**INTERNAL PROCEDURE**

**Title: International Compliance Procedure**

**POLICY HOLDER: International Compliance Level 1 User**

**SMT OWNER:**  **Assistant Principal Student Services**

**VERSION NO:**  **17**

**LAST REVIEWED:**  **September 2024**

**Accessibility:** If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College’s marketing team on 01603 773169.

**Further information:** If you have any queries about this policy or procedure, please contact the named policy holder.

**City College Norwich International -compliance procedure for students on a points-based student visa: Information for College staff 24/25Version control document**

|  |  |
| --- | --- |
| **Policy number:** | 1 |
| **Version:** | Update 16 |
| **Policy holder:** | Helen Richardson-Hulme |
| **Approval board:** | Executive team and Corporation |
| **Date of approval:** |  |
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| **Date of latest review:** | September 2024 |
| **Next review date:** | July 2025 or earlier if legislation requires |
| **Legislation or regulation:** |  |

**Changes log**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Update | Originated by | Approved |
| June 2015 | Addition: Page 5, paragraph 2.5 | Helen Richardson-Hulme | AMB 2015 |
| 18.08.15 | Confirmed details set out in section 1 with UKCISA  2.1 / 2.2. updated with 1516 process  2.6 Updated paragraph to include new guidance published 10.08.15  Appendix 2 updated letter in line with new guidance published on 10.08.15  Section 5 updated users and roles for 1516  Section 9 updated with 1516 figures  Updated Appendix 1 (to include in final draft) and 4 | Helen Richardson-Hulme |  |
| 17.11.15 | Confirmed details set out in section 1 with UKCISA  2.6 updated paragraph to include new guidance published 12.11.15  Addition: Appendix 5  3.1 updated with 12.11.15  Section 9 Updated student numbers  11 Updated Guidance Documents ½/3 in line with 12.11.15 | Sharon Farrant |  |
| 18.04.16 | Updated level 1 user details  Updated Appendix 5  5.25 Updated Academic progression – to include new guidance published 06.04.16  5.28 Updated academic progression – to include an additional example as published in new guidance 06.04.16 |  |  |
| 02.08.16 | Annual update including UKVI updates from 18.07.16 Document 2 | Helen R-Hulme |  |
| 14.11.16 | Addition of Daniel Place as Level 2 user (pg 4)  2.2 Addition of Rules, Regulations and Procedure for Students 1617 reference  2.4 Addition of reference to policy relating to administration fees  Training update amended in appendix 4  Addition of Appendix 6 – International fee status excerpt | Sharon Farrant & Alexandra Miller |  |
| 01.12.16 | Appendix 1 – addition of ATAS advice if applicable  1.4 Updated footnote1 hyperlink  2.6 Updated footnotes 2 & 3 hyperlinks  Appendix 2 – amended meeting schedule to termly  Appendix 5 – Refreshed excerpt from Document 2 Sponsorship duties - Academic progression and assigning a CAS to reflect new guidance Nov 2016 | Sharon Farrant & Alexandra Miller |  |
| 19.04.17 | Removal of L2 user – Alison Honeybone is no longer in post.  1.4 Updated footnote1 hyperlink  2.6 Updated footnotes 2 & 3 hyperlinks  11 Document references updated to reflect 06.04.17 changes  Appendix 5 Document references updated to reflect 06.04.17 changes  Training update amended in appendix 4 | Sharon Farrant & Alexandra Miller |  |
| 20.07.17 | Title page amended for 17/18 – no guidance change | Sharon Farrant |  |
| 25.06.18 | 2.2 Updated referral process for Tier 4 applicants and added Helen Richardson-Hulme as compliance team.  2.5 Amendments of payment as deposits updated.  5.3 Addition of Level 2 user to CAS requirement meetings  6.1 Addition of Level 2 user for fortnightly monitoring and compliance meetings  6.2 Amendment from monthly to half termly report  8.1 Addition of Level 2 user to fortnightly meetings  9.1 Update of current Tier 4 students  11 Updated legislation and related documents dates. Insert on Office of Students application.  Appendix 4 Updated staff training record  Appendix 5 Updated excerpt for academic progression version 8th May 2018 | Alexandra Miller |  |
| 15.01.19 | 9.1 Updated the College’s current student details  11 Updated legislation documents and registration with OfS  Appendix 1 – updated procedure  Appendix 2 – amendment to letter  Appendix 3a added – updated form  Appendix 4 – updated staff training record | Alexandra Miller & Sharon Farrant |  |
| 20/08/19 | Title page amended 19/20  2.1 Updated to read 19/20  2.2 Updated to read 19/20  2.5 Updated to read 19/20 Rules Regulations and Procedures  5.4 Addition of key documentation collection in line with Appendix D  7.1 Updated staff training for 1920 to be determined.  Appendix 4 - updated  Appendix 6 – updated to read 19/20 | Sharon Farrant & Alexandra Miller |  |
| 9.10.2020 | 1 COVID response information from Home Office added, showing impact on Tier 4 students and temporary concessions made. | Sharon Farrant |  |
| 22/12/2020 | Title Page Amended 20/21  All references to Tier 4 visa’s have been altered to read Student Visa.   * 1. Redefinition of who requires a student visa and reference to ESOL course as a short-term student visa with separate policy.   2. Reference to EEA and EU has been removed from exclusion of international student status with effect from 11pm of 31/12/2020.   2.2 Updated policy for rules, regulations and procedures for student 2021. Footnote to reflect Tier 4 wording in current policy.  2.5 Deletion of short-term student visa as now in separate policy.  2.7 Copied relevant student progression information from new guidance.  3.3 Footnote added to contact monitoring. | Sharon Farrant & Daniel Place |  |
| 25/10/2021 | Title Page Amended 21/22  1.2. Added statement about non-settled EU/EEA and Swiss applicants now being eligible for student visa routes.  1.3 Added statement about graduate route visa.  1.4 Added statement about new Tier 2 visa status.  Appendix 1  Appendix 7  Changed references to UK NARIC to new organisational name of UK ENIC. | Sharon Farrant & Daniel Place |  |
| 28/04/2022 | Removal of L2 user – Daniel Place is no longer in post and replaced with Alison Honeybone as of 17.02.22 | Sharon Farrant |  |
| 02/03/2023 | Title page amended 22/23  Dates amended throughout.  Removal of Principal – Corrienne Peasgood is no longer in post and replaced with Jerry White as of 01.08.22  Removal of L2 user – Alison Honeybone is no longer in post and replaced with Daniel Place as of 31.01.23   * 1. Updated the Certificate of Application (CoA)   2. Updated Notify Home Office of incorrect endorsement on BRP.   5.4 Updated Appendix D excerpt  11. Updated Legislation dates  Appendix 1: Name change on Application Process  Appendix 4: Updated Staff Training & Development  Appendix 6: Updated Rules, Regulations & Procedures 2223 policy excerpt 4.6 | Alexandra Miller & Sharon Farrant |  |
| 11/9/2023 | Title page amended 23/24  1.2 Amended EUSS information to reflect late applications.  11.09.2023 Updated hyperlinks to reflect latest versions of guidance and rules.  Appendix 4: Updated Staff Training & Development | Daniel Place |  |
| 29/07/2024 and Sept | Title page amended 23/24  Introduction added (September 2024 update)  Amended Key Contacts List, due to staff changes. | Daniel Place, AM and HRH |  |

