

# Terms and Conditions

## Applicable to International Students Subject to Immigration Control

October 2016

Please note that in addition to Anglia Ruskin University's Rules, Regulations and Procedures for students and Academic Regulations, the following arrangements will also apply to international students who are subject to immigration control. For the avoidance of doubt this includes international students studying at our partner colleges who are subject to immigration control with Anglia Ruskin University is the sponsor of the Confirmation of Acceptance for Studies (CAS).

### 1. Admission Requirements

- a. We require satisfactory evidence of your qualifications, including a valid/verifiable Secure English Language Test (SELT) where indicated, in order to issue you with an unconditional offer. You will be required to provide official transcripts or certificate that are a clear and legible copy authenticated by the issuing organisation.
- b. Any application made must be received in full by International Admissions by the deadline date specified for registration to the course cohort for the academic year. No unconditional offer will be issued without the application form completed in full; with complete academic and immigration history details (including where applicable past employment details).
- c. Admissions decisions are taken by us in good faith on both the basis of qualifications provided and statements made in your application.
- d. If it is discovered that a false statement has been made or significant information has been omitted from your application form, we may withdraw or amend our offer, refuse or withdraw sponsorship and terminate your enrolment at Anglia Ruskin University, according to the circumstances.
- e. If you require a Tier 4 (General) Student visa to study in the UK, receipt of an academic offer does not guarantee that you will be assigned a CAS. Your immigration history and status will be assessed in accordance with our reasonable interpretation of Tier 4 requirements and the Immigration Rules.
- f. A deposit must be paid in accordance with international admissions policy and is a condition of your offer.
- g. We reserve the right to refuse a CAS even if you meet all of the academic entry requirements.
- h. We reserve the right to refuse a CAS for the extension of your visa in order for you to complete your course if all of the requirements under Tier 4 are not met and you have failed to meet attendance and progress expectations and requirements.

## 2. Enrolment

- a. You will be required to present your original current passport or travel documents and valid UK visa for verification at enrolment at our I-Centre. If you are not currently in possession of these documents, you may be allowed to enrol at the discretion of Anglia Ruskin University however you will be required to produce original documents from the relevant authorities in order to provide evidence of your current immigration status. For example, a letter from the Home Office confirming that you have submitted an immigration application which is still pending.
- b. You will be required to present the originals of all qualification documentation used in the issue of your study offer for verification at enrolment at our I-Centre.
- c. All tuition fees and accommodation fees payable must be paid in accordance with our fees policy – which can be located in these Rules, Regulations and Procedures for Students (*section 2, university fees and section 4 accommodation fees*).
- d. Requests for refunds of any deposit paid will be administered in accordance with our fees policy – which can be located in the Rules, Regulations and Procedures for Students (*section 3, refunding tuition fees*) and a refund of a deposit where applicable may not be given in the event of a refusal of a visa application should Anglia Ruskin University not be at fault, including if the refund arises from you giving false or incomplete information to the UK Visas and Immigration (UKVI).
- e. In the case of refunds for Tier 4 students; we may require further evidence prior to authorising a refund (copy of refusal document, evidence of having switched immigration category or leaving the UK).
- f. If you are permitted to enrol on a course with a visa that expires before the end date of your course, then you do so at your own risk. It is your responsibility to ensure that you will be able to meet all of the requirements required in order to extend your current immigration permission, or meet the requirements in order to successfully obtain a Tier 4 visa in order to complete the course in the UK.
- g. In some cases, this may require you to return home and reapply for a new visa to come back to the UK.

## 3. After Enrolment

- a. On enrolment you must inform us by providing us with your UK contact details (address and telephone number) and keep us informed of any changes to your contact details during the course of your studies. In normal circumstances this can be done via E-Vision yourself, but from time to time we may contact you to check that you have kept this information updated.
- b. We have a continuing duty to UKVI to ensure all Tier 4 Sponsored students continue to be eligible for sponsorship. In the event that sponsorship of a Tier 4 visa must be withdrawn; you will be required to defer enrolment and leave the UK, or switch to an alternative immigration category.
- c. All international students must hold current, valid leave to be in the UK that allows study at all times during their course. Should you be unable to produce satisfactory evidence of this at any point your enrolment will be suspended until such a time that you are able to confirm your immigration status.
- d. As part of your visa conditions and our Academic Regulations you are required to attend lectures, tutorials, examinations and other activities which form part of their programme study/course. This includes the requirement to submit all pieces of assessed work on time unless you have mitigating circumstances being dealt with in accordance with the Academic Regulations.

- e. Your attendance will be monitored for the duration of your course and failure to meet satisfactory attendance requirements will result in further action which could include withdrawal and reporting to the UKVI.
- f. If you require a Tier 4 Student Visa and you are sponsored by Anglia Ruskin University under Tier 4 of the Points Based System (PBS), you will be subject to the reporting requirements set out by the Home Office in the Tier 4 Sponsor Guidance. If you fail to meet all of the attendance requirements, we are legally obliged to report you to the Home Office for non-attendance and sponsorship of your Tier 4 visa will be withdrawn.
- g. You must adhere to and comply with the conditions of your visa at all times. This includes the number of hours you are permitted to work during term time and during the holidays. We are legally required to report to the Home Office any student who breaches the conditions of their UK visa.
- h. You must inform us by contacting the Compliance Team immediately if your immigration status changes at any time and provide our Compliance Team with copies of all correspondence that you receive from the Home Office in relation to your current immigration status or if you leave the UK permanently or switch into another immigration tier.
- i. Should you be subject to an Awards Board discontinuation decision or academic withdrawal for any reason, and submit an academic appeal or a 'Late Mitigation" (outside of 10 working days following the decision) you will not be permitted to re-enrol or register on further modules whilst awaiting the outcome. This may result in us withdrawing our Sponsorship of your Tier 4 visa and you may need to leave the UK and reapply for a new visa to re-enter should your appeal be successful or late mitigation claim be upheld.

#### **4. International Students who are under 18**

- a. In addition to the procedures in place as shown in the Academic Regulations (*Section 4 Admissions (B) Age of Entrants*), if you are under 18 at the time of application and/or when you begin your programme of study, your parent/legal guardian will be required to:
  - Provide their written consent for you to study at Anglia Ruskin University.
  - Nominate a legal guardian for you in the UK (who must be a relative or a person whom your parent/legal guardian nominates as your guardian while you are under the age of 18 in the UK) in accordance with Tier 4 Sponsorship requirements.
  - Provide your arrival details from your home country before the start of your course including travel details and arrival meeting arrangements
  - Provide your UK accommodation details.

These Terms and Conditions applicable to International Student will continue to be reviewed and amended by the International Office where necessary in line with changes to the Immigration Rules and Guidance as issued by UKVI and other regulatory bodies.