1. Purpose of the Policy

The purpose of this policy is to establish clear procedures, eligibility criteria, and student responsibilities for participation in the Student Referral Offer. This program enables currently enrolled students of the American Hotel Academy to recommend prospective candidates and receive a financial reward when the referred individual enrolls and successfully progresses into their following academic year.

2. Definitions

Student Referral Offer
A program through which a financial incentive is granted to a student who successfully refers a new candidate to the Academy.

Referrer

A Referrer is an individual eligible to recommend prospective students to American Hotel Academy (AHA) under the Referral Programme and may belong to one of the following categories:

- **Alumni** – A former student or graduate of any AHA programme.
- **Currently Enrolled Student** – A student currently enrolled in an AHA programme who submits a referral through the official AHA Referral Form.
- **Accepted Candidate** – A candidate who has been accepted into one of AHA's programmes and has signed a pre-enrolment agreement (antecontract) with AHA.

Additional condition applicable to Accepted Candidates:

Once an Accepted Candidate submits a referral under the Referral Programme, they become ineligible to apply for or benefit from any other promotional scholarships or intake-specific discounts offered by AHA for the same intake. This restriction applies exclusively to promotional scholarships and discounts designed to support student recruitment and enrolment.

Referred Candidate

The individual recommended to American Hotel Academy (AHA) by an eligible Referrer, who subsequently applies for admission to an AHA academic programme, is accepted, completes the enrolment process and officially becomes an AHA student.

3. Referral Submission Requirements and Validation Timeline

3.1. Referrals must be submitted via the official online form available at: **https://forms.office.com/e/NfmY5icPUe?origin=lprLink** or through the QR code provided on the official referral materials.

3.2. The referrer must complete the form in full, including:

⇒ Full name of the referrer
⇒ Full name of the referred candidate
⇒ All other required information

3.3. **The submission deadline for referrals is 5 August current year.**

3.4. A referral is considered valid only after confirmation by the Admissions Department. The referral will be processed within 15 days. If additional verification is required, the Admissions Department may extend this period and will inform the referrer accordingly.

3.5. Referrals for candidates already registered in the Admissions Database at the time of submission will be declared invalid.

4. Eligibility to Submit a Referral

4.1. The following categories of individuals are eligible to act as Referrers under the AHA Referral Programme:

- BA/BSc Programme Students – Students currently enrolled in an AHA Bachelor's programme.
- Master's Programme Students – Students currently enrolled in an AHA Master's programme.
- Alumni – Former students or graduates of any AHA programme.
- Accepted Candidates – Candidates who have been accepted into an AHA programme and have signed a pre-enrolment agreement (antecontract) with AHA (candidates who have already been accepted through the Early Admission process are **not eligible for the Referral Programme)**.

4.2. Students enrolled in BA/BSc or Master's programmes must be actively registered with AHA at the time the referral is submitted.

4.3. Accepted Candidates may submit referrals only after signing a pre-enrolment agreement (antecontract) with AHA. By submitting a referral, they become ineligible for other promotional scholarships or intake-specific discounts offered by AHA for the same intake. This restriction does not apply to academic merit-based scholarships or scholarships awarded during the course of their studies.

4.4. Self-referrals are strictly prohibited. An individual cannot act as both the Referrer and the Referred Candidate in the same referral. The Academy reserves the right to reject or invalidate referrals where a conflict of interest, misrepresentation or breach of the Referral Programme rules is identified.

4.5. All referrals must be submitted exclusively through the official AHA Referral Form. Referrals submitted through other channels or formats will not be considered valid.

5. Referred Candidate Eligibility

5.1. The Referred Candidate must register on the Academy's Classter platform and submit an application for admission to an AHA programme through the Academy's official website. The candidate must also complete the admission interview and sign the Preliminary Enrolment Agreement (Antecontract) within two (2) months from the date of referral. All stages must be completed in accordance with the Academy's standard application and admission procedures.

5.2. To qualify as a Referred Candidate under the Referral Programme, the individual must be a new prospective candidate and must not already exist in AHA's Marketing and Admissions database.

This includes individuals whose personal data has previously been collected or recorded by AHA through any marketing, promotional or recruitment activity, including but not limited to:

- High-school presentations and educational events;
- Education fairs and exhibitions;
- Open Days and other AHA-organised events;
- Previous enquiries or applications;
- Other marketing or recruitment campaigns and activities.