Key contacts for colleagues 24/25

|  |  |  |
| --- | --- | --- |
| Key Contact: | | Helen Richardson-Hulme |
|  | | Assistant Principal Student Services |
|  | | 01603 773070 |
| Level 1 User:  Level 2 User:  Level 1 User: | | Helen Richardson-Hulme  Assistant Principal Student Services  01603 773070  Daniel Place  International Compliance Adviser (Immigration & Compliance)  01603 773 798  Alexandra Miller  IAG & International Team Leader (Immigration & Compliance)  01603 773 623 |
| International Team:  (not active on SMS) |  | Bob Parsons  International Adviser  01603 773798 |
|  |  |  |
| Authorising Officer: |  | Jerry White |
|  |  | Principal  01603 773 049 |

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Introduction: Defining students who are subject to immigration control vs students requiring a Student Visa

**Students who are subject to immigration control**Each year we enrol students who do not require a Student Visa but who are under immigration control (such as dependents, settled status, Ukraine Scheme, refugees and asylum seekers.)

For these students, we have a separate process in place which assesses their right to study in the UK. We also record key immigration information such as passport number, immigration status/category.

For our process see Appendix 8

The rest of this procedure applies to anyone applying to study who requires a Student Visa.

1. What is an International student visa?

1.1 A points-based student visa is required for students who are coming to study in the UK who are not British (or Irish) citizens or residents. The visa must be for courses which are at the minimum level of study of between RQF Level 3 to Level 6 in England. The course must be full-time, and if below UK degree level must include a minimum of 15 hours per week of classroom based daytime student. This is therefore applicable for the College’s A-Level and Access courses.

For ESOL courses, a short-term student visa will be required. Please refer to the Short-Term Student Visa procedure for this category.

1.2 The implementation of the graduate-route visa for graduates from UK institutions is not applicable to the College as we do not currently have TRAC status. Ensure all Student Visa BRPs do not have working rights on their Visa. Must be reported to Home Office within 3 months of arrival in the UK.

1.3 The College is also a Skilled Worker Visa sponsor (formally Tier 2 (General) work visa), which enables the College to sponsor non-UK residents to move to the UK and work. This was granted in July 2021.

# 2. Key information for staff: the Application process 2.1 Staff must refer initial enquiries to the International Compliance Adviser. In 2024, this is Daniel Place. Applicants require initial IAG about which courses meet immigration requirements. If applicable, we will also try and make an appointment to see any family members the applicant may have living in the UK at this point.

# 2.2 Applicants will receive information about qualification checks we need to carry out and information about College fees as detailed in Rules, Regulations and Procedures for Students 2024/25 (Excerpt in Appendix 6). Following immigration advice and documentation collection, the students’ application will be discussed at the International compliance team meeting.

# In 2024/25 this is Helen Richardson-Hulme, Alexandra Miller, Daniel Place and Bob Parsons.

2.3 Direct applications from overseas should be referred to the International Compliance Adviser or International Adviser so that initial contact can be made.

2.4 Continuing students including progressing students **must** be referred to the International Compliance Adviser so that their visa can be checked and we can log any forthcoming changes such as the renewal date.

2.5 Detailed information about the application process is in Appendix 1. During the application process students are referred to the Rules, Regulations and Procedures for Students 2024/25 policy where it states that a student visa student is required to pay the full tuition fee (if it is a year-long course) or the first-year fees if it is a longer course required prior to issuing a CAS.

In the Rules, Regulations and Procedures for Students 2024/25 policy it states that a £250 administration charge will be retained should the application not proceed.

2.6 CASs (Confirmation of Acceptance to Study) are issued to STUDENT VISA applicants before they can apply for their visa and enroll on their programme. CASs are issued by the Key Contact or Level 1 User and the process for this is detailed in the application process in Appendix 1.

2.7 The College reserves the right to refuse to issue a CAS for new or returning students on the basis that to do so would put the College in the position of not complying with UKVI Sponsor guidelines for STUDENT VISA Sponsors. This includes assessment of a student’s academic progression. The Guidance states a serious breach is ‘Failure properly to assess a student’s academic progression, or falsely claiming that students meet the exception to the requirement to be moving up an academic level.’[[1]](#footnote-2)

When considering applications, staff must refer to the UKVI definition of Academic Progression as set out in *Guidance for Sponsors Document 2: Sponsorship Duties:* Which is listed in full in Appendix 5.[[2]](#footnote-3)

# 3. Key information for staff: Attendance checks

3.1 We are required as part of our Sponsor duties to monitor and record student attendance. **We are required to report instances where a student misses 10 consecutive expected contact points or the student has ceased academically engaging.** At our College we define an expected contact point as 1 week during term time. The purpose of this is to ensure that points-based students are complying with the terms and conditions of their visa and that we report to the Home Office any breaches. This information will be recorded on the student’s eILP and the International Compliance Adviser will liaise with academic staff as appropriate in each case. As part of our monitoring procedure we will look for patterns of attendance and any anomalies.

