



Academic Coaching & STEM Support

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Referral Appreciation Framework (Private Policy)

Intellecta grows through academic integrity, measurable outcomes, and trusted professional relationships.

As a gesture of appreciation, Intellecta may extend a discretionary coaching credit to currently enrolled students or families who refer a new student who formally enrolls and completes payment for services.

This framework is not publicly advertised and is offered at the discretion of Intellecta.

1. Eligibility Criteria

A referral is considered valid when:

- The referred student has not previously contacted Intellecta
- The referred student signs the Enrollment Agreement and completes the required initial payment
- Payment for the selected service is confirmed

Credits are issued only after enrollment and payment verification.

2. Referral Credit Structure

Referral appreciation credits may apply as follows:

- 1:1 Structured Coaching Enrollment (multi-session package or mentorship) → \$25 credit
- Lab Report Review Service → \$15 credit
- Research Paper / Thesis Review Service → \$40 credit
- Referral credits do not apply retroactively to past enrollments
- Referral credits are granted as appreciation gestures and are not commission-based compensation arrangements

3. Application of Credits

- Credits may be applied toward future Intellecta services only
- Credits are non-transferable and non-refundable
- Credits cannot be exchanged for cash or applied to outstanding invoices already issued
- Credits are valid for 6 months from the date of issuance
- Only one referral credit may be applied per enrollment cycle unless otherwise approved in writing

Intellecta reserves the right to:

- Approve or decline referral eligibility at its discretion
- Modify, pause, or discontinue the referral framework at any time without prior notice
- Adjust credit amounts depending on service structure updates

Acknowledgment

By accepting referral appreciation credits issued by Intellecta, the student and/or parent confirms understanding of the above conditions and agrees to the terms outlined in this framework.

This policy operates independently of the Academic Coaching Enrollment Agreement and does not modify existing payment, cancellation, or refund policies.

Referral credits are recorded internally and communicated via email confirmation once issued.

Signature

Referring Student Name: _____

Parent/Guardian Name (if under 18): _____

Signature: _____

Date: _____