



## Cambridge International School of Tunis

### Referral Bonus Policy

#### **Section 1. POLICY STATEMENT**

##### **Subsection A. Student Referral**

1. CIST believe that parents are biggest brand ambassadors.
2. CIST aims to form and maintain school community where parents actively join school events. Accordingly, enrolling the families referred by our parents is valued and encouraged.
3. A one-off payment 500 TND will be deducted from the tuition fee of your child for each new enrolment that results from your referral, as confirmed by the new family and after the receipt of their first tuition fee payment.
4. The referrer must be a parent with a child or children already enrolled in CIST.
5. Referrals have to be submitted prior to registration & admission.
6. Referral reward amount will be deducted after the receipt of their first tuition fee payment
7. Referral reward is not applicable for siblings of existing CIST students.
8. Multiple referrals of the same student will be rewarded on a first referral – first reward basis.
9. Referred friends with children already attending CIST do not qualify for this discount.
10. Discounts cannot be transferred to others.
11. Referral admissions are subject to the school admission & assessment policies & procedures.
12. CIST reserves the right to withdraw or change the terms of the promotion.

##### **Subsection B. Teacher Referral**

1. CIST is continuously searching for teachers who are qualified, talented, innovative, and have the drive to make a difference to join CIST.
2. CIST believes in collaboration and teamwork



3. All CIST employees and non-CIST employees are eligible to receive the referral bonus except for the following individuals: senior staff, principal, vice principal, Board of Governors members and their immediate families.
4. The referred candidate must complete first month at CIST in order for his or her referrer to be eligible for a bonus.
5. There is no limit to the number of referral bonuses that an individual may receive.
6. If CIST have already been in touch with a person who is referred, that referral will not be eligible.
7. Referral bonuses are awarded for teaching positions.
8. Referral bonus amounts may vary by position as listed below:
  1. Tunisian Subject Teachers: 250 TND
  2. Non-Native English Teachers: 250 USD
  3. Native Speaker Teachers for English related subjects: 500 USD
9. If more than one person refers a candidate, any referral bonus will be awarded to the first-in-time referral, as denoted by date/time of filing of the employee referral form.
10. Referrals will be paid one month after the referral was hired.
11. Referred candidates cannot be current employees of CIST or prior employees of CIST.
12. Candidates for CIST employment may not refer themselves to receive a bonus.