Examples included in Sponsor duties guidance are;

* a lesson, a lecture, tutorial or seminar
* a test, examination, or assessment board
* a meeting with a supervisor or personal tutor
* a research-method or research-panel meeting, writing up seminars or doctoral workshops
* an oral examination or viva
* an appointment with a welfare adviser or international student adviser
* submitting assessed or unassessed coursework
* an interim dissertation, coursework or report
* registration (for enrolment or matriculation).[[3]](#footnote-4)

3.2 **In our College**, we define an expected contact as;

1. a week of term time
2. a test or exam or other assessment
3. a meeting with a teacher, tutorial supervisor or other member of staff
4. submission of any work by the required deadline

Students will be invited and expected to attend a welcome meeting during the first half term and scheduled progress meetings throughout the year with the Compliance team.

3.3 An example progress meeting letter is in Appendix 2, an example template for staff to use to complete the progress update is in Appendix 3 and an example of a termly review form is in Appendix 3a.

3.4 Action we will take if a student does not meet the required attendance ‘expected contacts’

# 4. Key information for staff: Correspondence with STUDENT VISA students

4.1All relevant correspondence with STUDENT VISA students will be recorded on the student’s eILP so that curriculum colleagues have access to this important information about how their students is being supported in terms of their visa compliance.

# 5. Key information for staff: Roles and repsonsibilities

5.1 The Key Contact will:

* Meet with the Level 1 User(s) and Level 2 User fortnightly to review the caseload and discuss individual cases as appropriate, including any issues arising from attendance monitoring
* Provide management information to the College Exec and Academic Management teams as appropriate
* Assign CAS for individual applicants as required using the SMS[[4]](#footnote-5)

5.2 The International Compliance Adviser & International Adviser will:

* Conduct weekly attendance checks of students on STUDENT VISA visas and highlight concerns in attendance and monitor absences in line with our Sponsor duties
* Provides advice and guidance to new applicants and existing students on immigration rules and on academic matters relating to admission or progression. The International Adviser will also collate the documents required for international team meetings. Refer to <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-finance> and <https://www.gov.uk/guidance/immigration-rules/appendix-student>
* Collection and storage of documents in line with Appendix D[[5]](#footnote-6) Please refer to appendix 7 part 5.

5.3 The Authorising Officer will:

* Have strategic responsibility for the College’s STUDENT VISA sponsor status

# 6. Monitoring and compliance

6.1 Reporting on the progress of STUDENT VISA students will take place on a fortnightly basis between Key Contact, Level 1 User(s), Level 2 user and International Adviser.

6.2 A termly report on STUDENT VISA compliance will be presented to the College Executive team.

# 7. Staff training

7.1 STUDENT VISA training has been provided to staff in key roles in the organisation. The training plan is in Appendix 4.

# 8. Professional services

8.1 The College utilises its membership of UK ENIC[[6]](#footnote-7) and UKCISA[[7]](#footnote-8) for training, consultation and professional updates. These are shared between the Key Contact, Level 1 User(s) and Level 2 and discussed at fortnightly meetings.

# 9. Current position in College

9.1 The College currently has 1 student studying on a points-based student visa.

# 10. Student engagement and feedback on our service

We aim to provide a supportive, welcoming and professional service to students studying with us on STUDENT VISA visas.

10.1 STUDENT VISA students have access to a representative through the Student’s Union.

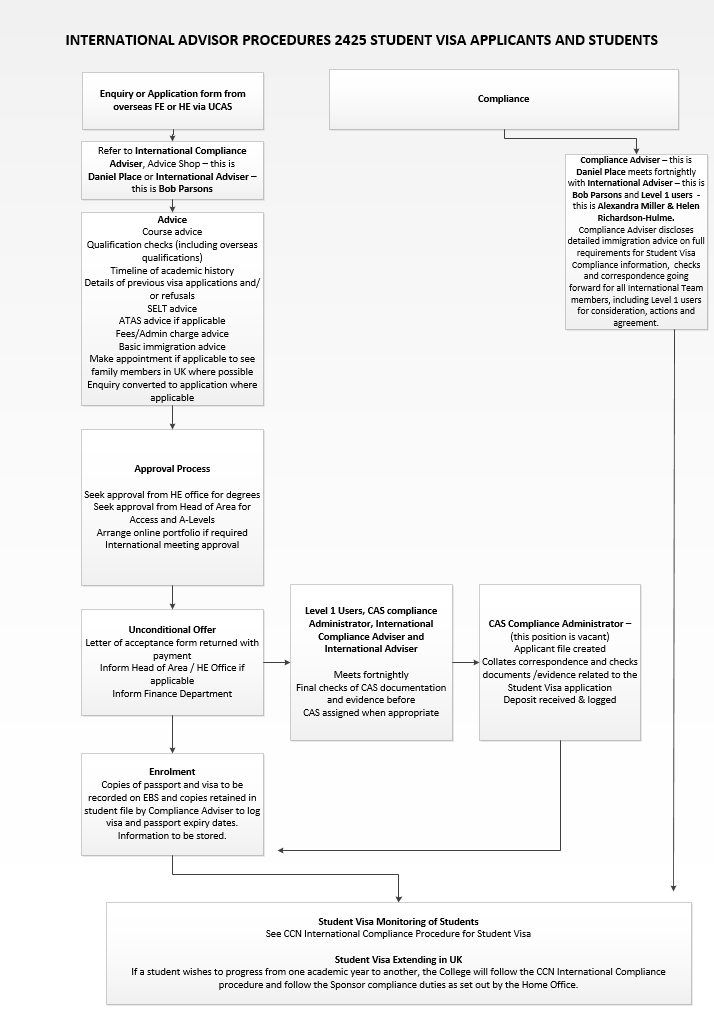
10.2 Students are able to feedback on their experience of using our information, advice and guidance services though participating in surveys, speaking to their student rep or HE Student Forum, feedback postcards and during their face to face meetings with staff.

