

# Dean Training Partners – Referral & Recommendation Terms and Conditions

## 1. Definitions

- “**Dean Training**” means Dean Training Ltd.
- “**Partner**” means any individual or **organisation** referring or recommending Dean Training courses.
- “**Referral**” means the act of introducing a potential client to Dean Training through agreed channels.
- “**Commission**” means the agreed financial payment due to the Partner for a valid referral that results in a confirmed course booking.

## 2. Scope of Agreement

These Terms and Condition s **govern** the relationship between Dean Training and Partners who refer or recommend Dean Training’s training courses. They do not create an employment, agency, or joint venture relationship. Partners act on an independent basis and are not authorised to bind Dean Training to any agreement.

## 3. Partners Registration Process

### 3.1 Registration & Approval

#### a) Mandatory Registration

All Partners must register on the official **Dean Training Partner Platform** prior to submitting any referrals. Registration requires completion of the online application form and the submission of all documents reasonably requested by Dean Training.

#### b) Required Documentation

The documents may include, but are not limited to:

- Proof of identity (passport, driving licence, or company registration documents);
- Proof of address;
- Bank account details for commission payments if applicable
- Any regulatory, insurance, or compliance documents required for partnership.

#### c) Approval by Dean Training

- Dean Training will review all submissions and reserves the sole right to approve or reject a Partner’s application.
- Partners shall be notified in writing (by email or via the Platform) once they are approved.

#### **d) Ongoing Compliance**

- Partners must ensure that their registration details and documents remain accurate and up to date.
- Dean Training may request updated documents at any time as part of compliance monitoring.
- Failure to update records or provide requested documentation may result in suspension or termination of Partner status.

#### **e) Consequence of Non-Compliance**

- **No referrals or bookings will be recognised or considered valid unless submitted through the approved Partner Platform.**
- Referrals made prior to full registration and approval will not qualify for commission.
- Dean Training shall have no obligation to pay commission where a Partner has failed to meet registration, documentation, or approval requirements.

### **3. Referral Process**

1. **Submission** – All referrals must be submitted via Dean Training Portal
2. **Acceptance** – A referral will be deemed valid only if the referred client is:
  - Not already in Dean Training's customer database;
  - Has not already been contacted by or in discussion with Dean Training regarding training services
  - Introduced directly through the Partner.
  - Acceptance is at the sole discretion of Dean Training and may be withheld for any reason.
3. **Tracking** – Dean Training will maintain a referral register. Partners will be able to view the status of their referral through the Dean Training Portal.
4. **Exclusivity** – If multiple Partners refer the same client, the Commission will be paid to the first Partner who submitted a valid referral.
- Submissions via email, telephone, or any other means outside the Partner Platform will not be recognised.

#### **b) Accuracy of Information**

- Partners must provide complete, accurate, and truthful details of each referred client, including full contact information.
- Dean Training reserves the right to reject incomplete or inaccurate referrals.

**c) Time of Submission**

- Referrals will be recorded as valid at the time they are logged on the Partner Platform.
- If multiple bookings made by Partners for the same referral and for the same course but for different dates only the first date would be considered as a valid submission

**d) Acknowledgement**

- Dean Training will issue a written acknowledgement (by email or through the Platform) confirming receipt of the referral and whether it has been provisionally accepted.

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**c) Validity**

- Once accepted, a referral will remain valid as a Partner referral
- If the client makes a booking directly with Dean Training prior to registering by Partner on Partner Portal, the Partner shall not be eligible for commission.

**4. Partner Obligations**

- Partners must represent Dean Training accurately, truthfully, and in a professional manner.
- No false claims may be made about Dean Training's services, accreditation, or outcomes.
- Partners must comply with all relevant laws including advertising standards and GDPR.
- Dean Training branding, logos, and course materials may only be used with prior written consent.

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**5. Rewards / Commission (if applicable)**

- Commission is payable as stated with every course (excluding VAT) for each confirmed referral that results in a fully paid booking.

- Payment will be made within **30 days of receipt of cleared funds** from the referred client.
- Commission will not be payable if:
  - The referred client cancels,
  - Payment is not received in full, or
  - The referral was already known to Dean Training.
- Dean Training reserves the right to adjust commission rates, with at least **30 days' written notice** to Partners.

## **6. Confidentiality**

Partners must treat all non-public information about Dean Training, its clients, and operations as confidential, both during and after the referral relationship.

## **7. Intellectual Property**

All course content, materials, and branding remain the property of Dean Training. Partners are not permitted to reproduce, distribute, or adapt training materials without express permission.

## **8. Liability**

- Dean Training accepts no liability for claims arising from unauthorised statements made by Partners.
- Dean Training is not liable for any representations, promises, or commitments made by Partners outside of official approved information.
- Partners are responsible for their own expenses, taxes, and liabilities related to referral activity.
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## **9. Termination**

Dean Training may terminate this referral arrangement at any time with immediate effect if:

- The Partner breaches these Terms,
- The Partner acts in a way that could damage Dean Training's reputation, or
- Dean Training discontinues the referral programme.

## **10. Governing Law**

These Terms are governed by the laws of England and Wales. Any disputes shall be subject to the exclusive jurisdiction of the courts of England and Wales.