

Referral Programme Form

IMPORTANT NOTE

Before completing this Referral Programme Form, please read the following **Terms and Conditions** on the referrer eligibility:

1. The referral programme is applicable to both SIM current students and alumni only.
2. The referral programme is NOT applicable to SIM existing staff and their immediate family members (parents, spouse, children, siblings), regardless if they are undertaking SIM programmes or SIM alumni.
3. SIM students and alumni may refer their friends/relatives to SIM programmes as follows:

Referrer	Eligible Students Application			Referral Fee for each successful application
	Diploma Programmes	Undergraduate Programmes	Postgraduate Programmes	
Current Students	Apply to all new International Students for Full-Time studies only		Apply to all new local & international students	S\$500/-
Alumni				S\$200/-

4. The names of both the referrer (current students or alumni) and referred new student must be indicated clearly on the Programme Application Form.
5. Referrer should encourage his/her friends/relatives to undertake pre-course counselling with SIM Student Recruitment team as a default arrangement.
6. New international student who was first referred by his/her friend/relative to apply to SIM programmes should indicate the friend/relative as the referrer instead of the recruitment agent in your home country. Referrer must communicate this clearly to his/her friends/relatives to be eligible for the referral programme.
7. Should the referred new student encounter any problem with their application process, they should refer to the respective SIM Country Managers / in-country Representative Offices for assistance [here](#).
8. The referral fee will be payable to the referrer after the referred new student has
 - a. made the first instalment payment of the programme fee;
 - b. commences his/her study at SIM; and
 - c. passed the refund period of the first semester of the programme.

By default, all payment will be made to only the referrer via bank transfer. We do not make third party payment.
9. The referrer must submit the Referral Programme Form to SIM within 2 working days from the day the referred new student had submitted the Programme Application Form to SIM.
10. SIM students and alumni are prohibited to promote and/or sell the SIM referral programme on any e-commerce platforms/forums/social media. If found, SIM reserves the right to disqualify any fraudulent submissions.
11. SIM reserves the right in its sole and absolute discretion to vary, amend, delete or add to any of these terms and conditions, or to terminate or suspend the referral fee at any time without notice, reference or liability.
12. SIM is not liable for any dispute arises between the referrer and referred student.

Please submit the Referral Programme Form via email referral@sim.edu.sg AND mail the hardcopy form to: **SIM Headquarters, 461 Clementi Road, Singapore 599491 [Attention: Angeline Ong]**

For Referrer Completion

Please indicate are you a current SIM student or alumni

Current Student
(Referral Fee: S\$500 per referred student)

Alumni
(Referral Fee: S\$200 per referred student)

Details about the Referrer	Details about the Referred Student
Full Name of Referrer	Full Name of Referred New Student
*SIM Student ID (for Current Student) / Last 3 digit and alphabet of NRIC/FIN No. (for Alumni)	SIM ID of Referred New Student
Email Address	University Admitted by Referred New Student
Contact No.	Programme Admitted by Referred New Student
Country of Referrer	Country of Referred New Student

* Information is obtained for verification purpose only.

Data Confidentiality Clauses

SIM PL is committed to maintaining the confidentiality of the student/alumni's personal information and undertakes not to divulge any of the student/alumni's personal information to any third party without the prior written consent of the student SUBJECT TO the obligation of SIM PL to disclose to any Singapore government authority any information relating to the student in compliance with the law and / or to the organisation conferring / awarding the qualification.

By submitting to us this referral programme form, you consent to our collection and use of your personal data for the purpose of processing this referral submission. Additionally, you have agreed to us contacting you via voice call, text message and/or email to clarify any details submitted in this form.

The amount and type of personal data collected shall be limited to that which is necessary to fulfil the purposes identified, will be used and processed by SIM PL reasonably and lawfully and will be retained for such period is necessary for legal or business purposes or to fulfil the identified purposes.

