

**FRIENDS & FAMILY (F&F) PROGRAMME FORM
POSTGRADUATE AND UNDERGRADUATE PROGRAMME (PART TIME STUDIES)**

(Please write your name in FULL and in CAPITAL LETTER)

NAME OF AMBASSADOR			
NRIC			
AMBASSADOR CATEGORY <i>(please tick ✓)</i>	Student		Tutor
	Alumni		Part Time Lecturer
	Staff		NGOs <i>(please specify)</i>
STUDENT ID/ STAFF ID/ TUTOR ID/ MEMBERSHIP NO.			
BANK ACCOUNT NO. <i>(for final semester student/ alumni)</i>			
SIGNATURE		DATE	

Friends and Family recommended:

F&F DETAILS		F&F SIGNATURE
NAME		
NRIC		
CONTACT NO.		
FF STUDENT ID		DATE ENROLLED:
NAME		
NRIC		
CONTACT NO.		
FF STUDENT ID		DATE ENROLLED:

For Regional Centre use only:

COUNSELLOR		Remarks	INTAKE	
REGIONAL CENTRE				
DATE				
APPROVED BY (RC Director/ RC Head)		Remarks		

For Regional Operations Office use only:

CHECKED BY	
Remarks	



WOU Community – Friends and Family (F&F) Programme

Expanding WOU community with WOU community introducing friends and family

You can now get rewarded for each friend or family member that you introduce to WOU. The more friends or family you introduce, the more you will earn!

Who is eligible for this programme?

Applicable to all WOU students, alumni, tutors, part time lecturers, staff* and WOU approved NGOs partners.

**Regional Centre Staff, Marketing and Senior Management from Chancellery are not eligible.*

What are the incentives/rewards to be given under this programme?

For the Ambassadors:

Individual rewards in the form of cash (see table below) per friend/family introduced who registered as new enrolment only. For existing student ambassadors, you are rewarded with rebates for tuition fees (reward will be credited in your statement of account).

ODL Programme	F&F Reward per Referral
Diploma Studies	RM150
Undergraduate Studies (GC/GD/Degree/PostGrad Dip)	RM200
Postgraduate Studies (Master & Doctorate Studies)	RM300

For the Referred Friend/Family:

The referred friend/family shall receive a discount of **RM100** in the form of fee waiver.

What are the terms and conditions for this Friends & Family (F&F) Programme?

1. The F&F applies to new students referred and registered within the enrolment period of the particular intake (excluding Single Course Registration).
2. Returning students or re-enrolment cannot be considered as Friends & Family.
3. To qualify for the rewards, the recommended friends and/or family (F&F) member must have paid the course fees in full and not owe the University any fees as of the date of approval with exception to EPP installment cases. The recommended F&F must remain active as a WOU student for one semester.
4. Any friends and/or family names that are found to be duplicated on more than one F&F form will be declared null and void.
5. All rewards for existing students can only be used as rebates for tuition fee only, and are not redeemable for cash or transferable. The rebates shall remain in the system for two consecutive semesters only and claimable via WOU MyEnrolment. Ambassadors in their final semester of study are required to provide their bank details to the RC for the purpose of crediting the F&F reward directly to their bank account upon approval. Failure to do so will result in the University not being able to process the payment. Ambassadors in their Final Semester of Study must have completed at least 80% of the credits required under the prescribed programme of study.
6. Tutors, part time lecturers, alumni and NGO members will receive their F&F reward in cash credited to their account.
7. Friends and family who have received the EPF, PTPTN loans or any other forms of financial support will still need to adhere to the Terms and Conditions as listed in the programme.
8. WOU reserves the right to change the rewards to other items similar in value for whatever reasons.
9. In order to qualify for the rewards, the F&F form must be received and approved by the RC Head before the friends and/or family enroll at the Regional Centres.
10. Only original copies of the F&F forms that are approved by the RC Head will be accepted under this programme.
11. All F&F forms must carry the name, NRIC number, contact number and signature of their F&F member to be valid.
12. All results pertaining to the F&F rewards as announced by WOU are deemed final and no correspondence will be entertained.
13. Terms and Conditions of this F&F programme are subject to change without prior notice.

For more information, kindly contact CARELINE or your Regional Centre today!

CARELINE:	1-300-888-968
Penang Regional Centre:	04-2180133
Kuala Lumpur Regional Centre:	03-92817323
Iphoh Regional Centre:	05-2436323
Johor Bahru Regional Centre:	07-5564323
Kuching Regional Centre:	082-578923
Bandar Utama Regional Support Centre:	03-76297223