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Contents

1. Introduction	3
2. The College's record keeping duties as a Student Sponsor	3
2.1 Record Keeping Duties	3
2.2 Records of Immigration Documentation	4
2.3 Records of Academic Qualifications	5
2.4 Records of Attendance Monitoring	5
2.5 Other Record Keeping Duties	7
3. The College's reporting duties as a Student Sponsor	7
3.1 Changes of Circumstances which must be reported	8
3.2 Consequences of reporting the Changes of Circumstances in 3.1	8
3.3 Other Changes of Circumstances that must also be reported	9
3.4 Consequences of reporting Changes of Circumstances in 3.3	9
4. Student obligations	9
4.1 Duties on Enrolment/Entry and Admission	9
4.2 Duties after Enrolment/Entry and Admission including Attendance and Engagement	10
4.3 Consequences of not complying with duties	10
5. Admissions and Entry	11
5.1 Assigning a CAS	11
5.2. Where a CAS Will Not Be Assigned	12
5.3. Visa Process at the Visa Application Centre	13
5.4 At Admission and Entry/Enrolment	13
5.5 Prescribed Period for Admission and Entry	14
6. Further Information on Sponsored Students Visas	14
6.1 Continuing Students	14
6.2 Sponsored Student Visa Extensions	15
6.3 Other Important Information on the Sponsored Student Visa Category	16
6.3.1 National Laws	16
6.3.2 Public Funds	16
6.3.3 Sponsored Student Visa Applications Refusals and Rejections	16
7. Sponsor Licence	17
8. Conclusion	18
9. Document Review	18
Appendix	19

1. Introduction

University Centre at David Game College (hereinafter referred to as either “the College” or “UCDG”) is licensed to sponsor international students under the Student visa category as regulated by the UK Visas and Immigration (UKVI) department of the Home Office. This policy has been developed with reference to all relevant UKVI documentation including the Immigration rules, the Student Sponsor Guidance, the Appendix Finance, and Sponsor guidance appendix D: keeping records for sponsorship. These documents provide the primary source of guidance and will be our ultimate reference point for the most up to date information.

By assigning a Confirmation of Acceptance for Studies (CAS) to a student, the College demonstrates its belief that the applicant is a genuine student and has the motivation and capability to study and complete a programme at our institution, should they be granted permission to enter the UK to do so.

The main objectives of the Student visa category are:

- a) To help to ensure that the students sponsored by the College are genuine and comply with the conditions of their visas and the wider UK’s immigration law
- b) To help to prevent abuse of the UK immigration system.
- c) To help to identify and address patterns of student behaviour that might cause concern, and
- d) To help Student Sponsors to take all reasonable steps to ensure compliance with the Student Sponsorship rules.

2. The College’s record keeping duties as a Student Sponsor

As a Student Sponsor, the College has various duties and responsibilities to the UKVI that it must discharge under the terms of its Student Sponsor license. This document sets out how the College intends to discharge these responsibilities. UCDG does not intend to sponsor under 18s as the College will be sponsoring only those studying on PG courses.

2.1 Record Keeping Duties

As a Student Sponsor, the College is required to keep accurate records for all sponsored international students including:

- a) Copies of immigration documents: current passport pages, visa vignette, entry stamps, Biometric Residence Permit (BRP) and evidence of an e-visa check including completed Right to Study/Work verification carried out through the UKVI share code service obtained via the UKVI link. These are copied and saved.
- b) For those entering via the 'e-Gate', evidence of UK entry date, e.g. boarding pass, e-ticket or travel itinerary.
- c) Copies of entry qualifications, including English Language assessment and references – these are saved electronically
- d) Records of attendance and absence (both authorised and un-authorised).
- e) Up-to-date UK contact details, with full history.
- f) Evidence of any visa refusal and, if applicable, evidence of administrative review.

All international students are required to assist the College in fulfilling its Student Sponsor compliance duties and obligations by cooperating with all reasonable requests for information and/or documentation in relation to their visas.

