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Student Referral Policy

Version	Approved by	Approval date	Effective date	Modifications
1.0	VP of Finance, Legal and HR	31 January 2023	31 January 2023	New Policy
2.0	VP of Finance, Legal and HR	6 June 2023	6 June 2023	Revision
3.0	VP of Finance, Legal and HR	21 November 2023	21 November 2023	Revision

Purpose

The SSBM Geneva referral program is a tool to recognize and reward SSBM Geneva current and past students who are promoting and helping the SSBM Geneva recruitment process by referring potential students and for which such students and alumni will be compensated under conditions defined below (here after Referral Program).

Terms and Conditions

1. SSBM Geneva students and SSBM alumni are only eligible to participate in the SSBM Geneva Referral program. SSBM Geneva employees are not eligible to participate in the Referral Program.
2. The referral is considered valid if the referred potential student enrolls at SSBM Geneva as a student for online, offline, or blended program for Bachelor, Master, MBA or DBA program. Referrals for students who apply but are not admitted by SSBM will not be included in Referral Program.
3. The current SSBM student or SSBM alumni will have to provide the referral code to the prospective student. Referral code can be obtained in SIS (Student Information System) or can be obtained by contacting SSBM Geneva admissions team at admissions@ssbm.ch.
4. Referral fees are paid once all the below conditions are met cumulatively:
 - a. Successful admission by SSBM.
 - b. A minimum of 30% of the total tuition fees have been paid to SSBM.
 - c. It has passed 30 days from the admission date of recruited student and no

refund requested by student by the date of Referral fees payment from SSBM.

- d. Multiple referrals of the same student will be rewarded on a first referral – first reward basis to only one person.
 - If student A is first referred by student B and after it by student C, only student B (and not student C) is eligible to receive the referral fee.
 - e. The admissions for referred students are subject to the SSBM Geneva admission and assessment policies & procedures.
 - f. The potential/referred student must not be already in SSBM CRM data base before the current SSBM student or SSBM alumni have provided the referral code to the prospective student.
 - g. The correct invoice has been sent to SSBM Geneva which can be issued by physical person as well as company.
 - h. There are no legal restrictions to proceed to the payment.
5. Extended family (cousins, etc.) of a current student can fall under the purview of the Referral Program and immediate family member (Brother/sister) will be applicable for sibling discount as a scholarship and not as Referral reward.
6. a) Once you refer to a student, and all the conditions set in the point 5. have been met, you are eligible for a fee of up to **1.000 EUR without VAT** per referred student that will be paid to your account following the correct invoice.
- b) The form of invoice will be circulated by SSBM to students for invoicing.
- c) EUR 1000 of Referral is aimed to paid full (100%) tuition fee, without any discount for admitted SSBM student.**
- The level of the final referral fee is proportional to the level of agreed tuition fee by the student. For example, if student got 30% discount to his/her tuition fees, the final referral fee will also be decreased by 30%, i.e., 700 EUR.
7. SSBM Geneva reserves the right to change the Referral Program or the referral fees structure at its discretion. Consequent Referral Program changes will apply to all referral fees after such changes are made, even for students who have not received the fees prior to the changes.
8. SSBM Geneva retains the right to terminate the Referral Program at any time at its discretion.
9. Terms and conditions will be revised for each new academic year. Any additional changes will be published on the SSBM Geneva website.