|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referrer Information (Active Student/Alumni)** | | | | |
| **Full Name :** |  | | | |
| **NRIC No :** |  | | | |
| **Contact No :** |  | | | |
| **Student ID :** |  | | | |
| **Email :** |  | | | |
| ***BANK DETAILS*** | | | | |
| **Beneficiary Name :** |  | | **Bank Name :** |  |
| **Bank Account No :** |  | | | |
| *I have read, understand and agree to all the terms of reference of this scheme.* | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Referrer’s Signature*** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Submission Date*** | | |

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| **Referee Information (New Student)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Full Name** | **NRIC No.** | **Intake**  **(e.g. May 2022)** | **Programme** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |

**Referee’s Document Check (√) List:**

Copy of New Student Application Form (For online application, please print out the form)

Copy of IC

Copy of Academic Transcript

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| --- |
| **For office use only** |

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Received by MSRD Staff*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Approved by Head of MSRD*** |
| |  |  | | --- | --- | | **Name :** |  | | **Date :** |  |   a | |  |  | | --- | --- | | **Name :** |  | | **Date :** |  |   a |

**TERMS OF REFERENCE (TOR)**

1. **OBJECTIVE**

The main objective of SRS is to get the UTS student community to introduce new students to UTS.

1. **TERMS AND CONDITIONS**
2. SRS is applicable to current students and alumni of UTS, known as Referrer
3. New student (Referee) being introduced by referrer must be first-time applying to UTS.
4. Referrer must submit complete documents and SRS form (hardcopy or softcopy) to the Marketing & Student Recruitment Department (MSRD) before the new student registration day.
5. If there are multiple SRS submissions of the same Referee, only the first Referrer who submitted the complete documents to MSRD shall be accepted.
6. An application for SRS is considered successful, if;
7. referee has officially registered at UTS,
8. referee has paid registration fee,
9. referee has settled the first semester fees, and
10. approved by the Head of MSRD.
11. UTS reserves the right to amend the TOR of SRS and approval based on the discretion of MSRD.
12. Full payment will be paid if the referrer is cleared from 9 months ageing debtors list.
13. In the case when a referrer is placed in the UTS debtors list, the incentives will be deducted to clear the debt, only the remaining balance will be paid to the referrer.
14. **PAYMENT AND INCENTIVES**

Incentives for every successful referral are as follows:

1. RM200 for a new Foundation or Postgraduate student
2. RM400 for a new Undergraduate student