# 11. Legislation and other related Procedures

* Home Office: Student Sponsor Guidance Document 1: Applying for a Student Sponsor Licence 16.10.2023
* Home Office: Student Sponsor Guidance: Document 2: Sponsorship Duties 17.7.23
* Home Office: Student Sponsor Guidance: Document 3: Student Sponsor Compliance 16.10.23
* Home Office: Student Sponsor Guidance: Document 4: Higher Education regulatory reform 01.12.2020
* Student and Child Student version 6.0 04.04.2024
* Immigration Rules Appendix Student (Student Route) 10.09.2024
* Immigration Rules Appendix Finance (This Appendix Sets Out How the Financial Requirements Must Be Met) 10.09.2024
* Ofsted: The Education Inspection Framework, July 2023
* Keeping Children Safe in Education, September 2024
* Prevent duty guidance, March 2024
* CCN Rules and Regulations 2024/25

CCN is registered with Office for Students.

# **Appendix 1 Application process**



For a copy of this diagram or to discuss any aspect of the application process for STUDENT VISA students please contact the policyholder named at the front of this document.

# **Appendix 2 Progress meeting letter for STUDENT VISA students**

Date

Name and address

Dear

**VISA STUDENT TERMLY REVIEW MEETING**

I am writing to invite you to a short progress meeting as part of our support service for international students who are studying with us on Student Visas. This is part of the way that the College monitors your progress and comply with our responsibilities as a Sponsor of international students.

**I would like to make an appointment with you on**

**(Insert Date) at City College Norwich – Advice Shop**

**Please can you confirm by telephone or email, that you will be able to attend this appointment, or suggest another day or time.**

At this meeting I would like to talk to you about your

* Attendance
* Outcome of meetings with tutors and supervisors
* Examination attendance
* Submission of course work
* General progression on the course.
* Confirm or update your current address and telephone numbers for UK & overseas

I will be in touch with your tutor prior to the meeting and I will also give you the opportunity to talk to me about any issues you may have whilst you are a student here at City College Norwich.

As a Student Visa Student, you will know that the College has compliance duties to the Home Office. So, we have introduced these meetings to help you and the College protect your Student Visa status. The Home Office can bring your immigration permission to an end if they are notified that you have not met the conditions of your visa. It is very important that, as far as possible, you attend all your classes and lectures and submit coursework when it is due. If you have problems with this, you should let us know immediately so that we can discuss your options with you. It is very important that you notify us if you are ill and cannot attend or submit work. If you decide to leave your course early you must tell us. If you are returning home or going to a different institution to study, you should provide us with details so that we can notify the Home Office.

I look forward to seeing you.

Yours sincerely

**Daniel Place**

International Compliance Adviser

City College Norwich, Easton College, Paston College

[daniel.place@ccn.ac.uk](mailto:daniel.place@ccn.ac.uk)

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[www.ccn.ac.uk](http://www.ccn.ac.uk/) [www.easton.ac.uk](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.easton.ac.uk%2F&data=05%7C02%7CAlexandra.Miller%40ccn.ac.uk%7C376dba91bd1242a5b72f08dce2ef53dc%7C1db1f922ffde405abaf6c0e4a24552a9%7C0%7C0%7C638634764730170897%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=5Ud78QJArzp59fegobFYICvbOERa7gQAIEMDj51DPFA%3D&reserved=0) [www.paston.ac.uk](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.paston.ac.uk%2F&data=05%7C02%7CAlexandra.Miller%40ccn.ac.uk%7C376dba91bd1242a5b72f08dce2ef53dc%7C1db1f922ffde405abaf6c0e4a24552a9%7C0%7C0%7C638634764730192975%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=hSlZHks%2BGYi%2BDUF3hxZQfSt2wBpKTINsrCPxbl12Nj0%3D&reserved=0)

**UK Border Agency Sponsor Licence Number GN7 JDV8A0**

# **Appendix 3 Example progress meeting template for staff to use**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Termly Review Meeting Tutor Report** | | | | |
| **Date** | | | | |
|  | Module/subject | Module/subject | Module/subject | Module/subject |
| Attendance |  |  |  |  |
| Outcome of meetings with tutors and supervisors |  |  |  |  |
| Examination attendance |  |  |  |  |
| Submission of course work |  |  |  |  |
| General progression on the course |  |  |  |  |

**Appendix 3a Example of a Termly review form**



# **Appendix 4 Staff training and development 1516 & 1617 & 1718 ,1819, 1920, 2021, 2122, 2023, 2024 & some future bookings for 2025.**

1516

|  |  |  |
| --- | --- | --- |
| Title | Date | Attendees |
| UKCISA Preparing for Enrolment | 25.02.16 | Sharon Farrant  Chris Caddamy |
| UK NARIC | 06.04.16 | Sharon Farrant |
| UKCISA Preparing for Enrolment | 26.04.16 Internal training | Student Services  Student Data  Admissions |
| AoC International Conference | 09.06.16 | Alexandra Miller |
| UKCISA Framework for Fees 1617 v3 | 21.07.16 | Sharon Farrant  Tom Grayling |
| UKCISA Framework for Fees 1617 v3 | 22.08.16  Internal training | Student Services  Student Data  Admissions |

1617

|  |  |  |
| --- | --- | --- |
| Title | Date | Attendees |
| UKCISA Basic Tier 4 | 20.10.16 | Daniel Place |
| UK Naric Conference | 21 & 22.11.16 | Daniel Place |
| UKCISA Assigning a CAS | 29.11.16 | Daniel Place |
| UKCISA Advising on Tier 4 Applications (1) | 06.12.16 | Daniel Place |
| UKCISA P813 Tier 4 & Sponsor Compliance | 18.01.17 | Alexandra Miller |
| UKCISA Enrolment & Immigration | 08.02.17 | Daniel Place |

1718

|  |  |  |
| --- | --- | --- |
| Title | Date | Attendees |
| UK NARIC Conference | 20/11/17 | Helen Richardson-Hulme |
| UK NARIC Conference | 21/11/17 | Sharon Farrant |
| UK NARIC L2 International Admissions Course | 20/03/18 | Daniel Place |
| UKCISA Home Office Audit Survival and Preparation Course | 15/04/18 | Daniel Place |

