

1. **BD Activation:**
 - BD initiates the process by logging into the CCP admin portal using the provided credentials.
2. **Navigate to Referral Program Section:**
 - Within the admin portal, BD locates and accesses the specific section dedicated to managing Referral Programs. This is typically a designated area where referral-related functionalities are centralized.
3. **Select Specific Student:**
 - BD identifies the student for whom the Referral Program is intended.
4. **Activate Referral Program:**
 - BD is presented with the option to activate the Referral Program for the selected student. This action enables the Referral Program functionality for that specific student.
5. **Enable Referral:**
 - BD proceeds to activate and enable the Referral Program option for the specified student. This step ensures that the Referral Program feature is fully operational for the chosen student.
6. **Student Referral Process:**
 - Students, upon logging into their CCP student accounts, discover an option to refer other students. This feature is typically integrated into the student interface.
7. **Access Referral Feature:**
 - Students navigate within their CCP student accounts to access the referral feature. This involves locating and selecting the referral functionality.
8. **Enter Referral Details:**
 - Students input comprehensive details of the new referral student, including their name, email, mobile number, class, country, and school. This information is crucial for the referral process.
9. **Unique Phone Number Check:**
 - The system conducts a verification check to ensure that the entered phone number is unique and does not already exist in the paid CCP list. This step prevents duplication.
10. **Submit Referral:**
 - Students submit the entered referral details for processing. This action initiates the formal referral procedure.
11. **BD Verification:**
 - BD, having received the referral details, verifies whether the provided information corresponds to an existing Exallen student or a new one. This validation step ensures accuracy.
12. **Tagging and Approval:**
 - BD, upon verification, applies the necessary tagging to classify the referral and proceeds to approve the referral. This signifies authorization for the Referral Program.
13. **Scholarship Award:**
 - Following BD's approval, a scholarship of either 1.5% or 0.75% is awarded to the student account once the referred student pays his/her fees. The specific

percentage depends on whether the referred student is new or an existing Exallen student.

14. Handle Multiple Scholarships:

- In the event of multiple scholarships, they are aggregated using compound interest. This step ensures efficient and fair management of multiple scholarship awards.

15. Fee Payment:

- After the scholarships are awarded, students gain the ability to proceed with paying their fees through their CCP student accounts. If the student has already paid their fees in instalments, the scholarship will be awarded in the next instalment. If they have paid in a lump sum, the scholarship will be awarded in the next year's fees. This marks the conclusion of the Referral Program process.

Flow Chart

