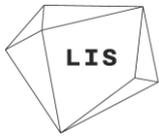




THE LONDON
INTERDISCIPLINARY
SCHOOL

The London Interdisciplinary School

Home Office Compliance Policy



1. Purpose and Scope

1.1 This document is to instruct and inform all staff members of LIS who work with international and EU students and/ or govern processes relating to the recruitment and service provision of these students.

1.2 Before a student can come to, or stay in the UK, to study they must have appropriate permission to enter / stay as granted by the Home Office (via their visa). LIS has applied to become a licensed sponsor so that it can sponsor international students. Should LIS become a licensed sponsor, the sponsor licence will be valid for four years.

1.3. Sponsorship duties begin from when a CAS (confirmation of acceptance of studies) is assigned. Those sponsor duties do not end until:

- Sponsorship is withdrawn by LIS
- The Student leaves the UK; or
- The Student is given permission to stay in the UK with a different sponsor or in another immigration category

1.4 LIS risks losing its sponsor licence if its sponsor status cannot be maintained during its annual basic compliance assessment (BCA) or its Sponsor Licence renewal (every four years) – please see sections 1 and 2 below. Student Route sponsorship duties are detailed in full on the [GOV.UK website](https://www.gov.uk)

1.5 This Home Office Compliance Policy document has been designed to outline LIS's responsibilities as a Student sponsor, along with all associated procedures that fully support the organisation in meeting its duties under the sponsor licence.

1.6 This policy should be read in conjunction with the CAS Issuance Policy, Engagement Policy, Attendance Policy, Admissions Policy, Registration Policy, and LIS Governance and Academic Regulations.

2. Training

2.1 LIS offers awareness training to all its staff, the level of which is dependent on staff interaction with international students and compliance.

2.2 All staff who will interact with students in marketing, recruitment, pre-registration, registration, and financial setting will have annual training.

2.3 All staff who work the Sponsor Management System (SMS) will be trained internally to at least Level 1 user standard.

2.4 At any time there will be at least two members of staff with Level 1 training, one of whom may be the Authorised Officer.

2.5 Where required, LIS will seek guidance from professional advisors.

3. Basic Compliance Assessment (BCA) and Licence Renewal

3.1 LIS's Student Route (formerly Tier 4) Sponsor Licence will be renewed every four years. It is expected that it will be held jointly with our organisation's Skilled Worker licence.



3.2 The Authorising Officer will apply to renew the LIS Sponsor Licence at the appropriate time.

3.3 In order to retain its status as a Student Route Sponsor, our organisation must apply for a BCA every 12 months.

3.4 The Key Contact and lead Level 1 User (the Registrar) will apply to complete the BCA each year when appropriate.

3.5 A BCA considers the following requirements, all of which must be met:

- the refusal rate of Student visa applications made using a CAS issued by LIS must not exceed 10 per cent of all CAS used during the 12-month period immediately preceding the application for the BCA. Pending and successful administrative reviews and appeals will not be counted.
- at least 90 per cent of students who were granted Student leave using our organisation's CAS during the 12-month period before the BCA application registered within their designated registration period.
- using the end date of courses that were due to finish in the 12-month period preceding the BCA application, at least 85 per cent of students who were sponsored by, and registered with, LIS completed their course in line with the end date on their CAS; this does not include students who have deferred their studies and have temporarily left the UK, switched institution, switched to another immigration category, or left the course and left the UK permanently. However, a student who is not granted leave to switch immigration category or institution or who does not leave the UK will be counted.

4. Marketing of programmes

4.1 The marketing of our organisation's programmes is managed by the Director of Marketing and Recruitment.

4.2 All information relating to Home Office Compliance will be kept up-to-date. All information related to programme delivery information, English language requirements and internships will be reviewed on at least a quarterly basis to ensure compliance.

5. Recruitment and use of agents

5.1 LIS has no current plans to use agents. This decision will be reviewed on an annual basis.

6. Admissions policy for international students

6.1 LIS's Admissions Policy (including the related Complaints Procedure) covers the principles and processes to be considered when admitting an international student including English Language requirements.

7. Academic Technology Approval Scheme

7.1 LIS does not offer Programmes which fall under the Academic Technology Approval Scheme.



8. Confirmation of Acceptance of Studies (CAS)

8.1 LIS's Student Route sponsorship responsibilities for its international students starts on the date that a CAS is assigned to the student and ends in any of the following instances:

- When LIS reports on the Sponsor Management System (SMS) that a student's course has prematurely ended (this includes those students who fail to register and are classed as "no shows") **and** we provide details of their plans to leave the UK; **or**
- When a student leaves the UK and their Student visa lapses; **or**
- When a student changes Student Route sponsor or moves into a different immigration category; **or**
- When the student's course ends on the date stated on the CAS

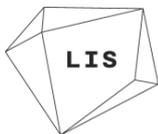
8.2 For full details on the issuance of a CAS, see the LIS CAS Issuance Policy.