1819 – completed and scheduled

|  |  |  |
| --- | --- | --- |
| Title | Date | Attendees |
| UK NARIC Conference | 07.11.18 | Daniel Place |
| GDPR & immigration work in the education sector | 16.11.18 | Daniel Place |
| UKVI audits: preparation and survival | 05.12.18 | Helen Richardson-Hulme |
| UKCISA Preparing for Enrolment | 08.02.19 | Alexandra Miller |
| UKCISA Members’ Seminar | 13.02.19 | Sharon Farrant |
| Stop Press: recent changes and issues | 30.05.19 | Daniel Place |
| EU Settlement Scheme | 26.06.19 | Daniel Place |
| UKCISA Framework for Fees | 19.07.19 | Alexandra Miller |

1920

|  |  |  |
| --- | --- | --- |
| Title | Date | Attendees |
| UK NARIC Conference | 04/05.11.19 | Sharon Farrant |
| UKCISA Short-term study visa refusals | 21.11.19 | Daniel Place |

2020

|  |  |  |
| --- | --- | --- |
| Title | Date | Attendees |
| UK Points-Based Immigration and COVID Webinar with the Home Office | 30/4/2020 | Sharon Farrant and Daniel Place |
| Q & A with the Home Office - UKCISA | 29/10/2020 | Sharon Farrant and Daniel Place |
| Immigration Update with the Home Office | 13/11/2020 | Sharon Farrant |
| EEA Student Fees and Marketing Webinar | 16/11/2020 | Daniel Place |

2021

|  |  |  |
| --- | --- | --- |
| Title | Date | Attendees |
| UK NARIC – EEA Update | 20/1/2021 | Sharon Farrant |
| AoC Brexit Implications for Colleges | 9/2/2021 | Sharon Farrant |
| AoC Student Finance after Brexit | 10/2/2021 | Sharon Farrant |
| UK NARIC Webinar – The New Student Visa Route | 24/2/2021 | Helen Richardson-Hulme, Sharron Farrant and Daniel Place. |
| UK NARIC webinar – Basic compliance assessment | 17/03/2021 | Helen Richardson-Hulme |
| UKCISA – Intro to Student Route Training | 19/3/2021 | Alexandra Miller |
| UKCISA – Student Route Financial Requirements | 22/4/2021 | Alexandra Miller |
| UKCISA Webinar on Student Graduate Route | 30/4/2021 | Sharon Farrant |
| UKCISA training: Student route essentials | 05/05/2021 | Helen Richardson-Hulme |
| UKCISA Webinar: Assigning a CAS under the new Student immigration route | 13/10/2021 | Helen Richardson-Hulme |
| UKCISA Webinar: Introduction to the Student route | 20/10/2021 | Helen Richardson-Hulme |

2022

|  |  |  |
| --- | --- | --- |
| Title | Date |  |
| City of Sanctuary – Supporting new Afghan arrivals at FE Colleges Webinar | 27.01.2022 | Alison Honeybone  Alexandra Miller  Sharon Farrant |
| China Secondary Qualifications | 09.03.2022 | Alison Honeybone |
| ECCTIS – Evaluating International Students – an Introduction for Admission Staff Webinar | 28.03.2022 | Alison Honeybone |
| ECCTIS - Navigating UK Compliance Requirements -an Introduction for Admissions Staff Webinar | 28.03.2022 | Alison Honeybone |
| ECCTIS Basic Compliance Assessment and English Language – an Introduction for Admissions Staff Webinar | 30.03.2022 | Alison Honeybone |
| ECCTIS Education in Ukraine Webinar | 04.04.2022 | Alison Honeybone |

2023

|  |  |  |
| --- | --- | --- |
| Title | Date | Attendees |
| AoC Immigration and Student Visa Webinar | 23/01/2023 | Helen Richardson-Hulme Sharon Farrant |
| UK ENIC Annual Conference | 20.02.2023 | Sharon Farrant  Daniel Place |
| Norfolk CC: The Journey of the Unaccompanied Minor | 6.6.2023 | Daniel Place |
| UK ENIC Annual Conference | 4.12.2023  5.12.2023 | Bob Parsons  Daniel Place |

2024

|  |  |  |
| --- | --- | --- |
| Title | Date | Attendees |
| Norfolk CC: The Journey of the Unaccompanied Minor | 11.01.2024 | Bob Parsons |
| Education eVisa event | 24.10.24 | Helen Richardson-Hulme |
| UKCISA Immigration Update | 20.05.25 | Helen Richardson-Hulme |

**Appendix 5**

**Excerpt from Guidance for Sponsors**

**Document 2: Sponsorship Duties**

**Version 7/23 - This guidance is to be used from 17th July 2023**

Academic progression

5.20 The academic progression rule is in place to ensure that students are progressing academically if they wish to study a further course in the UK, and are not merely seeking to extend their stay in the UK.

Who is exempt?

5.21

A student does not need to show academic progression if:

a. they are making a Child Student application in the UK or overseas;

b. they are making their first Student application;

c. they are making a Student application overseas;

d. they are making a first application to move to a new institution to complete an existing course commenced at a Student sponsor that had its licence revoked (including Tier 4);

e. they are applying to resit an examination, repeat a course module (1) or repeat an academic year, or they have previously re-sat examinations, repeated modules or repeated an academic year and require leave to remain to complete the course in respect of which those examinations were re-sat, modules repeated or academic year repeated;

f. they are applying to complete the PhD or other doctoral qualification for which study was undertaken in the last grant of permission under the Student route (including Tier 4), in the UK or overseas;

g. they are applying to undertake a role as a Student Union Sabbatical Officer, or to complete the qualification for which they were last granted permission as a Student (including Tier 4) after a period as a Student Union Sabbatical Officer;

h. they are applying as a postgraduate doctor or dentist on a recognised Foundation Programme; or i. they are applying for permission to stay in order to undertake a study abroad programme or work placement or they have previously completed a study abroad programme or work placement and require a further period of permission to complete their course.

j. they are undertaking an integrated masters or PhD programme and are continuing to study their course but at the level of the lower level qualification (for example, an integrated masters student continuing on the bachelors programme)

5.22

If a student is exempt from demonstrating academic progression, the sponsor must confirm this and set out why in the CAS. Caseworkers may request further evidence when deciding applications.

5.23

If a student is applying in the UK as a differentiated applicant, the sponsor must explicitly confirm that they have completed their previous course of study on the CAS for academic progression to be considered to be met. Caseworkers may request further evidence when deciding applications.