2.2 Records of Immigration Documentation

- a) The Admissions and Recruitment team is responsible for checking, verifying and copying all students' immigration documentation.
- b) All visas issued under the Sponsored Student route must confirm the student's entitlement to study with the College. This is usually indicated by inclusion of the College's Sponsor Licence Number (SLN) or their BRP, visa vignette or e-visa.
- c) The College is required to verify students' original immigration documents and maintain securely stored copies within the student file for compliance purposes.
- d) Students are required to provide the College with their original immigration documentation as part of the admission and entry process. This requirement applies to all international students, including students who hold visas/leaves in other categories, such as Indefinite Leave to Remain, Dependant, Spouse or Refugee status.
- e) Where an international student is not able to provide any of the documents listed above, admission and entry will not be possible.

f) If at any point during the period of study with the College, an international student is issued with a new passport or immigration document, they must inform the Compliance Team and provide the original documentation for verification within 10 days of receiving the document.

g) The Compliance Manager is also responsible for the regular monitoring of all international students' right to stay in the UK and, where necessary, they will contact individual students for further information, documentation and/or clarification on their current immigration status. Students are required to co-operate with all reasonable requests for information and/or documentation. Students will be reminded about their visa expiry 3 months prior to the end date.

h) Monitoring Right to Study (RTS)

RTS can be evidenced by holding UK or Irish nationality. For all other nationalities, RTS is determined by the immigration rules and queries are to be addressed to the UKCISA membership helpline.

Every applicant and student must have nationality recorded on the Student Records system. The data is owned by the Admissions team and is entered during the admissions process. A report is available to identify those under immigration control (non-UK/Irish) who must prove their Right to Study (RTS). The report contains the document used to evidence RTS and any end date to the validity of that document (if applicable).

Any re-enrolment (i.e. change of status to Registered) of a previous student needs to have a further RTS check take place with the Admissions team.

2.3 Records of Academic Qualifications

a) The College is also required to keep copies of the following documentation:

- i. Academic certificates of previous studies, including translations where appropriate; and/or
- ii. Academic transcripts, including translations where appropriate; and
- iii. English Language Test results, where this has been assessed through a Secure English Language Test (SELT). Where online verification from the SELT test provider is available, the Admissions team will complete such checks to confirm authenticity.

b) Students are required to provide the original academic qualifications, which were used by the College to assess their academic abilities and to issue an offer of study, as part of the admission and entry/enrolment process.

2.4 Records of Attendance Monitoring

a) As a Student Sponsor, the College is required to keep accurate records of its sponsored students' attendance and absences (authorised or un-authorised). The Compliance Manager produces weekly absence reports for all postgraduate students, as well as a separate report specifically for Student Route students, to identify any changes in their status that may require reporting to the Home Office.

b) Students are expected to follow the Attendance and Engagement Policy. Students must inform the College of any absence as soon as possible. Any extended period of absence exceeding 10 working days requires prior approval. Students must submit a formal request for a leave of absence and receive written authorisation before taking any leave longer than this timeframe. Any documentation provided to support or explain an absence must be submitted in English or accompanied by an official translation

c) After students have been admitted to the College and entered on to their course of study, their attendance is recorded and monitored in line with the attendance regulations as laid out in the College Attendance and Engagement Policy.

d) "Registration" v "Contact Points":

Registration at classes is recorded throughout the period of study.

Contact Points are also recorded though these are different to Registration. The term Contact Points is used in relation to reporting duties under the Student Sponsor Guidance. Registration contributes to the calculation of a student's attendance percentage.

The College definition (in terms of UKVI) of an expected Contact Point is a "full day present at the College, as determined by the timetable on any given day". Thus, if a student has 3 lessons in one day, and they miss that day, whilst they will have missed 3 Registration Points, they will only be held to have missed 1 expected Contact Point. This is to ensure that the College's attendance policy is fair and practical, and students do not find themselves being reported to the UKVI for being legitimately absent.

e) UKVI Contact Points are as follows:

- i) A day of induction activities, including enrolment day
- ii) A day on which classes are scheduled
- iii) A scheduled meeting with a dissertation supervisor (there are 5 during the dissertation period for PG courses)
- iv) A summative examination

f) Other forms of engagement which are a key feature of study include: independent and self-directed learning, for which students are monitored through their interactions with the Virtual Learning Environment (VLE), meetings with teachers and personal tutors, performance in formative and summative assessments, and in their overall academic progress.

