

Referral Scheme Timings (for courses lead by GBS)

Stage	Timeline Guidance							
1 - Course start	-	Jan	Feb	Mar	May	Jun	Sept	Oct
2 – Student attendance confirmed	4 weeks after point 1	Feb	Mar	Apr	Jun	Jul	Oct	Nov
3 - SLC processing	1-2 weeks after point 2	Feb/ Mar	Mar/ Apr	Apr/ May	Jun/ Jul	Jul/ Aug	Oct/ Nov	Nov/ Dec
4 - Payment received by GBS	1-2 weeks after point 3	Mar	Apr	May	Jul	Aug	Nov	Dec
5 – Zoho status update – payment received	Within 1 week of point 4	Mar	Apr	May	Jul	Aug	Nov	Dec
6 - Referrers identified on zoho	Within 1 week of point 4	Mar	Apr	May	Jul	Aug	Nov	Dec
7 - Request for bank details	Within 1 week of point 4	Mar	Apr	May	Jul	Aug	Nov	Dec
8 – Bank details returned	-	-	-	-	-	-	-	-
9 - Reward payment processed	Within 1 week from point 8	Apr	May	Jun	Aug	Sep	Dec	Jan
10 - Zoho status update – Reward paid	Within 1 week from point 9	Apr	May	Jun	Aug	Sep	Dec	Jan

This table forms part of the details of the scheme presented online to help students understand the timescales. Please note:

The timeline is only valid if the student loan application is approved by the course start date. If the loan application is approved after the course start date, there may be delays. Specific dates should therefore be avoided and instead ranges, or timescales used.

Timescales for points 9 and 10 are made on the assumption that the referrer shares their bank details (point 8).

Referral Scheme Timings (for courses lead by Partners)

Stage	Timeline Guidance							
1 - Course start	-	Jan	Feb	Mar	May	Jun	Sept	Oct
2 – Student attendance confirmed	4 weeks after point 1	Feb	Mar	Apr	Jun	Jul	Oct	Nov
3 - SLC processing	1-2 weeks after point 2	Feb/ Mar	Mar/ Apr	Apr/ May	Jun/ Jul	Jul/ Aug	Oct/ Nov	Nov/ Dec
4 - Payment received by partner for processing	1-2 weeks after point 3	Mar	Apr	May	Jul	Aug	Nov	Dec
5 – GBS receives payment	Up to 4 weeks after point 4	Mar/ Apr	Apr/ May	May/ Jun	Jul/ Aug	Aug/ Sep	Nov/ Dec	Dec/ Jan
6 – Zoho status update – payment received	Within 1 week of point 5	Apr	May	Jun	Aug	Sep	Dec	Jan
7 - Referrers identified on zoho	Within 1 week of point 5	Apr	May	Jun	Aug	Sep	Dec	Jan
8 - Request for bank details	Within 1 week of point 5	Apr	May	Jun	Aug	Sep	Dec	Jan
9 – Bank details returned	-	-	-	-	-	-	-	-
10 - Reward payment processed	Within 1 week from point 9	May	Jun	Jul	Sep	Oct	Jan	Feb
11 - Zoho status update – Reward paid	Within 1 week from point 10	May	Jun	Jul	Sep	Oct	Jan	Feb

The table above is a visual outline of the reward payment process for all courses in partnership with:

- University of Suffolk
- Leeds Trinity University

This table would form part of the details of the scheme presented online to help students understand the timescales.

The timeline is only valid if the student loan application is approved by the course start date. If the loan application is approved after the course start date, there may be delays. Specific dates should therefore be avoided and instead ranges, or timescales used.

Timescales for points 10 and 11 are made on the assumption that the referrer shares their bank details (point 9).