5.24

If a student is applying for the purposes of re-sitting a single or multiple examination(s) or repeating a single or multiple module(s), or because they have previously done so, the sponsor must state this (and whether they are/have re-sat examinations or are/have repeated modules) in the CAS. If the student has changed their course without completing their previous course (having met the relevant requirements to do so), they must submit transcripts to show that they have previously sat the exam/s or taken the module/s to support their application, in respect of the course they changed to, not the previous course.

How can a student meet the academic progression requirement?

5.25

To meet the academic progression requirement, the student’s new course must normally be above the level of the previous course for which they were granted permission under the Student route. For example, a student’s student may not take the same exam or module more than three times unless their sponsor has Student sponsor status. If a previous course was at RQF6 (and equivalents), their next course should be at least at level RQF7.

5.26

If a student has successfully completed an integrated master’s or PhD programme, leading to the award of the lower level of the two qualifications that may be awarded, and is applying for a new course which leads to the award of a qualification at a higher level than the qualification awarded, this would meet the academic progression requirement (for example, a student who completes an integrated masters programme with a bachelors qualification, then applies for a masters programme, would meet the academic progress requirement).

5.27

In certain circumstances a student may be able to continue to study at the same level (see ‘Studying at the same level’). However, if the student’s new course is at a lower level than the previous course, it will not represent academic progression and any application to extend their leave will be refused.

5.28

The student must also meet one of the following requirements:

a. they must have successfully completed (meaning they have achieved the qualification for which they were studying) the course for which they were last granted permission under the Student route (including Tier 4) or, if they have changed courses with the same sponsor, the course they changed to; or

b. they must be applying to progress from:

i. a Bachelors to Masters level course as part of an integrated Masters course, or

ii. a Masters to PhD level course as part of an integrated Masters and PhD programme; or

c. they must be applying to pursue an intercalating year as part of their medical, dental or veterinary science degree, or they are returning to their original course having completed their intercalated year.

Applying for an integrated course

5.29

A student can demonstrate academic progression if they are moving from the lower level to the higher level of an integrated Masters course or an integrated Masters and PhD programme. The sponsor must undertake an assessment of the student’s academic ability to complete the higher level course before assigning the CAS and must confirm this in the CAS.

5.30

The course must be a fully integrated course; it cannot be two separate courses placed back to back and there must be no option to undertake the two courses separately at the same sponsor. For example, if the course is an integrated Masters course in Engineering, the student cannot also have the option to undertake a Bachelors and Masters in the same course separately, which they could otherwise take consecutively.

In order to grant permission, the caseworker must be satisfied that the course is integrated. If not, they may request further information or permission may be refused. 5.31 A sponsor will face compliance action if they do not make an assessment of the student’s ability to complete the higher level course before issuing a CAS. This change will be kept under review after introduction to ensure it is not being abused.

How can a student demonstrate academic progression?

5.32

A student can demonstrate having successfully completed their course by having received the award or, where the formal award has not yet been issued and the student is studying a course at degree level or above at a sponsor which is a HEP with a track record of compliance, through formal written confirmation.

5.33

In order to provide formal written confirmation, the current sponsor must make an assessment of the student’s academic ability to complete their current course successfully. The confirmation provided should state that, based on the assessment and the student’s performance throughout the course, the sponsor considers that the student is highly likely to complete their course successfully. It should also give an indication of when the qualification will be awarded.

5.34

The sponsor assigning the CAS should note on the CAS that their offer is based on formal written confirmation from the current sponsor. In the event that the student does not successfully complete their first course, the sponsor assigning the CAS will be required to notify UKVI and withdraw sponsorship of the student. Abuse of the ability to provide formal written confirmation, or failing to withdraw sponsorship, may result in compliance action being taken by UKVI.

5.35

If a student has failed to successfully complete their previous course or is not applying to progress from the lower to higher level of an integrated Masters course or integrated Masters and PhD programme, or an intercalating student, they will not be able to demonstrate academic progress and will have to apply from overseas if they wish to make an application for permission on the Student route to study a new course. A student who has been studying A-Levels and achieves a qualification in at least one of the subjects they have been studying, will be considered to have successfully completed their course. 5.36 Qualifications obtained through supplementary study cannot be relied upon by a sponsor or a student to show academic progression.

5.37

If a student has been studying a pre-sessional English language course and then applies to study a substantive course, that will be considered to be academic progression. If an applicant who has completed a substantive course then wishes to undertake a pre-sessional English language course at a lower level, before another substantive course, this will represent academic progression if:

a single CAS has been assigned to cover both the pre-sessional course and the substantive course; and

• the substantive course is at a higher level than the previous course for which they were last granted permission on the Student route. In all other circumstances, undertaking a lower level English language course between two substantive courses will not represent academic progression.

5.38

A Student is permitted to undertake an intercalated bachelor’s or master’s degree course or PhD where they are studying medicine, veterinary medicine and science, or dentistry. If a Student requires further permission to intercalate (at the same or a different sponsor) or to complete their course, having completed a period of intercalation, this will be considered to be academic progression and the Student will be able to apply from within the UK.

5.39

If a medicine, veterinary medicine and science or dentistry student has existing permission and:

• wants to intercalate at a different sponsor; or

• is returning to complete their course after intercalating at a different sponsor they do not need to make a new application. The current sponsor must notify their Account Manager or the Educator’s Helpdesk (if they are not a premium sponsor) who will update the Home Office IT system to reflect that a different sponsor is teaching the student. The sponsor who is teaching the student will be responsible for the sponsorship duties from the time the student moves to them and during that period. If intercalating at a different sponsor, during this time the sponsor teaching the student must make any relevant reports via their Account Manager or the Educator’s Helpdesk. If a student is intercalating at the same sponsor, they do not need to make a new application; the sponsor must report a change of course via the SMS, specifying this was for the purpose of intercalating.

5.40

The following circumstances are examples of where the student meets the academic progression rule:

• Student is progressing from A-levels (RQF 3) at an independent school to a bachelor’s degree (RQF 6) at an HEP with a track record of compliance.

