



Student Referral Policy

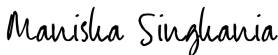
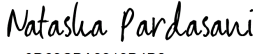
Policy Details

Policy Title	Student Referral Policy
Policy Number	ADM-013
Policy Owner	Admissions Department
Version	3
Effective Date	September 2026
Scheduled Review Date	September 2027
Applicable To	Premium Schools

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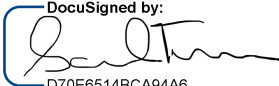
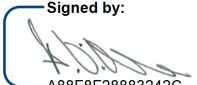
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Table of Contents

Section No.	Section Title	Page No.
1	Purpose	4
2	Referral Submission	4
3	Referral Deadline	4
4	Referral Reward	4
5	Data Privacy	5
6	Implementation Timeline	5
7	Non-Compliance	5
8	Version Control	6

1. Purpose

This policy aims to incentivise and reward parents who successfully refer new families to enroll their children in a Taaleem Holdings PJSC (hereafter referred to as “Taaleem” or “Company”) school their own children attend. If a referred family enrolls their child(ren) at the same school, the referring family will receive a monetary reward, which will be deducted from their tuition fees.

2. Referral Submission

To qualify for the referral reward, the following procedure must be followed:

- a. The referring parent must provide written evidence of the referral to the Admissions Department of the relevant Taaleem school. This evidence should be provided via email and include the following details:
 - i. The names and year groups of the referring parent's child(ren).
 - ii. The names of the referred family's child(ren) and their intended year groups.
- b. The new family applying for enrollment can also indicate the referral during the application process. They can submit an email to the Admissions department that includes:
 - i. The names of their child(ren) applying for enrollment.
 - ii. The names of the referring family's child(ren) and the school they currently attend.

3. Referral Deadline

To ensure eligibility for the referral reward, the referral must be submitted before the new family's registration deposit is paid. Any referrals received after this point will not qualify for the reward.

4. Referral Reward

- a. The monetary reward for each successful referral is determined by the amount specified on the school's website, as communicated by the school, and approved by KHDA. If all procedures are followed correctly and all conditions are met, the referring family will receive a monetary reward of a certain amount per child referred and successfully enrolled.
- b. Upon successful enrollment of the referred child including once the first term fees are paid in full and the referred child has attended school for 6 weeks of their first term, the Admissions Office will contact the referring parent to confirm that they have qualified for the reward.
- c. The reward will be applied as a deduction from the referring parent's next term's invoice.
- d. There is no limit to the number of referrals that can be submitted within an academic

year.

5. Data Privacy

All personal information provided during the referral process will be used solely for the purposes of administering this policy and will be handled in accordance with Taaleem's data privacy policies and applicable data protection laws.

6. Implementation Timeline

This policy shall be implemented within thirty (30) days from the Effective Date indicated on the cover page, allowing adequate time for communication, training, and adoption across all relevant Taaleem entities. Where any requirement in this policy is dependent on a system functionality, configuration, or tool that is not yet implemented, such requirement shall take effect only once the relevant functionality is operational. Until such time, existing processes shall continue to apply.

7. Non-Compliance

Deliberate and / or repeated non-compliance with this policy may be addressed in accordance with applicable company procedures.

Version Control

Version No.	Date	Details of Changes
1	Sep 2024	New Policy
2	Oct 2025	Refreshed for the new cycle – no changes made
3	Sep 2026	Refreshed for the new cycle – no changes made

Disclaimer:

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