5.3. BSc Programme Referrals

For referrals to BA/BSc programmes, the Referred Candidate must meet at least one of the following eligibility criteria:

- Be a student currently enrolled in Grade 12 (final year of high school);
- Be a high-school graduate eligible for admission to an AHA Bachelor's programme for the upcoming academic year;

5.4. MSc Programme Referrals

For referrals to MSc programmes, the Referred Candidate must:

- Hold a Bachelor's degree (BA/BSc) or an equivalent higher education qualification recognised for admission to the relevant Master's programme;
- Meet the specific academic and admission requirements established by AHA for the respective MSc programme.

5.5. Meeting the above eligibility criteria does not automatically guarantee admission or entitlement to the Referral Programme benefit. The Referred Candidate must successfully complete the Academy's admission and enrolment process and officially become an AHA student.

5.4. Master Programme referrals:
The candidate must meet the eligibility and admission requirements for the academic year starting **2027**, as published on the official Academy website (**aharomania.ro**).

6. Reward Regulations

6.1. The referral reward is granted exclusively to the Referrer. The Referred Candidate is not entitled to receive any financial incentive or tuition fee discount under the Referral Programme.

6.2. A referral is considered successful, and the Referrer becomes eligible for the reward, only when all of the following conditions are met:

- The Referred Candidate has successfully completed the admission and enrolment process and has officially become an AHA student.
- The Referred Candidate has commenced their studies at AHA.
- The Referred Candidate remains enrolled and actively continues their studies into the following academic year, without having withdrawn from or suspended their studies.

6.3. The reward amount is EUR 200 for each successful referral, subject to the terms and conditions of this Policy.

6.4. For Referrers who are currently enrolled AHA students, the reward will be granted as a deduction from their tuition fees and applied in December of the academic year in which the reward becomes eligible, provided that all eligibility conditions set out in this Policy are met.

6.5. Payment of the reward to Alumni or Referrers who are no longer enrolled at AHA

Where the Referrer graduates or otherwise ceases to be an enrolled student before the reward becomes eligible for payment, the reward will be paid by bank transfer, subject to the following conditions:

- The Referrer must provide the Finance Department with complete and valid bank account details.
- The reward will be transferred within 90 calendar days from the beginning of the academic year in which the reward becomes eligible.
- Payment will be processed only after the required bank account details have been received and validated by the Finance Department.

6.6. To qualify for the tuition fee deduction or bank transfer, as applicable, the Referrer must have fully settled all tuition fee instalments and any other outstanding financial obligations towards AHA.

6.7. Invalidity of the Reward

The referral reward becomes invalid and will not be granted if:

- The Referrer withdraws from their AHA programme before the reward becomes eligible for deduction or payment.
- The Referred Candidate withdraws from their studies or suspends their studies before meeting the continuation requirement specified in Section 6.2.
- The referral is found to be fraudulent, misleading or submitted in breach of this Policy.

6.8. Each Referrer may receive a maximum of three (3) referral rewards per academic year, regardless of the number of successful referrals submitted.

7. Student Notification and Verification

7.1. The Admissions Department is responsible for reviewing and verifying all referrals submitted through the official AHA Referral Form to determine whether they meet the eligibility criteria set out in this Policy.

7.2. The Referrer will be notified by email once the Admissions Department has completed the verification process. The notification will confirm whether the referral has been accepted or rejected, including the reason for rejection, where applicable.

7.3. Only referrals containing complete, accurate and verifiable information will be considered for validation.

7.4. Referrals containing missing, incomplete or inaccurate information, including but not limited to the Referrer's name or the Referred Candidate's full name, will be considered invalid and will not qualify for the Referral Programme.

7.5. The Admissions Department reserves the right to request additional information or clarification where necessary to verify the eligibility of a referral.

8. Data Protection Compliance

8.1. All personal data collected through the Student Referral Offer is processed in accordance with the Academy's Privacy Policy.

8.2. The full Privacy Policy is available at:
https://aharomania.ro/privacy-policy

9. Policy Review and Amendments
This Policy shall be reviewed and updated periodically, as necessary, to ensure continued compliance with institutional requirements and applicable regulatory standards. Any amendments to this Policy will be communicated through the Academy's official communication channels.