g) Action against poor attendance will be taken as described in the College Attendance and Engagement Policy. Where permissible under the Rules and Student Sponsor Guidance, the College will, in their decision-making, consider issues such as the student's mental health, SEND issues or personal circumstances. These must be evidenced-based and not just based on hearsay from the students or their family members.

h) If a student fails to attend in-person lessons for more than 10 consecutive contact points in a semester without good reason, or fails to re-engage with their studies for more than 60 days, they will be referred to the Attendance Review Panel.

i) Where a sponsored student is referred to the Attendance Review Panel under this Policy, the Panel will determine whether the student continues to meet the College's requirements for Student Route sponsorship. The Panel will normally be chaired by the Head of Centre, Registrar (or nominee) and will comprise the Compliance Manager, the Programme Manager or any other appropriate staff representative. In reaching its decision, the Panel will consider all relevant information, including the student's attendance and academic engagement, authorised absences, previous interventions under the Attendance and Engagement Policy, and any evidence or representations submitted by the student. The outcome of the Attendance Review Panel will be communicated to the student in writing.

J) If the Attendance Review Panel decides to withdraw the student, the Compliance Manager will report this change of circumstances on SMS within 10 working days. Sponsored students should be aware that withdrawal on attendance grounds will result in the University ending sponsorship of their visa, and students removed for breaches of the Attendance and Engagement Policy.

2.5 Other Record Keeping Duties

a) The College is required to keep a record of students' UK and home country contact details including a history of their UK addresses, telephone numbers and personal email address. These details are recorded within the Student Records Management System. Students will be reminded at the start of each semester to let the College know if their contact details have changed. Students must inform the College within 10 days of changing their UK address or phone number.

b) The College is required to keep copies of evidence of students' visa refusal notifications and administrative reviews made by the students against a visa refusal.

3. The College's reporting duties as a Student Sponsor

As a student sponsor, the College is required to conduct active checks on its sponsored international students and report any changes in sponsored students' circumstances to the UKVI.

The Compliance Manager will report to the UKVI changes to sponsored students' circumstances during their period of studies, after all necessary steps have been taken.

3.1 Changes of Circumstances which must be reported

- a) Where a student fails to attend the College for a period of 10 consecutive expected contact points. Context is important insofar as if a student has a very, evidenced-based reason why they could not make contact – they were in a traffic accident (for example) – the College could reconsider its decision making. All students would have an automatic right to appeal, but their appeal would be swiftly managed and concluded.
- b) Where a student voluntarily withdraws from a programme of study.
- c) Where a student's studies are suspended following a decision laid down by the College's Senior Managers.
- d) Where a student's studies, are terminated due to unsatisfactory academic progress following a decision laid down by the College's Senior Managers.
- e) Where a student's studies are terminated or suspended due to lack of attendance and/or engagement.
- f) Where a student's studies are terminated or suspended due to non-payment of tuition fees.
- g) Where a student fails to enrol/enter their course within the enrolment period.
- h) Where a student defers their studies after they have arrived in the UK and are no longer actively studying with the College for a period of more than 60 days.
- i) Where a student breaches the conditions of their sponsored student visa.
- j) Where a student transfers to a different immigration category
- k) Where a student's sponsored visa application or application for administrative review has been refused or rejected.

3.2 Consequences of reporting the Changes of Circumstances in 3.1

- a) In all the circumstances above, the students' change in circumstances will be reported to the UKVI via the Sponsorship Management System (SMS). This must be within ten working days from the date the appeal procedure was completed or the period permitted to submit an appeal has elapsed, or where relevant, from the date of the last missed expected contact or academic engagement - whichever comes first.
- b) This will result in the withdrawal of the College's student sponsorship from the student and the sponsored student's visa will be curtailed to end a minimum of 60 days from the date of the notification. After this period the sponsored student's visa will no longer be valid.
- c) If a student is withdrawn due to a breach of the Attendance and Engagement Policy, the College will not issue a new CAS, and the student will not be eligible to resume their studies under

our sponsorship. However, where a student has been granted an authorised deferral of studies on the basis of exceptional or compassionate circumstances, they will be withdrawn from the student record system and required to leave the UK. When they are ready to resume their studies, they must contact the College to request reactivation of their place. If approved, the Compliance Manager may issue a new CAS to enable the student to apply for a new Student visa.

3.3 Other Changes of Circumstances that must also be reported

- a) Transfer into another programme of study (this may require the student to return home and reapply for new leave).

