Form**, providing:

  - Referrer's full name and National ID Number.

  - **Bank account number** for payment.

  - **National ID number of the referred student**.

Referred Student (New Applicant)

- Must be a **new enrolment** (not a returning student).

- Must enter the **referrer's full name and National ID Number** in the "Referral Information" section of their official Mianz College application form.

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4. Referral Incentives

Program Level	Referral Reward
Certificate III	MVR 250
Advanced Certificate, UPP Programs	MVR 500
Diploma or 1 Year of Degree	MVR 500
3 Year Bachelor's Degree and Masters	MVR 1000

Notes:

- The referral reward is **per successful referred student**, meaning the referred student must successfully start their course. If the course does not start for some reason the admission fee will be refunded and no referral reward will be paid.

- Payment will only be made if:

  1. The referred student **pays the admission fee** in full.

  2. The referrer submits the **Digital Student Referral Form** with all required details.

  3. The referred student **does not drop out** within the 2 weeks waiting period.

  4. Two conditions are met:

     - **Two weeks have passed after the intake** in which the referred student enrolled has ended.

     - **Two weeks have passed since the referral form submission**.

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5. Process

Step 1 – Referral by Existing Student

1. The referrer provides the prospective student with their full name and NID Number.

2. The referrer completes the **Digital Student Referral Form**, providing:

   o Full name and NID Number.

   o Bank account number.

o National ID number of the referred student.

Step 2 – New Student Application

1. The referred student completes the Mianz College application form.

2. They enter the referrer's **full name and National ID Number** in the designated "Referral Information" section.

Step 3 – Verification

1. The **Marketing Department**:

   o Accesses the information from the Digital Student Referral Form.

   o Cross-checks it against the referred student's details in **SmartSchool** (from the application form).

   o Confirms the referrer is an active student and the referred student is new.

2. The Marketing Department maintains the **Referral Log**, using data from the digital form.

Step 4 – Payment of Incentive

1. After confirmation that:

   o The referred student has paid their admission fee in full.

   o The required waiting period (two weeks after intake end and form submission) has passed.

2. The Marketing Department notifies the Finance Department with payment details.

3. Finance processes payment via the referrer's provided bank account.

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6. Conditions & Limitations

• Only the first referrer named in the application form will be eligible if multiple names are submitted.

• Self-referrals are not permitted.

• The program applies only to first-time enrolments.

• Mianz College reserves the right to modify or discontinue the program without prior notice.

7. Records & Documentation

- **Referral Log:** Maintained by the Marketing Department from the Digital Student Referral Form.

- **SmartSchool Entry:** Contains the referred student's application details, including referrer info.

- **Proof of Payment:** Maintained by Finance.

8. Responsibilities

Role	Responsibility
Referrer (Student)	Provide correct details, complete the Digital Student Referral Form, and ensure referred student enters details in the application form.
Referred Student	Enter referrer details in the application form accurately.
Marketing Department	Verify details, maintain Referral Log, and notify Finance for payment.
Finance Department	Process payment to the referrer's bank account.

9. Approval & Review

- This SOP will be reviewed annually or as needed.

- Any amendments must be approved by Senior Management.