

**HOME OFFICE & UK VISAS  
AND IMMIGRATION (UKVI)  
TIER 4 POLICY**



## Home Office & UK Visas and Immigration (UKVI) Tier 4 Policy

Date approved: 25 October 2018  
Approved by: SMT  
Responsible Manager (s): Head of Student Administration and Achievements  
Executive Lead: Chief Operating Officer

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

### Consultation

Consultation undertaken with:		Date:
• UKVI Strategy & Compliance Group	Yes	Oct 2018
• CCMT	Yes	Oct 2018

*\* please delete as appropriate*

Policy review frequency, normally: every 2 years  
*(Please delete as appropriate)*

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## **1. Scope and Purpose of the policy**

- 1.1. Blackpool and The Fylde College is a Tier 4 sponsor for recruitment of international students.
- 1.2. This policy relates to the recruitment, enrolment and monitoring of all non-EU 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 Tier 4 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 does not provide documentation to support visa applications for individual students attending short courses only.
- 2.7. B&FC monitors attendance, visa expiry dates and local contact details for all International students. Additionally, all students must continue to report to B&FC after their course has completed until they have provided evidence of return flight home details.

## **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 Tier 4 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:  
<https://www.gov.uk/government/publications/sponsor-a-tier-4-student-guidance-for-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 non-EU 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 and Key Contact  
*Head of Student Administration and Achievements*
  - Level 1 User of the Sponsorship Management System  
*Head of Student Administration and Achievements*  
*Student Admin and Finance Manager – Fleetwood Campus*  
*Team Leader – Fleetwood Campus*
  - Level 2 User of the Sponsorship Management System:  
*Admin Officer(s) – Fleetwood Campus*
- 5.3. Nominated authorised signatories for any visa documentation are:
- Head of Student Administration and Achievements
  - Student Administration and Finance Manager (Fleetwood)

#### **6. Linked Policies**

International Fees Policy  
Tuition Fee Payment Policy 2018/19  
Refund Policy 2018/19

#### **7. Linked Procedures**

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

## 8. Equality Impact Assessment attached

Impact Assessment for the 4 strands of Equality, Safeguarding, 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 &amp; Immigration Tier 4 Policy</p> <p>Author and Date: Head of Student Admin &amp; Achievements, Sept 2018</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: Dec 2016</p> <p>What is the review date? Sept 2020</p>
<p><b>Equality and Diversity.</b></p> <p>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&amp;FC Policies and Procedures</p>
<p><b>Safeguarding:</b></p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>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><b>Health and Safety:</b></p> <p>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) from students entering the UK from high risk countries.</p> <p>Home Office requires students from certain countries to obtain vaccinations as part of their visa conditions.</p>
<p><b>Sustainability:</b></p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p><b>Evidence:</b></p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p> <p>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>