

TENNESSEE STATE UNIVERSITY
OFFICE OF INTERNATIONAL AFFAIRS
INTENSIVE ENGLISH CENTER

Policy No. 4.06.09

REFERRAL POLICY

PURPOSE

The purpose of this policy is to establish the framework for the referral discounts that will be applied to student tuitions at the Intensive English Center (IEC) and Tennessee State University (TSU). There will be separate principles applied to IEC students and TSU students.

POLICY

1. Intensive English Center Students:

The IEC shall offer a 10% referral discount off of tuition to qualifying IEC students for each new referred student. Students who have studied a minimum of one term (whether full-time or part-time) at the IEC may apply based on the following conditions.

- A. The referred student must register and pay all fees associated.
- B. The referring student must provide the name of the referred student during the registration and payment process.

An IEC student may receive the discount for referring a maximum of 5 students per term. The amount of the discount one may receive cannot exceed 50%. The discount(s) are to be applied in the next available term for which the referring student is enrolled.

Sponsored students are not eligible to apply.

2. Tennessee State University Undergraduate and Graduate Students:

The IEC shall offer a \$200 scholarship to Tennessee State University students for each new referred full-time IEC student. Students who are currently enrolled at one of the undergraduate or graduate programs may apply based on the following conditions.

- A. The referred student must register and pay all fees associated.
- B. The referring student must provide the name of the referred student during the registration and payment process.

A TSU student may receive a scholarship for referring a maximum of 5 students per term and the amount of the scholarship one may receive cannot exceed \$1,000. The scholarship(s) are to be deposited to students' account as soon as the referred student is enrolled at the IEC and paid the full tuition.

Sponsored students are not eligible to apply.

APPROVAL, VALIDITY AND REVIEW OF THIS POLICY

This policy goes in effect on the day approved by Tennessee State University Office of International Affairs and is valid until revoked or amended.

This policy is reviewed annually by Tennessee State University Office of International Affairs. Any changes are subject to the approval of Office of International Affairs.

Updated 7/2020