

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **TIER 4 VISA POLICY**

**Licence Number: [HYJBD6CB5](#)**

Full up-to-date information for the UKVI (United Kingdom Visas and Immigration)/Home Office may be found at <https://www.gov.uk/apply-uk-visa>

The School will make all reasonable efforts to assist pupils and parents to comply with the UK Government's requirements on visa entry for students who wish to come to the UK to study. However, responsibility for making a visa application to allow their child to attend Earlscliffe rests with the parents. The School cannot assist with resolving visa related issues other than those under Tier 4 (or any subsequent scheme) either for a current student or for a student who is proposed to be admitted.

The School generally will issue a Tier 4 (Child) student CAS (Confirmation of Acceptance for Study) and may issue a Tier 4 (General) CAS in exceptional circumstances.

#### **General Information**

- Earlscliffe has a Sponsor Licence with UKVI
- All applications must be supported by entrance examinations, a report from a student's current school, a scan of their passport and a Skype interview.
- The School is required to photocopy and scan a student's passport and visa on the first day of term or the first day that a student arrives at the School.
- The School must be notified if your child has obtained a new passport.
- The School must keep independent visa files on each international student. These may be inspected by the UKVI at any time.
- All unauthorised student absences must be reported to the UKVI. This includes students who arrive late at the beginning of term or leave early at the end of term.
- Parents are requested to adhere to the term dates when booking international flights.
- When a student leaves the School, this will be reported to the UKVI. We must report to UKVI that a student has finished their course (e.g at the end of U6), although the pupil may have a certain amount of time to stay in the UK after their course has finished and before their Visa expires.
- A student cannot make their Tier 4 application more than three months before the start of their course
- If a Tier 4 (Child) student turns 18 years old, they can carry on with their course until their permission to stay ends. If they want to do further study in the UK, they will have to apply under another category, for example Tier 4 (General).

## **New Students from Overseas**

This Tier 4 Visa Policy document will be sent to parents with an offer letter.

The Admissions Department at Earlscliffe **must** receive the following before a CAS can be issued:

- Registration fee and deposit
- The first term's fees in full
- A copy of the student's passport

Earlscliffe will not issue a CAS before entrance tests and a Skype interview has taken place

The application is made on-line and a CAS number will be issued to parents. Payment for the first CAS will be made by the School, any subsequent CAS applications will be charged to parents. A CAS number is valid for six months. The CAS number and offer letter will be issued by the School for parents to apply for a visa.

If a visa application is refused, a copy of the refusal letter must be sent to the School prior to the issue of a new CAS.

## **Guardians**

Earlscliffe welcomes students from all over the world and values their contribution to the life of the school. To ensure the best possible care for these students, parents who are not permanently resident in the UK may appoint a guardian in the UK to act with their full authority. Those who undertake this role are providing a generous commitment to the education and wellbeing of their ward.

Guardians should be provided by the student's own family. The guardian may be a nominated friend of the family or another family member or contact. Earlscliffe offers a guardianship service and if parents would like to use this service it should be indicated on the application form and the costs will be added to your initial invoice.

### **The Guardian**

- ❑ The guardian should not be a full-time student and must be over the age of 25.
- ❑ The guardian must live in the UK and should not be required to travel regularly overseas
- ❑ Should be able to correspond with the school in English
- ❑ Should agree to and pass the necessary safeguarding checks as required
- ❑ Should be open to an annual inspection as required by the Agency or organisation responsible
- ❑ Should not be running a guest house or offering any other paid accommodation service

It is the responsibility of the parent to inform the school if the guardianship arrangements change.

## The role of the Guardian

- To liaise with the school and act as a representative of a student's family
- To encourage and support the student, safeguarding and promote the student's welfare
- To help with the student's understanding of British culture and the development of their understanding of the English language
- To act in loco parentis and to take responsibility for the welfare of the student for holiday periods and half-term holidays.
- Guardians should provide a consistently good standard of accommodation and meals with adequate supervision and suitable living and studying accommodation.
- To provide accommodation for the student in the case of severe illness or emergency (e.g. suspension or expulsion)
- To act as necessary in granting permission for weekends out or emergency medical treatment
- To authorise or make travel arrangements as required and inform the school in advance of the times of departure and arrival.
- If a student needs to book an early flight for departure or arrival, the guardian should take responsibility for escorting the student and accommodating them overnight.
- Provide a point of contact for discussion of matters concerning general welfare or academic progress of the student.
- To attend parents' meetings (and report back to parents abroad afterwards), and monitor the academic and social development of the students in their care.
- The guardian will also be someone with whom the student can get in touch at any time, whether to talk about a problem that may have arisen or just a friendly point of contact outside school
- The guardian should always respect the rights, religion and culture of the student.

In addition to the duties of the guardian stated above, parents may opt for the guardian to carry out the following roles. If this is the case, this information will be required by the school at the beginning of the academic year.

- Guardian to escort to the airport
- Guardian to host at Half Term
- Guardian to receive general correspondence
- Guardian to receive confidential correspondence
- Guardian to receive School Reports
- Guardian to attend parents' meetings

## Tier 4 Visa Questionnaire

Name of Student ..... Date of birth ..... Applying for entry  
into Year ..... in September 2017

**I confirm:**

- I/We have read the Tier 4 Visa Policy
- I/We have read the Guardian Information and confirm that I/we will provide details of my/our child's guardian at least six weeks prior to the start term
- I/We confirm that my/our son/daughter does not have a criminal record
- Has the student had a visa refused before? YES/NO
  - If yes, please attach details
- Has the student ever over-stayed in the UK? YES/NO
  - If yes, please attach details
- I/We confirm that my/our child's passport does not expire within six months of the visa application.

Parent Signature ..... Dated ..... CAPITALS

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## **STUDENT ARRIVALS – 10 TOP TIPS from the Border Force**

As you prepare to study in the UK, UKVI has developed ten top tips to make sure you have everything you need for a smooth arrival.

1. If you're from a non-European Economic Area (EEA) country, complete the landing card given to you during your flight before you arrive at border control.
2. Have your passport ready. Remove it from any cover, and remember to remove sunglasses and hats.
3. Keep information about the course you're studying in your hand luggage. This must be in paper copy (not an electronic copy on tablet or phone). This includes your Confirmation of Acceptance for Studies (CAS) number.
4. Keep any recent bank statements and details of where you are staying in your hand luggage, Border Force officers may ask to see this information.
5. Expect Border Force officers to ask simple questions about your stay in the UK when you arrive at passport control.
6. Do not bring in any meat or dairy products from outside the European Union (EU). There are restrictions on traditional medicines, food products such as fish, eggs and honey, and some fruit, vegetables and plants.
7. There are also restrictions on the amount of tobacco, alcohol and gifts you can bring to the UK. If you exceed your duty-free allowance and do not declare them, all of your items could be taken away from you.
8. Never bring in counterfeit goods, illegal drugs, offensive weapons or indecent or obscene material. Some items are restricted and will require a licence or permit.
9. You must declare cash of 10,000 Euros or more (or the equivalent in another currency) if you are travelling from a country outside the EU.
10. Never give false or misleading information (including forged or counterfeit documents).