• Student is progressing from a bachelor’s degree (RQF 6) to a master’s degree (RQF 7). Studying at the same level

5.41

If the student’s new course is at the same level as the previous course, it may exceptionally be considered to represent academic progression if the course is at degree level or above; the sponsor teaching the course is an HEP with a track record of compliance and:

a. the new course is related to the previous course for which the student was granted permission on the Student route (meaning that it is either connected to the previous course, part of the same subject group or involves deeper specialisation); or

b. the student’s previous and new course combined, support the student’s genuine career aspirations.

5.42

If a student is studying at an embedded college, they will not be able to rely on this exception. They must be applying to study a course at a higher level than the previous course if they are applying within the UK.

5.43

In order to establish whether or not a student applying to study a course at the same level meets this requirement, UKVI will take into account all relevant factors, including the following points. This is not an exhaustive list, and will not be appropriate in every case:

• The level of the course.

• The subject matter of the new and previous courses.

• The applicant’s education history.

• The credibility of the applicant’s rationale for wishing to study the new course.

• Whether the HEP sponsor with a track record of compliance sufficiently explains why the student is applying to study a course at the same level

5.44

The following circumstances are examples of where the student is likely to be considered to meet the exception to the academic progression rule, as long as their sponsor provides a strong justification:

• Student has completed a master’s degree in Modern Languages (RQF 7) and wishes to study a master’s degree in Latin American Studies (RQF 7) in order to deepen their specialist knowledge or to prepare better for doctoral study or a career in academia and research. In this case, there is a clear connection between the previous course and the new course.

• Student has completed a master’s degree (RQF 7) in Environmental Policy and wishes to study a Master of Business Administration degree (RQF 7), and the HEP with a track record of compliance confirms that the two courses in combination support the student’s career aspirations in the energy industry. The student may be asked for evidence to demonstrate that they are pursuing a career in this field.

5.45

An example of where the student is unlikely to meet exception to the academic progression rule is where a student has completed an accountancy qualification (RQF 7) and is applying to study a master’s degree (RQF 7) in music, as the two fields are unrelated.

Sponsor duties

5.46 When assigning a CAS to a student required to show academic progression, the sponsor must confirm on the CAS that the student meets the requirement, and how. Where the sponsor is an HEP with a track record of compliance which has chosen exceptionally to assign a CAS to a student wishing to extend their leave who is applying to study a second course at the same level, the HEP must justify its decision by explaining its rationale on the new CAS. This explanation must include confirmation that either the new course is related to the previous course (meaning that it is either connected to the previous course, part of the same subject group or involves deeper specialisation) or the student’s previous and new course combined, support the student’s genuine career aspirations, and why. Abuse of this exception to the requirement to be moving up an academic level will be regarded as immigration abuse and compliance action may be taken against the sponsor.

5.47

If a student is leaving an integrated masters or PhD programme having successfully completed the course leading to the award of the lower level of the two qualifications it would be possible to be awarded by completing the course, the sponsor must submit a report through SMS confirming that the student will be completing with the lower level qualification.

5.48

UKVI may take compliance action against a sponsor if:

• they assign a CAS without properly assessing a student’s academic progression.

• they are required to confirm a student’s academic progression on the CAS, and do not.

• they abuse the exception to the requirement to be moving up an academic level.

• when assigning a CAS for an integrated Masters course or integrated Masters and PhD programme, they do not make an assessment of the student’s ability to complete the higher level course before issuing a CAS.

• they abuse the ability to provide formal written confirmation, or fail to withdraw sponsorship in the event that the student does not successfully complete their first course

1. A student may not take the same exam or module more than three times unless their sponsor has Student sponsor status.

**Appendix 6**

**Excerpt from Rules, Regulations and Procedures for Students 2024/25**

* 1. **International students**

The College holds a strict no-refund policy. The student will be liable for the entire fee, even if they withdraw before the end of the course.

Students are required to pay a 25% deposit at enrolment and this is non-refundable. However, a Tier 4[[8]](#footnote-9) and Short Term Study Visa student is required to pay the full tuition fee (if it is a year long course) or the first year fees if it is a longer course, prior to issuing a CAS (confirmation of Acceptance to Study) or unconditional offer letter (applicable to short term study visa.

**Appendix 7**

Workers, Temporary Workers and Students: guidance for sponsors Appendix D: keeping documents – guidance for sponsor

**Part 5: for each migrant enrolled under the Student route or Child Student route (including migrants previously enrolled on Tier 4)**

a. Copy of each sponsored migrant’s current passport. You must copy all pages showing any personal identity details including biometric details, stamps, or immigration status document including their period of permission to stay in the UK. This must show the migrant’s entitlement to study with a licensed sponsor in the UK if the applicant has been issued a vignette for travel.

EEA nationals (who have a biometric passport) applying from overseas under the Student or Child Student routes using the ID Check app will receive an eVisa (a digital version of their immigration status information) rather than a vignette and a physical biometric residence permit (BRP). The validity of the Student or Child Student permission will be confirmed on the eVisa. They will be subject to the requirements of the Immigration (Biometric Registration) Regulations 2008.

All applications for permission to stay made from 09:00 14 December 2021 on the Student route using the ID Check app will result in an eVisa if granted. Visa nationals using the ID Check app for such applications will also receive a BRP. Non-visa nationals using the ID Check app will only receive digital status. Applicants who are unable to use the ID Check app will receive a BRP only.

Those with an eVisa can [prove their status online](https://www.gov.uk/view-prove-immigration-status). Students with this status can obtain a share code which can be used to prove an individual’s immigration status.

You must always check the date on which the migrant entered the UK, to ensure they entered during the validity of their Student or Child Student permission and therefore can study. If a student enters the UK before the start date stated on their Student or Child Student permission, they will not have entered on the basis of their Student or Child Student permission and will not be able to commence their studies. They will need to leave the common travel area and re-enter on or after the start date on their Student or Child Student permission to activate their Student or Child Student permission.

If the migrant is an EU national, EEA national or a national of Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland or the United States of America, they may enter the UK through an automated e-Passport gate (‘e-Gate’) if they hold valid permission confirmed by digital status or a vignette or BRP. In such cases, they will not have an entry stamp in their passport which states the entry date.