3.4 Consequences of reporting Changes of Circumstances in 3.3

- a) The circumstances identified above will have no material effect on a sponsored student's visa, except where because of the admission and entry deferral, the leave granted will not cover the duration of the programme of study.
- b) All changes in the student's circumstances will be reported to UKVI via the SMS within ten working days from the date the change occurred.

4. Student obligations

4.1 Duties on Enrolment/Entry and Admission

- a) All sponsored students are required to complete and sign a Student Declaration form, confirming their understanding and complying with the conditions of their visa, which grants them permission to stay and study in the UK.
- b) By registering with the College, students agree to abide by all regulations, policies, and procedures outlined in official documents and policies.
- c) Students who have been issued with a CAS by the College must enrol at the College following a successful visa application.
- d) If they change their mind and want to leave the College to study at another institution, they must notify Admissions or Compliance Manager immediately. They cannot use the original CAS and will have to make a new visa application using a new CAS from the new institution.
- e) At Admission and Entry all students are required to provide their original immigration documents as well as the academic documents assessed by the admissions staff to issue an offer of a place to study at the College

4.2 Duties after Enrolment/Entry and Admission including Attendance and Engagement

- a) Students should aim to attend 100% of scheduled lessons. They are required to maintain a minimum overall attendance level of 75%
- b) Students must not only attend their course of study, but should be engaged with that course of study as well. Engagement is more than simply passive attendance. A number of factors can demonstrate that a student is academically engaged. These factors may include:
 - i. Completing asynchronous learning
 - ii. Taking part in group activities
 - iii. Asking questions in class
 - iv. Showing evidence of additional reading and awareness about the subject
 - v. Attending a number of extra-curricular and cultural activities
 - vi. Attending internal or external events which are relevant to the curriculum or their stated university or career ambitions.
- c) Students must attend all scheduled lessons and any other agreed form of engagement with the College as scheduled in their personal timetable or agreed with their tutor.
- d) Students must cooperate with requests for information or documentation, respond promptly to all requests from the Compliance Manager or any relevant College team, maintain up-to-date personal contact details, and continuously comply with all conditions of their sponsored student visa

4.3 Consequences of not complying with duties

- a) Where a student fails to attend scheduled lessons or any other form of engagement, the Compliance Manager will take action following the procedure described in this Policy.
- b) Where an international student fails to enrol, the College's Compliance Manager will undertake an investigation in consultation with the Head of Centre and any other relevant team members and stakeholders.

- c) In such cases, the student's failure to register will be reported to UKVI via the Sponsor Management System (SMS) within ten working days of the end of the prescribed enrolment period.
- d) This will result in the withdrawal of the College's Student Sponsorship from the student and the sponsored student's visa will be cancelled.
- e) If a student fails to attend lessons, tutorials or fails to keep any other agreed form of engagement with the College, the College will carry out an investigation.
- f) If a student fails to respond to a request for information relating to their visas, the College reserves the right to take action and restrict the student's access to facilities until the requested information is provided. Furthermore, admission and entry will become void where a student fails to cooperate or is unable to produce acceptable evidence of their right to remain in the UK by the due deadline.
- g) This will result in the withdrawal of the College's student sponsorship from the student. The sponsored student's visa will be curtailed to 60 days after the withdrawal of sponsorship.
- h) The College reserves the right to request appropriate evidence from students to demonstrate that they are complying with the conditions of the visa upon which they hold leave to remain in the UK.
- i) The College reserves the right to suspend or withdraw students from their programme of study after due investigation procedures have taken place, where students are found to:
 - i. Be, with reasonable grounds, suspected of failing to comply with the conditions of their visa;
 - ii. Be, with reasonable grounds, suspected of failing to hold current leave to remain in the UK which allows them to study on the College programme; or
 - iii. Are otherwise deemed to be in breach of their duties under the immigration regulations.