8.3 Once a CAS has been assigned, LIS has committed to undertake sponsorship duties for this student, including any reporting via the SMS that needs to occur.

8.4 The issuing of a CAS is seen as a key sponsor duty. LIS must ensure that it is not assigning an excessive number of CAS which may ultimately be withdrawn or expire.

8.5 During its lifetime, a CAS can have various Home Office statuses. These include:

CAS Status on the SMS	Definition
ASSIGNED	CAS has been assigned by LIS.
USED	The student has submitted their Student visa application to the Home Office and a decision has been processed (either approved or refused)
OBSOLETE	The student has made a Student visa application with a CAS from another institution. This immediately makes the CAS issued by LIS void.
EXPIRED	The CAS is older than six months and has not been USED by the student. It is therefore no longer valid.



WITHDRAWN	LIS has withdrawn the CAS that it has issued prior to the student making a visa application with that CAS.
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8.6 In addition to detailing these Home Office CAS statuses on the student record, the LIS Student Record System will record two unique statuses in relation to Student Route applicants that are not visible on the SMS. These are:

CAS Status on Quercus	Definition
CLOSED	The CAS has been USED and a new CAS is to be created (to extend current leave or for a new course of study)
REFUSED	The visa application for this CAS was unsuccessful and our organisation has had sight of the refusal notice

9. Registration

9.1 In line with the Registration Policy and Terms and Conditions for students, all students must register before the start of each year of study. Only students who are registered will have access to LIS facilities and services. A student's contract will be automatically cancelled if they do not register for the first year of study within the registration period.

9.2 In addition to its own Academic Regulations, LIS must ensure that all international students have the right to study in the UK at the point of registration in line with the Home Office's Immigration Rules. This requirement relates to students who have a need to be in the UK to study at some point in their programme and need to be registered with LIS in order to do this.

9.3 LIS has a sponsor duty to check the documents listed on each CAS and ensure that copies of these documents are stored for Home Office audit purposes.

9.4 International students could potentially arrive and attempt to register at LIS with a variety of different visa types e.g. dependent visa. All such cases should be escalated to the Registrar for determination of conditions and requirements.

9.5 Late registration requests – from students who wish to register later than the last date of acceptance – must be submitted to the Registrar.

9.6 LIS has 10 working days after the last date of acceptance stated on the CAS to report students back to the Home Office as a NO SHOW (failure to register) if the student does not obtain late registration authorisation. This reporting is done via the SMS by Registry.



10. Record-keeping duties

10.1 For each Student Route visa holder sponsored by LIS, copies of certain documents must be kept in line with the [Home Office's Workers, Temporary Workers and Students: guidance for sponsors, Appendix D: keeping documents – guidance for sponsors](#).

10.2 The responsibility for holding (and maintaining where appropriate) these documents falls to different teams within the organisation.

10.3 Prior to making offers to students the following information is required by Admissions:

- Copies of all qualifications relating to the student's offer
- Any other evidence required for entry to the UK
- Verification of qualifications through UK ENIC (previously UK NARIC)
- LIS will check any Secure English Language Tests (SELT) using online verification systems. The evidence will be scored in the Student Record System and the SELT reference number will be used when issuing a CAS.

10.4 Before registration is completed, the Registrar will require sight of the following documentation which will be copied and placed on the Student Record:

- Passport or Travel Document including personal details page(s) and entry stamps
- Travel Vignette
- Visa/Biometric Residence Permit (BRP)
- Online immigration status
- Signed letter from parent(s) if the student is under 18 which denotes permission to travel and to live independently in the UK.

10.5 Should a student have been issued a travel vignette, a subsequent check will be made by the Registry on the full Biometric Residence Permit.

10.6 All documents are checked to ensure up-to-date information is stored before an extension to study and/ or a CAS extension is approved.

10.7 All documents must be kept for five years following the end of the student's sponsorship. This also meets the requirements of Appendix D of the Immigration Rules that states:

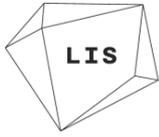
If the migrant is sponsored for less than one year, the documents must be kept:
For the duration the migrant is sponsored;

OR

Until a Home Office compliance officer has examined and approved them, whichever is the longer period

If the migrant is sponsored for one year or more, the documents must be kept:
For one year;

OR



Until a Home Office compliance officer has examined and approved them, whichever is the longer period.

