

REFERRAL POLICY

Cyebridge Online School offers a referral commission programme as a gesture of appreciation to individuals who introduce new students to the school.

Any individual who refers a new student to Cyebridge Online School (“the Referrer”) may be eligible to receive a referral commission, provided that the student is enrolling with Cyebridge Online School for the first time and that the referral is declared at the point of enquiry or enrolment. All Referrers must complete the referral submission form available at <https://forms.office.com/e/wMuPrZ2yCD>. Referrals will only be recognised once this form has been submitted.

The referral commission is set at 10% of all tuition fees paid to Cyebridge Online School by the referred student. The commission is calculated on all payments received by the school, irrespective of whether fees are paid monthly, termly, or under any other agreed payment arrangement. Where fees are paid on a monthly basis, the commission will be calculated as 10% of each monthly payment received.

The referral commission remains payable for the entire duration of the student’s enrolment with Cyebridge Online School. Commission payments will cease automatically when the student is no longer registered with the school.

The commission may be paid directly to the Referrer’s nominated bank account or, where the Referrer or their child is an existing student at Cyebridge Online School, applied as a credit towards tuition fees. All commissions are calculated solely on funds that have been successfully received and cleared by Cyebridge Online School. No commission is payable on refunded, reversed, or outstanding fees.

Referral commissions are processed in accordance with the school's standard finance cycle and are typically paid or credited on a monthly or termly basis. Cyebriidge Online School reserves the right to request confirmation of referral details where required.

Cyebriidge Online School reserves the right to amend or withdraw this referral programme at any time. Participation in the programme constitutes acceptance of the terms set out in this policy.

Vladimir Krasniakov
Headteacher

Date Reviewed	Approved By
13 January 2026	Headteacher