



REFERRAL POLICY

INTERNATIONAL SCHOOL OF COMPREHENSIVE EDUCATION - CIEDI

1. General definitions:

Referent. Understood as the parent of the CIEDI family who is going to refer another person (potential family parent) to register their child at CIEDI, in the current school year or the immediately following school year.

Referred. Is a person (potential family parent) who was referred by a Referent to enroll their child (children) in the current school year or the immediately following year.

2. The Referent must present the Referred **personally or by email** in the CIEDI admission office or to the email admisiones@ciedi.edu.co. The information will be validated in the system to confirm that the Referred does not exist in the system as a previous client nor has been Referred beforehand by another person.
3. In case of making a new enrollment for the Referred, the Referent should sign the acceptance of established conditions for this referral plan.
4. The Referred must be of legal age and can't refer themselves or their partner.
5. The requirement to make the benefit effective is for the Referred to make their enrollment effective for the applying school year.
6. The benefits are determined each school year where the benefit for Referred is made according to the following considerations:



- a. By presenting a FIRST Referred: 50% discount in the fifth monthly fee of your elder or only child, currently enrolled in CIEDI in the school year were the Referred enrolls and stays in the institution.
 - b. By presenting a SECOND Referred: 100% discount in the fifth monthly fee of your elder or only child, currently enrolled in CIEDI in the school year were the Referred enrolls and stays in the institution.
 - c. By presenting a THIRD Referred: 100% discount in the fifth monthly fee and 50% discount in the sixth monthly fee of your elder or only child, currently enrolled in CIEDI in the school year were the Referred enrolls and stays in the institution.
7. This Referral plan applies for enrollments starting in January of 2023 forward and is subject to verification and modifications on the institution's end.
 8. For entries in January, the referent could use the benefit in the month of May; and for entries in August the referent could use the benefit in the month of December.



ACCEPTANCE OF POLICY AND CONDITIONS

Referent:

Referred:

Name:

ID:

Signature and fingerprint:

Name:

ID:

Signature and fingerprint:

Vo Bo General management