



Home Office & UK Visas and Immigration (UKVI) International Student Policy

Date approved: 09 December 2022
Approved by: SMT
Responsible Manager (s): Head of Registry
Executive Lead: Vice Principal Finance & Planning

Applicable to staff: No
Applicable to students: Yes
Accessible to students: Yes
Accessible to general public:
(including clients) Yes

Consultation

Consultation undertaken with:		Date:
• CCMT	Yes	10/01/2022
• AMT	Yes	16/08/2022
• SMT	Yes	09/12/2022

** please delete as appropriate*

Policy review frequency, normally: every 2 years

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1. Scope and Purpose of the policy

- 1.1. Blackpool and The Fylde College (B&FC) is a sponsor for recruitment of international students.
- 1.2. This policy relates to the recruitment, enrolment and monitoring of all international students to ensure that B&FC is fully compliant with the UK Visas & Immigration (UKVI) Points Based System for migration, as outlined in the UKVI Sponsor Guidance and Home Office Immigration Rules.

2. Policy Statement

- 2.1. B&FC takes every reasonable step to ensure that every student has permission to be in the UK and carries out the necessary immigration status checks to ascertain any study restrictions and where appropriate funding eligibility.
- 2.2. B&FC permits students who are sponsored by another institution to attend commercial short courses only. However, the student must have written permission from their sponsoring institution to evidence attendance will not impact on their main course of study.
- 2.3. Where academic regulations permit and in exceptional circumstances, B&FC may allow students to re-sit examinations / assessments more than twice for any individual examination or module. There must be an academic justification approved by either the Director of HE or the Director of Quality and Standards and Student Administration will assess and approve based on compliance with UKVI policy.
- 2.4. B&FC is mandated to report to the UKVI and cease sponsorship of any students where;
 - there are 10 or more missed contact points
 - there is a 60 day inactivity period of student participation (except for recognised vacation periods)
 - the student's permission to stay expires before they finish their re-sit or repeat of study
- 2.5. B&FC must report to the UKVI;
 - any changes to student circumstances
 - if B&FC becomes aware that incorrect conditions of stay have been granted on any student's visas
- 2.6. B&FC will provide a visa statement of fact letter for a Standard Visitor Visa for individual students attending courses of up to 6 months.

3. Student Involvement

- 3.1. Student compliance is essential to enable B&FC to meet its sponsor obligations in addition to them complying with their visa/immigration conditions with the UKVI.

4. Legislation

- 4.1. B&FC is compliant with the UKVI Policy Guidance for international students and updates to immigration regulations and sponsor guidance are embedded into relevant policies, procedures and processes as they occur. The latest version of the Sponsor Guidance can be found at:
[Sponsorship: guidance for employers and educators - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/sponsorship-guidance-for-employers-and-educators)

5. Accountability

- 5.1. All relevant staff engaged in course booking, providing information advice and guidance, enrolment and teaching activities are responsible for ensuring that international students are recruited and enrolled in line with B&FC policies and procedures.
- 5.2. Key personnel in Student Administration are responsible for managing B&FC's sponsor licence with the UKVI and conducting operational activities relating to sponsorship of international students. These are;
- Authorising Officer
Head of Registry
 - Key Contact
Student Admin Manager: UC & Outreach Campuses
 - Level 1 Users of the Sponsorship Management System
Head of Registry
Student Admin Manager: UC & Outreach Campuses
Admin Specialist & Business Partner: Fleetwood Nautical Campus
 - Level 2 Users of the Sponsorship Management System:
Admin Officer(s): Fleetwood Nautical Campus
Admin Specialist & Business Partner: Bispham Campus
- 5.3 Nominated authorised signatories for any visa documentation are:
- Student Admin Manager: UC & Outreach Campuses
 - Head of Registry

6. Linked Policies

International Fees Policy
Tuition Fee Payment Policy
Refund Policy

7. Linked Procedures

International Student Fees Procedure
B&FC UKVI Operational Procedures
Student Administration Operational Finance and Banking Procedures

8. Equality, Diversity and Inclusion Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding and Inclusion, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
<p>Title of Activity:</p> <p>Home Office UK Visas & Immigration International Student Policy Author and Date: Head of Registry Dec 2022</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: Dec 2022</p> <p>What is the review date? Dec 2024</p>
<p>Equality, Diversity and Inclusion Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>Socio-economic, race and ethnicity</p> <p>Applied Home Office UKVI legislation and Policy Guidance to B&FC Policies and Procedures</p>
<p>Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Health and Safety: Have any risks been identified?</p> <p>If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Potential risk of transferring notifiable diseases (i.e. Ebola/TB/COVID) from students entering the UK from high risk countries. Home Office requires students from certain countries to:</p> <ul style="list-style-type: none"> • obtain vaccinations or quarantine as part of their visa conditions. • provide evidence of medical screening
<p>Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?</p>	
<p>Is this policy of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low</p>