5. Admissions and Entry

5.1 Assigning a CAS

- a) Applicants from high-risk regions will be interviewed prior to the assigning of a CAS. The process for the “credibility” interview is contained in the Credibility Interview template document. The College may also require any applicant to participate in a credibility interview on a case-by-case basis, following compliance checks and due diligence.
- b) The offer letter will state the required deposit to be received by the College and confirmed by the Finance office.
- c) Students from nations on the UKVI differential list are to provide evidence of finances in the same fashion as those not on the differential list
- d) Prior to assigning a CAS the Compliance Manager will use the CAS Checklist and the Appendix Finance checklist and ensure all items are complete.
- e) Students must ensure that they have paid their deposit, or full tuition fees (if required), before the CAS is issued. Sponsor notes should only be added where an actual error has been identified on the CAS statement. If a student notices any incorrect information on their CAS, they must notify the Compliance Team immediately so this can be corrected before they submit their visa application.
- f) If a student is delayed (but the College is still willing to accept the student and believe that they can successfully complete the course within the time given) the College will report as necessary on the SMS. A sponsor note will be required for live CAS with new start date and report any delay to start date if CAS is Used.
- g) The Latest Arrival Date is usually the Second Monday of teaching
- h) All CAS assigned must be sent directly to the student. An agent may be copied on the email only if the student has provided consent for their CAS to be shared with that party.
- i) In line with UK Visas and Immigration (UKVI) regulations, different countries are subject to varying procedural requirements, which the College must adhere to when sponsoring students.

Some countries are designated as “**low-risk**” and are part of the **differentiation arrangements**, listed here: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-student> . Applicants from these countries benefit from streamlined procedures with reduced documentary requirements.

Other countries are classified as “**non-differentiated**”, which means applications from these regions are subject to scrutiny that is more rigorous. This may involve additional checks by both UKVI and the College as a sponsor. In such cases, the College may require all or a greater portion of tuition fees to be paid in advance to mitigate sponsorship risks and comply with UKVI’s expectations

5.2. Where a CAS Will Not Be Assigned

The College reserves the right not to assign a CAS in the following circumstances:

- There are concerns about the applicant's compliance with visa conditions, previous immigration history, or intention to study.
- Documents are missing, invalid, or suspected/confirmed fraudulent. The College will report such cases to UKVI.
- Where the College believes that issuing a CAS could put the College's sponsor licence at risk.
- The applicant cannot meet financial or eligibility requirements.
- The applicant has previous criminal convictions.
- A current student has overstayed or does not hold valid leave to remain.
- The applicant is unlikely to obtain a visa in time to commence studies (generally not later than three weeks before Arrival Days).

Applicants will be informed if a CAS cannot be issued and advised on any steps to resolve issues, where applicable.

5.3. Visa Process at the Visa Application Centre

If a CAS has been issued, applicants are responsible for completing, reviewing, and submitting their visa applications independently at the Visa Application Centre. The College does not review the content of visa applications and cannot provide advice regarding the visa application process.

Applicants must ensure that they have read and fully understood the relevant UKVI guidance for the Student Route, including all visa application requirements, to minimize the risk of a visa refusal.

5.4 At Admission and Entry/Enrolment

- a) At admission and entry/enrolment all international students are required to provide their original immigration and qualification documentation (as stated in Section 2.2 and 2.3 of this Policy), to be fully registered and enrolled into their courses.
- b) Physical documents, such as BRPs and vignette stickers in passports, have been replaced by digital immigration permission, known as an 'eVisa'. Students must check visa details and report any errors on their eVisa before travelling to the UK via: www.report-error-evisa.homeoffice.gov.uk.
- c) The error types are:
 - permission start date
 - permission end date
 - work conditions
 - sponsor licence number
- d) If the College becomes aware that a student has received incorrect visa conditions (e.g., incorrect work rights), this must be reported on the SMS, and the student must be advised of the steps required to have these conditions corrected. The College may also report eligible eVisa errors in bulk by completing the **eVisa Bulk Reporting Form**.
- e) Upon arrival, a check will be made to ensure that the student came into the UK on or after the visa start date. If they used the e-gates and don't have a stamp in their passport, then they have to provide alternative proof on entry (e.g. boarding pass). If a student enters before

their student visa start date they will need to leave the UK and re-enter on or after that date in order to activate their Student route visa.

- f) International students will not be considered fully registered until students have provided all the documents referred to in Section 2.1 and 2.1 above.
- g) Where a student fails to register, the Compliance Manager will undertake an investigation before taking action.