Disclaimer

- I confirm that I have read and understood the terms and conditions for my referrer fee eligibility.
- I certify that the referred new student is known to me personally or professionally and all information given by me in this application form is true and correct. I confirm that I have obtained the consent of my referred new student to provide his/her full name (as in NRIC/Passport) and SIM ID (upon application to SIM) for the purposes of verification and any purposes relating to the administration for the referral programme in accordance with the relevant terms in the “SIM Personal Data Protection Policy” which I have read and agree.
- I understand that any misrepresentation or omission of information may make me ineligible for this referral programme. I also authorise any investigation conducted upon the information provided for the purposes of verification.
- I confirm that I am not related to any staff at SIM.

Name & Signature of Referrer

Date of Submission:

For Official Use

Documents & Verification Checklist

- Direct Credit Authorisation Form
- Phone verification on Direct Credit Authorisation Details (Date verified: _____)
- Referred new student is an active student with 1st instalment fee paid (Date verified: _____)
- Referrer is a current SIM student/alumni* (to delete accordingly) (Date verified: _____)



DIRECT CREDIT AUTHORISATION FORM
(Only ORIGINAL AND COMPLETED FORM with Authorised signatories will be accepted)

No correction tape/fluid should be used on this form. Any cancellation made must be endorsed by the authorised signatories signing this form.

Please complete Part 1 and mail the original form : Singapore Institute Of Management Group Ltd, 461 Clementi Road, S (599491). Attention to your liaising Officer in SIM

PART 1 : TO BE COMPLETED BY SUPPLIER/INDIVIDUAL

a) Supplier/Individual Information

For Singapore registered company/business/society, fill in your organisation's name as registered with ACRA/UEN. You may check your registered name on www.uen.gov.sg.

For local companies, submission of the business profile in softcopy from ACRA is required.

Name (Supplier/Individual)	_____		
Registered Address	_____		

GST/VAT No.*	_____	Country of Tax Residence	_____
ACRA / UEN No.*	_____	Student/Lecturer PI No <i>(Please circle)</i>	_____
Contact Person/Tel <small>(Finance dept)</small>	_____	Email Address <small>(For payment advice notification)</small>	_____

b) Bank Information

Name as in Bank Account	_____		
Bank Name	_____		
Bank Code	_____	Branch Code	_____
Account Number	_____	Country	_____
Swift Code*	_____	Sort Code **	_____
International Bank Account No. (IBAN) **	_____		
Intermediary's Bank Name, Address and Swift Code ** (if applicable)	_____		

* mandatory field

** for overseas bank use only

By signing this form, you are giving consent for Singapore Institute of Management Group Ltd and its subsidiaries to collect, use and disclose your personal data, as provided in this form, for the purpose of processing the payments as instructed by you.

I/We hereby authorise Singapore Institute of Management Group Ltd and its subsidiaries to credit payment due to us to the above account.

In the event of change in bank account, we shall inform you in writing 30 days in advance before the change.

Authorised Signature (s) as per Bank's record

Company's Stamp

Date

PART 2 : TO BE COMPLETED BY SIM OFFICER

Please TICK on the relevant box

New Vendor

Update existing Vendor record

Supplier Category : Student / Lecturer / General - Procure / General - Non-Procure / Partner Uni

Currency _____

(Please circle)

Name /Dept

Signature/Date

PART 3 : TO BE COMPLETED BY PROCUREMENT OFFICER

Date of creation /amendment in FIN2.0 _____

Supplier ID in FIN2.0 _____

Note : Original and completed form must be submitted to Procurement and it will be created within 3 working days. Finance Ops will verify and approve the creation within 3 working days after creation in FIN2.0.

Name /Dept

Signature/Date

PART 4 : TO BE COMPLETED BY FINANCE ACCOUNTS PAYABLE DEPARTMENT

Incomplete/Incorrect information provided. Kindly complete a new form.

Creation/Amendment updated in FIN2.0

Others :

Date received : _____

Processed by : _____

FIN2.0 updated on _____

Rejected on _____

Note

1. Payment will NOT be processed for any incorrect/incomplete information furnished.
2. Any delay in payments due to wrong information furnished will result in unsuccessful crediting into your account.
3. All information provided must be in English.