10.8 LIS operates a self-service policy whereby students are expected to maintain their own contact details and update them as appropriate on a termly basis.

11. Attendance Monitoring

11.1 It is the responsibility of LIS as a Student Route sponsor to monitor **all** Student Route visa holders during their period of registration with our organisation. Our organisation is required to assure itself that all Student Route visa holders:

- are fulfilling the requirements of their academic programme;
- are engaging as required by the programme structure;
- are progressing normally and are abiding by Home Office regulations governing their permission to enter (and stay in) the UK;
- are abiding by our organisation regulations governing their registration as a student.

11.2 For further detail see the LIS Engagement and Attendance policies respectively.

12. Placements

12.1 LIS has no programmes with integrated placements.

13. Programme Transfers

13.1 For the probationary DAPs period (2021-4) LIS will only offer a single programme. As such, students will not be able or permitted to transfer between programmes.

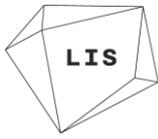
14. Changes of Circumstances and Progression

14.1 Any change of circumstance that occurs in relation to a student's engagement with their course of study once registration has been completed should be reported to the Home Office within 10 working days. These changes include revocation following failure to pay tuition fees, interruption and withdrawal.

14.2 A student who has breached the terms and conditions of their visa and/or does not have valid leave to study at LIS will be required to withdraw from their studies (or may be permitted to interrupt their studies until such time as they have rectified their immigration status to enable them to continue studying). Once this withdrawal of sponsorship has been reported by Registry on the SMS, visa curtailment action will be taken by the Home Office

14.3 Where a student is revoked for non-payment of fees and sponsorship is subsequently withdrawn by LIS, curtailment action will be taken by the Home Office. In these circumstances, the student is required to make a fresh visa application from outside the UK if they subsequently pay their fees and wish to return to their course of study.

14.4 In normal circumstances, a Student visa expires within either two or four months of the course end date as stated on the student's CAS. LIS will report any taught student who submits their final



piece of assessed work one month earlier than their expected end date as stated on the CAS. This could, if the course end date on the CAS is more than 60 days in the future, lead to a curtailment of that student's leave.

14.5 If a Student Route visa holder is granted an academic extension to their course, they may require a further CAS to extend their visa - if the new end date for their studies is after the expiry date of their current visa.

14.6 If the academic extension is granted because the student needs to re-sit or re- take a module, this visa extension may be done in the UK utilising the Check and Send scheme.

14.7 In all other cases, LIS will only consider issuing a further CAS to a student in the UK if there is clear evidence of academic progression on their course and/ or studies in the UK as defined by UKVI.

14.8 Where academic progression is not demonstrable, the student **may** still be eligible for a further CAS to extend their visa, however, they would have to apply for entry clearance from overseas.

14.9 LIS may also refuse to issue a further CAS if a student cannot demonstrate academic progression whilst studying in the UK. For example, if a student wishes to study at the same or a lower level course than one that they have previously studied in the UK then the Home Office may deem this student as non-credible and could refuse the visa application. In such cases, our organisation would weigh up the risk of issuing a further CAS that could lead to a visa refusal. This risk would be assessed based on the documentary evidence supplied by the student and their stated career aspirations. If it is determined that a further CAS could be issued in these circumstances, then our organisation would need evidence that the student had already left the UK and would be making the visa application overseas, before that CAS would be issued.

15. Preventing illegal working

15.1 During a Home Office audit that considers the Skilled Worker licence as well as the Student Route licence, the visiting officer will want to check how LIS carries out Right to Work checks.

15.2 LIS will also need to show that they have designed systems and have sound business processes to allow Student Route visa holders (whether studying at LIS or not) to work no more than the permitted number of hours stated on their visa. No student will be permitted to work more than 20 hours per week.

16. Graduation and Exit Checks

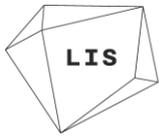
16.1 A Student Route visa holder should only be allowed to graduate if they have no immigration documentation and/ or fees outstanding.

16.2 There is currently no requirement to furnish the Home Office with the UK departure details of Student Route visa holders completing their studies at LIS. However, this information is collected by Registry when a student completes their studies earlier than expected or interrupts or withdraws from their course of study. In summary, students who complete their studies as per their CAS do not need to be reported; early finishers and those who fail to complete their studies will need to be reported through the SMS.



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16.3 Any UK departure data obtained by Registry for its Student Route population will be shared with the Home Office by recording details on the SMS.