5.5 Prescribed Period for Admission and Entry

- a) The prescribed admission and entry period refers to the period of time set by the College during which students are expected to register, or in the case of continuing students, to re-register on their programme.
- b) The prescribed period of admission and entry will normally last for a maximum of 2 weeks after the start date of the course, the exact date being stated on a student's CAS.
- c) Students are 'admitted' to the College when the College receives the completed acceptance form and met the requirements for receiving a CAS (including making the requested deposit of fees),. This is to be distinguished from 'enrolment/entry' to the College, which is when a student arrives at the College, is registered, inducted and commences their studies.
- d) Joining instructions and information on the admission and entry process are included in the information sent to a student with their offer letter/CAS.
- e) The first formal contact or interaction, which will be monitored for sponsored student visa compliance purposes, is the student's entry into the College on their first induction day.

6. Further Information on Sponsored Students Visas

This section gives further information on other matters which are directly linked to sponsored student visas and which may have an impact on international students' ability to remain in the UK as sponsored students.

6.1 Continuing Students

6.1.1 Signing-in/Re-registering at the Beginning of Each Year

All students are required to sign in at the beginning of each year of study within the prescribed enrolment period and to confirm or update their personal contact details.

6.1.2 Failure to Sign in or Re-Register

- a) Where an international student, who is expected to progress onto the next year of study or re-start their programme, fails to sign in and/or re-register within the prescribed enrolment period, the College's Compliance Manager will take all the necessary steps to ascertain the student's intention to continue with their programme of study.
- b) In such cases, the student's failure to sign in and/or re-register will be reported to the UKVI via the SMS within ten working days from the date the procedure to ascertain the student's intentions was completed. This will lead to the withdrawal of the College's sponsorship from the student, thereby curtailing their visa.
- c) The student will be required to leave the UK. Any subsequent agreement to re- start their studies at the College would require the student to be assigned a new CAS in order to apply for a new sponsored student visa from overseas.

6.2 Sponsored Student Visa Extensions

6.2.1 Information on Assigning a CAS

- a) International students who require a visa extension in order to undertake a new programme, must obtain a new CAS and submit a new visa application before the new programme starts. The Compliance Manager will provide advice and assistance.
- b) International Students who need to extend their visa in order to continue their current programme of study, must request a CAS from the Compliance Manager within three months of the expiry date of their existing leave.
- c) International students residing outside the UK who require a new visa in order to resume their current programme (e.g. following a period of suspension) must request a CAS from the Admissions and Recruitment Office within three months of the date they expect to return to their studies.
- d) As part of any request for a CAS, international students will be required to declare previous study in the UK and provide supporting documentation in relation to their immigration status and history.
- e) A CAS is assigned once students have demonstrated that they meet the immigration regulations regarding financial requirements, academic progression, (where applicable), and eligibility to study in the UK at postgraduate level.

- f) The College reserves the right not to issue a CAS where it is not satisfied that a sponsored student's application and/or supporting documentation meet any of the sponsored student visa regulations.

6.3 Other Important Information on the Sponsored Student Visa Category

6.3.1 National Laws

Students must behave in accordance with the conditions of their sponsored student visa, and ensure they obey all UK laws and regulations. Any infringements, such as traffic, criminal or immigration offences, may affect their current visas and their ability to apply for future visas to the UK.

6.3.2 Public Funds

The immigration conditions prohibit students from accessing 'public funds', which include certain welfare benefits and local authority housing.

6.3.3 Sponsored Student Visa Applications Refusals and Rejections

- a) International students, who have submitted a sponsored student visa application overseas or inside the UK to study at the College and whose applications have been refused or rejected, must inform the Compliance Manager immediately and seek their advice.
- b) All students whose visa applications have been refused or rejected must provide the College with a copy of their visa refusal or rejection letter and, where applicable, a copy of any administrative review they have submitted.
- c) Where an international student has submitted an in-time request for an administrative review of the visa refusal or rejection decision, and can provide satisfactory evidence of this to the Compliance Manager, the student may be permitted to remain registered on their current programme of study until such time that the outcome of their administrative review is known.
- d) Where an international student has not yet submitted an in-time request for an administrative review of a visa refusal or rejection decision, the student must present all relevant documentation to the Compliance Manager in order to assess the likely success of the administrative review.
- e) Where an administrative review is assessed as likely to fail, the student will be advised to voluntarily suspend or withdraw from their current programme of study.

