

Health Coach Institute Referral Program

FAQs Frequently Asked Questions

Who can participate in the HCI Refer a Friend Program?

All HCI students can take part in this program and refer their friends!

How do I refer friends to the program?

You can refer a friend by entering your friends contact details on the following page: [Refer A Friend](#).

Can I refer multiple friends?

Yes! The great thing about our referral program is that you can refer as many friends as you like, as often as you like.

How much can I make off the Refer A Friend Program?

We want to make sure you know just how much we appreciate you and every friend you refer. Not only will your friends join your like-minded, inspiring community, but **you'll receive \$500 for each new referral** you send us who enrolls in our Become A Health Coach (BHC) or Become a Nutrition Coach (BNC) Program. To review the enrollment and eligibility terms, visit the [Offer Terms page](#).

Will my friend also receive a discount for joining the program when they use my link?

Yes! Each friend you refer who enrolls in the BHC or BNC Program and successfully meets all Offer terms will receive \$250 off the cost of their enrollment.

When will I receive my referral payment?

In order to qualify for the referral payment, **your friend must remain enrolled in BHC or BNC with an account in good standing for a period of 90 consecutive days** after the start of their program. The company will pay you the referral payment approximately 60 days after this period if you and your friend are in compliance with the Offer terms.

How do I get my referral payment?

When your referral is approved for payment, we will send you an email (using the email address you have on record with us). This email will include information on how to receive your payment and ask you to provide your payment details, so that we can get your referral payment sent out to you.

If you are an individual who is a U.S. citizen or U.S. resident in order to be paid for more than one referral for the calendar year you must provide us with a completed IRS W9 form. Upon payment to you of \$600 or more during the tax year, we will issue you a Form 1099-MISC and the IRS will receive a copy as well. The W9 form will be sent to you upon successful submission of the survey included in the email.

We cannot process your payment until we receive all the required information from you. If you reside within the USA we will send your payment via Bill.com, and if you reside outside the USA your payment will be sent via PayPal.com.

Important! *Please note that if no payment information and W9 form (in case you need to provide one) is submitted within 90 days of when your referral is approved for payment and your first email is sent out to you, the referral will expire.*

How can I make sure I get credited for each friend I refer?

To ensure you receive credit for each referral, please be sure to refer your friend directly through the [Refer A Friend](#) page. This way, you are logged automatically as the person who referred your friend and no action will be needed on the part of your friend. Please note each new person you refer will have up to 90 days to enroll in the program. It is good practice to stay in touch with the friends you refer to and provide guidance and share resources as needed. Simply sharing your story of the personal growth you've experienced through BHC and BNC and all the resulting benefits you've enjoyed can be a great catalyst to inspire others to join the community!

How can I track the progress of my referrals?

You can track the status of your referrals in your [Access account](#). There is a section called **My Referrals** in the bottom left corner of your profile page. In this section you will be able to see the name of the person you referred, the referral reward amount and the status of the referral.

What if I refer a friend who has already signed up for your classes, either now or in the past or who was referred by someone else?

Unfortunately, those who have already enrolled in our online classes or have been referred by someone else would not be eligible for this offer.

(Employees of Health Coach Institute and their affiliates are not eligible for this offer.)