Terms and Conditions for Issue of Confirmation of Acceptance for Studies

1. Introduction

To ensure that the College complies with UK immigration rules, Confirmation of Acceptance for Studies (CAS) must only be assigned to students who, to the best of our knowledge, will meet the Tier 4 visa requirements, and will comply with the conditions of their leave.

2. General principles

- CAS will not be issued before an unconditional offer (i.e. fulfilled all Academic, Non-academic and General Conditions of Entry) has been accepted.
- CAS will not be issued if the College judges that there is substantial reason to believe that the student will not meet the requirements of Tier 4 visa application, for example, if the College judges that the student has made insufficient academic progress.
- CAS will not be issued if the College judges that there is substantial reason to believe that the student will not comply with the Tier 4 requirements and conditions of their leave.
- CAS will not be issued to any student who has been in breach of the College regulations, policy and codes of practice.
- CAS will not be issued to any student who is suspended from the College for any reason.
- CAS will not be issued to any student who has any outstanding debt to the College.
- For the purposes of applying for a visa extension in the UK, CAS will only be issued to students whose current visa permits for an extension of, or switching to the Tier 4 general student category.
- CAS will not be issued to a student in the UK whose leave has lapsed.
- Where sponsorship has been withdrawn by the College previously and visa has since lapsed, the student must provide evidence to the College that they have left the UK and intends to apply for new Entry Clearance from their home country to return to their studies.
- The College can amend or withdraw CAS at any time, for example, if the relevant information provided for CAS has changed or the student’s status with the College has been suspended since issuing of CAS.

3. Programme of study and qualifications

- The programme of study must meet the acceptable course levels as stipulated by the Home Office.
- The mode of study must be full-time.
- The College must have official confirmation that the student has met and provided evidence of the academic qualifications as stipulated by the College, including English language requirements in accordance with the immigration rules.

4. Maintenance requirements
For the purposes of leave to remain in the UK, before a CAS will be issued, International Student Administration must be satisfied that the individual can demonstrate the maintenance requirements to apply for leave to remain under Tier 4. The College may request the student to provide evidence of meeting the Tier 4 visa maintenance requirement prior to issuing a CAS.

5. Students repeating periods of study

CAS can be issued for re-sits or repeats providing:

- The College regulations allow them to do so;
- The student has repeated the module no more than once unless it is the recommendation of Board of Examiners, due to exceptional circumstances, a further repeat is required;
- The repeat study period will take place / begin within 60 days of the start of the student’s last instance of academic participation. Where the College does not require continued participation within 60 days (with the exception of recognised institutional vacation periods), the student will be required to return home before CAS can be issued to allow them to make a new Tier 4 visa application.
- Short-term student visa route will be used if the student is only required to re-sit examinations.

6. Points Based System: Tier 4 Obligations

In accordance with obligations under Tier 4 of the Points Based System, the student must agree to:

- Present their immigration documents to the College and allow copies to be held on file
- Present their original qualifications that are listed on their CAS and official English translations if not in English, and allow copies to be held on file
- Inform the College if they change their immigration status
- Keep their student record up-to-date with their current UK address, email and telephone number
- Register with the Police and update their Police registration with their new address and visa details, if applicable
- Permit the College to disclose any relevant information to the Home Office with regards to their Tier 4 visa application
- Abide by the conditions of their visa

The College is obliged to report changes to a student’s status to the Home Office, including the following:
• If it comes to our attention that the student has breached the conditions of their visa;
• If a student fails to enrol by the latest start date on their CAS;
• If a student withdraws from or suspends their studies;
• If a student changes their studies in a way which shortens the time they need to complete the course;
• If a student completes their studies earlier than the end date on their CAS;
• If a student is absent from their studies without reasonably granted approval from the College;
• If the student changes to a different immigration category

7. Occasionally the College will need to contact the Home Office to clarify details on outstanding visa applications and previous immigration history. By accepting these terms and conditions, you consent to providing Birkbeck with permission to contact the Home Office on your behalf and for the Home Office to release information to Birkbeck.