

Admissions Student Referral Policy 2022



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| Approving committee | Name | Signature |
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1.Rationale

Taaleem is a caring organisation that values the networking a parent does to promote the school that their children attend to other parents. We appreciate that you are proud of the school that your child attends and organically recommend the school to your community and friends.

2.Aim

This policy aims to reward parents that have recommended the Taaleem school that their children attend to another family. If the outcome after the referral is that family also enrol their own children at the same school, this policy outlines the procedure to receive a monetary reward that is discounted from the referring families fees.

3.Registering the Referral

Once you refer a family, evidence of this is needed by the Admissions Department of the school you have referred the family to. This would be in the form of an email that is mandatory, with the following information:

1. Your own children's names and the year group they attend
2. The referred family name and their children's names and year group

The referral can also be from the new family applying, but again, evidence is needed in writing, so an email is mandatory with the following information:

3. The name of the new family's children applying
4. The name of the family who referred them who attends the school they are interested in

3.1 Registering a referral from an existing family that attends the Taaleem school can also have content for the Admissions Department to contact the new family to arrange to meet them and tour them around the school or to answer any questions they might have.

3.2 Registering a family by the existing family that attends a Taaleem School must be before the new family decide to enrol with a registration deposit payment. Once a registration deposit payment is made by the new family the referral cannot be accepted if received after this time.

4.The Reward For a Referral

Should all of the above procedure be followed, then a monetary value, that varies within the Taaleem Group of Schools will be

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deducted from the following terms invoice of the existing family. The minimum amount is AED500.

4.1 The referral reward is given for each child referred and then whom enrolls at the school. With a higher value referral fee the reward is given per family referred and then whom enrolls at the school. Please consult with the school your child attends to understand the value of the reward and whether it is paid by family referred who enrol or by student referred and enrolled.

General Conditions

There is no limit to number of referrals submitted within an academic year.

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