Tata Indian Institute of Skills (Tata IIS)

Alumni Referral Program Policy
Effective Date: ...01.04.2025........................

A. Purpose

This policy outlines the guidelines and benefits associated with alumni who refer prospective students to Tata Indian Institute of Skills. The Tata IIS Referral Program encourages Tata IIS alumni and current students to refer prospective students, helping expand our community and providing rewards in return. Referrers who successfully refer candidates are eligible to receive Amazon/other Gift vouchers as outlined in the Reward Structure.

B. Eligibility Criteria

i. **Referring Alumni/Current Students**
  - Must be verified Tata IIS alumni who have completed a full training program or current students enrolled in a Tata IIS course.
  - **Alumni Definition:** All trainees who have completed training at a Tata IIS campus or are currently part of an ongoing batch at Tata IIS will be considered as alumni.

ii. **Referred Candidates**
  - Must meet eligibility criteria for Tata IIS training programs.
  - Should not have any prior enrolment history with Tata IIS **within the last three months**.
  - Students registered in the Tata IIS database within the last three months will not be considered for referral. However, students registered more than three months ago can be referred.

C. Referral Process

i. **Submitting a Referral**

Referrers must email the following details to admissions@tataiis.org from their Tata IIS official email ID (provided to all alumni and current students):

  - Referred Student's Full Name
  - Email ID
  - Phone Number
  - Course Applied
  - Campus Applied

The referred student must be copied in the email for records, and he/she also can confirm by email.

ii. **Verification**
  - Tata IIS will verify the eligibility of both the referrer and the referred candidate.
  - A confirmation email will be sent to both parties after successful verification.

iii. **Candidate Enrolment Journey: To qualify for a referral reward, the referred candidate must:**
- o Complete the application and registration process.
- o Pass the entrance assessment or any other selection process as applicable.
- o Pay the admission confirmation fees.
- o Referred student should complete at least 30 days of the course.

D. Reward Structure

Referrers will receive **Amazon/other Gift Cards** for successful referrals as follows:

- o ₹1,500 Gift Card per student.

- o The Gift Voucher will be credited to the referrer's account only after the referred student has satisfied the aforementioned criteria as per Clause C (III) of this policy.

E. Anti-Malpractice Measures

i. **Verification Process**
- o Tata IIS will conduct authenticity checks to confirm the validity of all referrals.
- o Duplicate referrals or multiple referrals for the same candidate will not be accepted.

ii. **Anti-Collusion Measures**
- o Tata IIS will monitor and prevent collusion between referrers and referred candidates.
- o Only referrals submitted after the policy's effective date are eligible for rewards.

iii. **Penalties**
- o Fraudulent activity or malpractice will result in disqualification of the referral, forfeiture of rewards, and potential restrictions on future benefits.

F. Dispute Resolution

For any disputes or conflicts, the decision of the management decision will be final and binding.

G. Policy Modification

Tata IIS reserves the right to update or modify this policy as needed. Any changes will be communicated to alumni through official channels.

H. Contact for Queries

For questions regarding the Alumni Referral Program, contact us:

- **Email**: admissions@tataiis.org

- **Phone**: +91- 63517 25173