

**FRIENDS & FAMILY (F&F) PROGRAMME FORM  
WOU ON-CAMPUS LEARNING (FULL TIME STUDIES)**

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

<b>NAME OF AMBASSADOR</b>			
<b>NRIC</b>			
<b>AMBASSADOR CATEGORY</b> <i>(please tick ✓)</i>	<b>Student</b>		<b>Tutor</b>
	<b>Final Semester Student</b>		<b>Part Time Lecturer</b>
	<b>Alumni</b>		<b>School Counsellor</b>
	<b>Staff</b>		<b>NGO (please specify)</b>
<b>STUDENT ID/ STAFF ID/ TUTOR ID/ M'SHIP NO.</b>			
<b>BANK ACCOUNT NO. (For ALL Ambassadors)</b>			
<b>SIGNATURE</b>		<b>DATE</b>	

Friends and Family (F&F) recommended:

F&F DETAILS		F&F SIGNATURE
<b>NAME</b>		
<b>NRIC</b>		
<b>CONTACT NO.</b>		
<b>F&amp;F STUDENT ID</b>		<b>DATE ENROLLED:</b>
<b>NAME</b>		
<b>NRIC</b>		
<b>CONTACT NO.</b>		
<b>F&amp;F STUDENT ID</b>		<b>DATE ENROLLED:</b>

For Regional Centre use only:

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

For Regional Operations Office use only:

<b>CHECKED BY</b>	
<b>Remarks</b>	

**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, WOU staff\* and WOU approved NGO partners.

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

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

Individual rewards in the form of cash/tuition fee rebate per friend/family introduced and registered as new enrolment only (see table below).

Ambassador Category	Programme Level	F&F Reward per Referral	F&F Reward in the Form of:	Finder's Fee per Referral
Student	Diploma	RM200	Tuition Fee Rebate <sup>a</sup>	RM100 <sup>b</sup>
	Undergraduate Degree	RM500	Tuition Fee Rebate <sup>a</sup>	RM200 <sup>b</sup>
Alumni, Students in Final Semester, Tutor, Part Time Lecturer and NGO	Diploma	RM200	Cash	Not Applicable
	Undergraduate Degree	RM500	Cash	Not Applicable
WOU Staff and School Counsellor	Diploma	RM200	Cash	Not Applicable
	Undergraduate Degree	RM1,000	Cash	Not Applicable

*Notes: a) F&F reward will be credited to student's statement as Tuition Fee Rebate.*

*b) Finder's Fee is only applicable to Student Ambassadors (excluding Alumni and Students in Final Semester) and is in the form of cash.*

**For the Referred Friend/Family:**

The referred friend/family shall receive a discount of **RM200** in the form of tuition fee waiver.

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

- The F&F applies to new students referred and registered within the enrolment period of the particular intake (excluding Single Course Registration).
- Returning students or re-enrolment cannot be considered as Friends & Family (F&F).
- 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 instalment cases. The recommended F&F must remain active as a WOU student for one semester.
- 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.
- All rewards for existing student ambassadors can only be used as rebates for tuition fee only, and are not redeemable for cash or transferable. All Ambassadors are required to provide their bank details to the RC for the purpose of crediting the F&F reward or Finder's Fee directly to their bank account upon approval. Failure to do so will result in the University not being able to process the payment.
- 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.
- WOU reserves the right to change the rewards to other items similar in value for whatever reasons.
- In order to qualify for the rewards, the F&F form must be completed and submitted during enrolment at the Regional Centres for processing.
- The University shall adhere to the Personal Data Protection Act and all information on the F&F form will be treated in strict confidence.
- Only original copies of the F&F forms that are approved by the RC Head will be accepted under this programme.
- All F&F forms must bear the name, NRIC number, contact number and signature of their F&F members to be valid.
- All results pertaining to the F&F rewards as announced by WOU are deemed final and no correspondence will be entertained.
- 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!**

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