If the student does not have an entry stamp, you must still check the date of entry by asking to see other evidence such as, but not limited to, e-tickets or a paper or electronic boarding pass. You must then record that the date the student entered the UK, but do not have to retain evidence of the date of entry.

b. Copy of the migrant’s BRP or eVisa. Where a Student or Child Student has an eVisa, you must keep an electronic copy of this using the view and prove service. If the migrant has both an eVisa and a BRP, you can choose which to keep a copy of in order to meet record keeping duties.

Sponsors may consider it best practice to check the full decision notice for details such as work rights for sponsored students who hold an eVisa, but doing so is not a requirement under record keeping duties.

c. Record of the migrant’s absence/attendance, this may be kept either electronically or manually.

d. A history of the migrant’s contact details to include UK residential address, telephone number and mobile telephone number. This must be kept up to date with any changes to these details.

e. Where the student’s course of study requires them to hold an Academic Technology Approval Scheme (ATAS) clearance certificate, you must keep a copy of the certificate or the electronic approval notice received by you, from the Foreign and Commonwealth Office. If the Student is exempt from providing an ATAS certificate due to their nationality, you do not need to request an ATAS certificate from the Student.

f. If you are a Higher Education Provider (HEP) endorsing a migrant under the Tier 1 Start-up route, you must keep evidence of the selection process that resulted in that endorsement.

g. For migrants in the Child Student category who are going to be cared for in the UK in a private foster care arrangement during their stay, you must, as soon as you become aware of the migrant’s arrival, provide details of the name of the foster carer and of the address where the foster carer and the migrant will be living, to the local authority in whose area the child will be living. In addition, where a Child Student is already in the UK and a private foster care arrangement subsequently commences, you must provide details of the name of the foster carer and the address where the foster carer and the Child Student will be living, to the local authority in whose area the child will be living as soon as you become aware of the change in their care arrangements. This is to ensure that the local authority is made aware of the arrangement as soon as possible. You must keep a record of the notification to the local authority.

h. Copies or originals where possible of any evidence assessed by you as part of the process of making an offer to the migrant; this could be copies of references, or examination certificates. Higher Education Providers with a track record of compliance must keep records of the documents used to obtain the offer for their students at degree level or above but these documents do not need to be submitted with the Student’s visa application.

**Appendix 8**

**Students who are subject to immigration control**

Application form

1. Applicants are asked the following questions on their application form:

Have you been living in the United Kingdon (UK) for the last 3 years? Yes/No   
Are there any immigration restrictions on how long you can stay in the UK? Yes/No   
Are you a registered asylum seeker? Yes/No

1. Applicants are given the opportunity to upload any documents with their online application.
2. Applicants who have either:

* not lived in the UK for the last 3 years;
* have said they do have immigration restrictions;
* or are an asylum seeker;

are automatically sent a [fee status questionnaire](https://studentccnac.sharepoint.com/:w:/r/sites/CCNStudentServices/_layouts/15/Doc.aspx?sourcedoc=%7BB4F113F3-B45A-4C9B-B42C-B59BF9111DFE%7D&file=Fee%20Status%20Questionnaire%20Oct%2020.doc&action=default&mobileredirect=true) to complete and return to the International Team.

1. These applicants are set to a holding code (AR3) until the fee status has been received, checked and approved by International. An alert is uploaded to EBS along with the fee status of the student and the relevant documentation.
2. Once the fee status is received, the holding code is removed, changed to IA1 and the interview process commences.
3. The International team will assist with any qualification checks for academic staff using our UK ENIC membership.

**Enrolment**

1. At enrolment applicants are asked 4 questions:

* Country of Birth?
* Have you been living in the United Kingdon (UK) for the last 3 years? Yes/No
* Are there any immigration restrictions on how long you can stay in the UK? Yes/No
* Are you a registered asylum seeker? Yes/No

1. Anyone invited to an enrolment interview with an outstanding fee status questionnaire, is referred to the International Team for assessment prior to any enrolment.
2. During the enrolment period and first half term, we continue checking and collect documents which are uploaded to student records.  This checking exercise is ongoing during September and October, to the end of October half term.
3. Weekly visa expiry monitoring commences post enrolment. This report is generated every Wednesday and shows which visas or passports are due to expire soon, so we follow up with individual students.

1. See Document 3: Student Sponsor Compliance

   [Student sponsor guidance: document 3, student sponsor compliance, October 2023 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/65267b222548ca0014ddf0f9/Student_Sponsor_Guidance_-_Doc_3_-_Compliance_October_2023_FINAL.pdf) Accessed 17.9.24 (page 13) [↑](#footnote-ref-2)
2. See Document 2: Sponsorship Duties

   [Student\_Sponsor\_Guidance\_-\_Doc\_2\_-\_Sponsorship\_Duties\_2023-07-17.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1169179/Student_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2023-07-17.pdf) Accessed 17.9.24 (pages 32-37) [↑](#footnote-ref-3)
3. See Document 2: Sponsorship Duties

   [Student\_Sponsor\_Guidance\_-\_Doc\_2\_-\_Sponsorship\_Duties\_2023-07-17.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1169179/Student_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2023-07-17.pdf) Accessed 17.09.24 (pages 65-66) [↑](#footnote-ref-4)
4. [UK Visa & Immigration SMS](https://www.points.homeoffice.gov.uk/gui-sms-jsf/home/SMS-003-Home.faces) [↑](#footnote-ref-5)
5. [Sponsor guidance appendix D: keeping records for sponsorship - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d?utm_medium=email&utm_campaign=govuk-notifications&utm_source=3de61fbe-6933-46db-b7c1-24f69259b17b&utm_content=daily) Accessed 17/9/24 [↑](#footnote-ref-6)
6. UK ENIC is the designated National Agency responsible for providing information, advice and expert opinion on qualifications worldwide. Due to the UK’s withdrawal from the EEA and EU its name was changed from UK NARIC in 2021. [↑](#footnote-ref-7)
7. The UK Council for International Student Affairs (UKCISA) is the UK’s national advisory body serving the interests of international students and those who work with them. [↑](#footnote-ref-8)
8. Any reference to Tier 4 Student should be read as Student Visa Student. [↑](#footnote-ref-9)