f) In such cases, the Compliance Manager will report the student's change of circumstances to UKVI in accordance with this Policy. In so doing, the College will withdraw its current sponsorship from the student and will be required to leave the UK, if applicable.

g) Should the student intend to resume their course, they will be required to obtain a new CAS in order to apply for a new sponsored student visa to enter the UK.

h) Where an administrative review is upheld in the student's favour, full documentation which supports this outcome, including the student's original passport and BRP (if applicable)/e-visa, must be presented to the Compliance Manager for verification / copying.

i) Where an administrative review is rejected, the student must inform the Compliance Manager and seek further advice immediately. The student will be advised to voluntarily suspend or withdraw from their current programme of study.

j) In such cases the Compliance Manager will report the student's change of circumstances to UKVI in accordance with this Policy. In so doing, the College will withdraw its current sponsorship from the student and she/he will be required to leave the UK.

k) Where an administrative review is rejected and the student chooses not to voluntarily suspend or withdraw from their current programme of study, or where the Compliance Manager deems that an administrative review is likely to prove unsuccessful and the student chooses not to voluntarily suspend or withdraw from their current programme of study, the College reserves the right to suspend or withdraw the student from their programme of study.

l) The Compliance Manager will report the student's change of circumstances to UKVI via SMS and, in so doing, will withdraw its current sponsorship from the student. The student will be required to leave the UK and, should the student intend to resume their programme, will be required to obtain a new CAS in order to apply for a new sponsored student visa to enter the UK.

7. Sponsor Licence

The College is aware of its obligations to the UKVI stated in section 9.4 of document 2 of the Student Sponsor Guidance particularly in relation to sponsor changes which need to be reported on the SMS within 20 working days (in most cases) including change of address/name. Changes to key personnel must always be up to date.

The College will monitor its own Basic Compliance Assessment (BCA) metrics so that any issues can be identified as early as possible. The BCA metrics will be reported on at the termly meetings of the Higher Education Management Team (HEMT).

8. Conclusion

Students must note however that whilst the Compliance Manager can assist and support students, it is the legal responsibility of the student to ensure that they have the correct authorisations, leave and visa to remain and study in the UK.

The College accepts no responsibilities for the outcomes of any visa applications or any related or subsequent/consequent costs or losses incurred

9. Document Review

This manual will be reviewed annually or more often as required, to ensure its effectiveness and compliance with any changes to UK immigration regulations.

Appendix

Glossary of Terms:

BRP

Biometric Residence Permit. An identity card, issued separately but to be taken in conjunction with the holder's passport, which indicates the basis and extent of their current leave to remain in the UK, and holds a series of their biometric data.

CAS

Confirmation of Acceptance for Studies. An electronic certificate (identified by a unique number) that is issued to a prospective student by a Sponsor in order that they may use it in support for an application for entry clearance overseas or leave to remain in the UK as a Sponsored Student under the UK Home Office's Immigration System. A College/Institution must be satisfied that the prospective student meets a number of strict criteria before it can issue a CAS.

EEA

The EEA includes EU countries and also Iceland, Liechtenstein and Norway.

Entry Clearance

Initial visa issued overseas in the form of a vignette affixed to a passport or eVisa. Its validity will depend on the length of the course.

International student

A student registered, or who is intending to register, at UCDG and who has been categorised by the College as 'overseas' for fee payment purposes. An international student may not be residing in the UK on a sponsored student visa, and may hold any nationality, including British and/or EU/EEA member states.

SLN

Sponsor Licence Number. Unique number issued to all UK sponsor licence holders that hold a licence to sponsor international students.

SMS

Sponsor Management System. An online portal that allows holders of a student sponsor licence to request the issue and updating of a CAS, and to discharge their compliance reporting responsibilities.

Student/child student

Category of the UK Home Office's Immigration System under which a person may apply for entry clearance or leave to remain as a sponsored student

UCAS

Universities and Colleges Admissions Service

UK Home Office

UK government department responsible for immigration, counter- terrorism, police, drugs policy, and related science and research

UKVI

UK Visas and Immigration. A Division of the UK Home Office responsible for making decisions on who has the right to enter and remain in the UK.

Visa vignette

A sticker placed in the holder's passport which indicates the basis and extent of their current leave to remain in the UK