

# REFER A FRIEND - TERMS AND CONDITIONS

The following terms and conditions apply and are accepted by anyone participating in the 'Refer-a-Friend' scheme, or referring potential customers to The Training Room.

## 1. How Do I Know If I Can Refer a Friend?

- 1.1 All customer referrals must be made to The Training Room prior to the potential customer engaging with The Training Room; referrals cannot be accepted retrospectively.
- 1.2 The person referring must obtain prior consent from the potential customer before referring to The Training Room and the individual/customer must be aware that they are being referred to The Training Room.
- 1.3 The offer is not open to a referred customer who is already known to, or registered with, The Training Room at the time of the referral.
- 1.4 Not all courses The Training Room offer are eligible for the refer a friend scheme and must be confirmed by the referrer and approved by The Training Room at the point of referral.
- 1.5 Only those referrals that result in attendance of an eligible course by the individual being referred will qualify for the bonus.
- 1.6 Any potential customer or person referred to The Training Room must be in attendance of an eligible course within 1 year of the referral date.
- 1.7 The referral bonus must be claimed within 3 months of becoming due, or will be automatically forfeited.
- 1.8 Employees of The Training Room who wish to refer a friend, must follow the company guidelines on employee referrals.

## 2. How Do I Submit a Referral?

- 2.1 All referrals must be made via online application in the first instance. If your referral's details are already in our system, the referral will be marked as a duplicate and no monies will be paid.
- 2.2 You will need to visit <https://uk.thetrainingroom.com/refer-a-friend> to submit the referral. The Training Room will then qualify the referral and contact the referrer for provision of bank details to which the payment will be made, if successful.

## 3. When Will My Referral Payment Made?

- 3.1 The referral bonus is paid once the referred individual attends the first day of one of The Training Room Fast Track Courses or Blended Learning Courses, or has been enrolled on an eligible e-learning course for at least 14 days. The referred student must have payment in place at this point, for the referral to be valid.
- 3.2 The bonus is paid as a gross payment and will be paid by cheque or bank transfer. Payment will be made on the 15th of the month after the student who has been referred, attends the first day of their course, or on the 15th of the month following the first completed 14 days of their e-learning course. The recipient accepts any tax liability and agrees to pay any tax arising from receiving the bonus payment.

#### **4. How Many Referrals Can I Make?**

4.1 There are no limits to the number of referrals that can be made.

#### **5. Other Conditions**

5.1 Information supplied will be used in line with The Training Room's [Privacy Policy](#).

5.2 The customer referred must be a UK resident.

5.3 The Training Room reserves the right to amend, modify, cancel or withdraw the "Refer a Friend" scheme at any time and without notice.

5.4 The Training Room shall not be liable for any losses or damages that may result from entering the "Refer a Friend" scheme.

5.5 All information received by The Training Room is taken in good faith and on the understanding from the person referring that they are authorised to pass the information which will be free from any intellectual property claims.