



Referral Policy

This policy was adopted on 3rd February 2022
This policy is due for review on 3rd February 2023
This policy was reviewed on 5th January 2024
This policy was reviewed and updated on 22/04/24

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Please see the policy outlines below covering aspects of referring.

In these referral conditions, "you" and "your" means the lead name (and authorised representative of the school/organisation, where applicable) and all persons named on the referral (including anyone who is added or substituted at a later date) and any one of them, as applicable.

The lead name shall be responsible for the administration and correspondence in regard to the referral and that the parent/s or legal guardian (where applicable) and/or otherwise have the authority to make the referral (and any amendments and/or cancellations) on behalf of all the persons named on the referral (or the school, where applicable). The lead name shall be liable for:

the full payment of any deposits and balances; the payment of any amendment fees or cancellation charges; confirming all young people's details to us; passing on to all persons in the referral of any and all information issued by us including, without limitation, our referral confirmation and these referral conditions; and the conduct of the persons in the referral

In making a referral with us, you are regarded as having read, understood and agreed to these referral conditions.

When you make your referral and placement allocated, due to the nature of limited spaces and termly blocks, all payments are expected and non-refundable.



Payments are expected at least 14 Days prior to the placement starting and no later than 14 days after the referral has been made. This is also expected for mid term referrals whereby the student is to start immediately, then payment is expected within 14 days.

Using the "referral form" or "secure a place" form means you are committing to your paid place for that term.

Art Inc works hard to meet the needs of all our young people and Art Inc reserves the right to refuse a referral at this stage for any reason.

Your place will be confirmed by email. The submitting of the form and confirmation cement the contract between us. An invoice will be sent for the booked place. We do not accept bookings prior to a term starting for less than the duration of that term. Any deviation from termly blocks must be agreed by Art Inc in writing before submitting a referral form.

Please check your confirmation invoice carefully and advise us immediately of any incorrect or incomplete information.

If payments are not paid on time, we reserve the right to cancel your referral and offer your place to another referring body.

If no payment has been received at the end of a term for a placement within that term Art Inc reserves the right to refuse future referrals.

Schools/agencies cannot cancel their places after a referral. They may not cancel mid term. Schools/agencies may transfer their place to an alternative young person. This could be due to several reasons including but not exclusive to:

- The original young person has moved schools
- The original young person has refused/disengaged with Art Inc
- The parents of the young person are not supporting their participation/attendance
- The original young person has broken one of Art Incs behaviour policy

Art Inc will not offer refunds but may offer your place open to a new referral