COLLEGE POLICY

Policy No. & Title:	**P-213 Referrals**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2024-10-28
Next Review:	2026-10-31

Purpose

To encourage the on-going recruitment of qualified students to attend College programs, and to recruit and retain College employees, this policy serves to establish guidelines and principles regarding referring students and employees to the College.

Scope

This policy applies to all College students, potential College students, alumni, and employees.

Definitions

Interview: An interview is considered to occur when a potential College student meets directly with an Education Consultant.

Potential Student: is a person interested in the College who refers their contacts to become a qualified student attending College programs.

POLICY

1) The College rewards its employees, students, and potential students when they refer other students or employees to join the College by either attending classes or accepting employment with the College.
2) Students, potential students, alumni, and employees are eligible to participate in the referral program.
3) To be recognized for the referral program, referrals may take the following forms:
   a) Student Referral – when a student or potential student refers another individual to a full-time or part-time College program.
   b) Employer Referral – when a student refers a business to the College and that business is looking to hire a graduate of the College.
   c) Employee Referral (of students) – when employees refer an individual to a full-time or part-time College program.
   d) Employee referral (of employees) - when employees refer to an individual who becomes a full-time employee of the College.

4) Referrals come with a monetary reward. The College reserves the right to change at its discretion the amount of the monetary reward.
5) Referred students must be enrolled for a minimum of thirty (30) days.
   Note: Education Consultants are not eligible for the student referral reward.
6) All permanent part-time, full-time salaried, and hourly positions at the College are eligible for an employee referral.
   a) Hourly positions must be more than 15 (fifteen) hours per week to be eligible.
   b) All employees must be actively employed at the time of payout to be eligible for the Referral award.
7) Referred employees must be hired within six (6) months of the referral.
8) Referred employees must complete their three (3) month probationary period before referral rewards are paid
   Note: Employees will not be rewarded for referrals that report to them directly.
9) Employees may refer as many candidates as they wish for employment.
10) The College will provide referral reward payments on the employee's payroll and payments will be subject to deduction of applicable taxes.
11) The College may from time to time, and at its sole discretion, offer other incentives.

Related Policies

Supporting Documents/Forms

P-213p Referrals – Procedure