

## Student Referral Scheme

In recognition of our new and existing students, graduates and alumni who have been actively supporting the school's programmes by referring their friends and relatives to enroll with SHATEC, we are pleased to introduce our Student Referral Scheme<sup>1</sup> where cash reward of up to S\$800, will be given away for every student successfully referred!

### Basic Rewards

Course Category	Course Referred	Cash Reward per Successful Referral
Full-Time	<ul style="list-style-type: none"><li>WSQ Diploma in Hotel and Accommodation Services</li><li>WSQ Diploma in Food Services (Culinary Arts)</li><li>WSQ Diploma in Food Services (Pastry and Baking)</li></ul>	S\$800.00
Part-Time	<ul style="list-style-type: none"><li>WSQ Diploma in Hotel and Accommodation Services</li><li>Diploma in Culinary Skills</li></ul>	S\$500.00
	<ul style="list-style-type: none"><li>WSQ Higher Certificate in Food Services (Culinary Arts)</li><li>WSQ Higher Certificate in Food Services (Pastry and Baking)</li></ul>	S\$350.00

### Special Incentives

Tier	Successful Referrals Quantum	Incentive
Tier 1	<b>10 – 19 students</b> between 1 Jan to 31 December in a calendar year	S\$1,000.00
Tier 2	<b>20 – 29 students</b> between 1 Jan to 31 December in a calendar year	S\$3,000.00
Tier 3	<b>30 or more students</b> between 1 Jan to 31 December in a calendar year	S\$6,000.00

<sup>1</sup>Please refer to back of form for Terms and Conditions.

To redeem your gift, kindly complete this form and submit together with the course application form of the referred student.

#### REFERRER

Name (As in NRIC) : \_\_\_\_\_  
NRIC / Passport No. : \_\_\_\_\_  
Contact No. : \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile)  
Course/Intake : \_\_\_\_\_  
Relationship to Applicant : \_\_\_\_\_  
Signature / Date : \_\_\_\_\_

## APPLICANT DETAILS<sup>2</sup>

Name (As in NRIC) : \_\_\_\_\_  
NRIC / Passport No. : \_\_\_\_\_  
Contact No. : \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile)  
Course/Intake : \_\_\_\_\_  
Signature / Date : \_\_\_\_\_

<sup>2</sup>It is the responsibility of the Referrer to ensure that the referee has given consent to disclose their personal information for the purpose of this referral.

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## FOR OFFICIAL USE

Enrolment successful : **Yes / No** Approved by (Signature/Date) : \_\_\_\_\_ / \_\_\_\_\_  
Collection of gift (Name/Signature/Date) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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## TERMS AND CONDITIONS

The following terms and conditions will apply:

1. This scheme is open to all new and existing students, graduates and alumni except for members who are also staff from the Student Administration and Continuing Education & Training departments:
2. A "new" applicant can only be recommended once by the referrer. Both parties agree to abide by the terms and conditions set out on the Student Referral Scheme form. In the event of disputes, the decision by SHATEC will be final.
3. The student recommended must be a first-time applicant who has never applied / studied in any course offered by SHATEC. The student recommended also cannot qualify as a referrer for another student within the same intake.
4. Referrers must be able to provide official documentary proof of course completed with SHATEC upon request (if necessary) to qualify for the reward.
5. The **completed** Student Referral Scheme form must be handed in together by the first-time applicant with the course application form. Incomplete entries will not qualify for the reward.
6. The applicant referred must successfully qualify for the course applied and complete all admissions formalities (signing of contract and payment of course fee due) for the referral to be valid. The applicant must also commence course successfully in order for the referrer to receive the reward.
7. For successful Full-Time Programme applicants, referrers will be contacted within the first month of applicant's successful course commencement on redemption details. 50% of the full reward amount will be payable within 30 days after course commencement and balance 50% payable with 30 days after successful completion of the course at Certificate level (approximately first 3 months).
8. For successful Part-Time Programme applicants, referrers will be contacted within the first month of applicant's successful course commencement for collection of the full reward amount.
9. Special incentive payout is one-off made by March of the following calendar year. There will be no accumulation of referrals across more than one calendar year.
10. SHATEC reserves the right to forfeit any reward not redeemed within the stipulated timeframe.
11. SHATEC reserves the right to amend any terms and conditions pertaining to this scheme without prior notice.
12. By submitting this form you consent to SHATEC contacting you via the communication channels provided in the form.