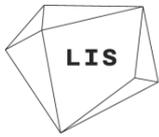


Appendix 1: Changes to Circumstance table (excerpted from Home Office Sponsor Guidance 2020)

	If	Then
a	A student withdraws from their course before they travel to the UK.	<p>You must:</p> <ul style="list-style-type: none"> • Report it to us within 10 working days of you knowing about it • Tell us if the student is joining another institution and the name and address of that institution if you know it.
b	A student's start date is delayed before they enter the UK but after they have been granted entry clearance.	<p>You must:</p> <ul style="list-style-type: none"> • Agree with the student whether they can still complete the course within the dates given on their visa. If they can, you need not report anything. <p>If they can't, you must:</p> <ul style="list-style-type: none"> • Assign a new CAS • Advise the student to apply to vary their leave to include a later finish date.
c	A student does not enrol within the enrolment period.	<p>You must:</p> <ul style="list-style-type: none"> • Report it to us within 10 working days of the enrolment period ending, including the reasons for non-enrolment, for example; <ol style="list-style-type: none"> a) they missed their flight; b) they decided not to come to the UK; c) they delayed their enrolment; d) they are doing a course with a different sponsor; or



		<p>e) we have refused them permission to come to, or stay in, the UK.</p> <p>If we have refused a student permission to come to, or stay in, the UK, you do not need to report the non-enrolment as soon as you become aware of the refusal. The time-limit is still 10 working days from the date the enrolment period ends.</p>
d	<p>You are a sponsor with Probationary Sponsor status and:</p> <ul style="list-style-type: none"> • you are a higher education provider and a student stops academically engaging; 	<p>You must:</p> <ul style="list-style-type: none"> • Tell us, within 10 working days of the last expected contact point, or the date the student has stopped academically engaging, that you intend to withdraw sponsorship of that student <p>Provide the name and address of any other sponsor the student has moved to, if you know it.</p>
e	<p>You are a sponsor with Student Sponsor status and:</p> <ul style="list-style-type: none"> • you are a higher education provider and a student stops academically engaging; 	<p>You can either:</p> <ul style="list-style-type: none"> • Report a tenth missed contact, or the date the student has stopped academically engaging whenever it occurs during the year; or • Set two checkpoints during any rolling 12-month period. You must report any students who have stopped academically engaging or missed 10 consecutive expected contacts, without you reasonably giving them permission leading up to that checkpoint, and you are



		withdrawing sponsorship of the student.
f	<p>A student defers their studies after they have arrived in the UK and is no longer actively studying.</p> <p>You may continue to sponsor a student who has deferred their studies for up to a maximum of 60 days providing you can continue to carry out your sponsorship duties and the student will be able to complete their course within their existing period of leave. If you think the student will not resume their studies after 60 days, you must withdraw sponsorship.</p> <p>In exceptional circumstances, such as serious illness or injury, you may continue to sponsor a student for longer than 60 days, providing the student can still complete their course within their existing period of leave when they resume their studies.</p> <p>It is for you to decide whether you are prepared to continue sponsoring a student during a deferral and, if necessary, provide evidence to verify this decision to our compliance officers.</p>	<p>You must report that the student has deferred their studies within 10 working days of agreeing the deferral.</p> <p>If you withdraw sponsorship, the student's permission to stay is no longer valid and you must advise them to leave the UK.</p> <p>Once the student is ready to resume their studies, you must assign a new CAS and the student must reapply for a new visa.</p>
g	<p>You are withdrawing a student from their course.</p>	<p>You must:</p> <ul style="list-style-type: none"> • Tell us within 10 working days of you knowing about the issue • Tell us why, for example; <ul style="list-style-type: none"> a) The student has not met your requirements



		<p>b) The awarding body stops running the course or stops trading.</p> <p>If a student to whom you have issued a CAS intends to request administrative review of a decision to refuse their visa application, and you will continue to sponsor them if the refusal is overturned, do not withdraw sponsorship until the review has been concluded. Report such students as non-enrolments in accordance with row c. of this table, unless you are withdrawing sponsorship for other reasons.</p>
h	<p>You stop sponsoring a student because they:</p> <ul style="list-style-type: none"> • commence a study abroad programme overseas and do not plan to return to the UK or you do not want to continue to be responsible for them while they are out of the UK • move into a different immigration category with a different sponsor; • move into an immigration category that does not need a sponsor; or • complete the course sooner than expected. 	<p>You must:</p> <ul style="list-style-type: none"> • Tell us about it within 10 working days of knowing about the issue.
i	<p>There is a significant change in a student's circumstances. These include:</p> <ul style="list-style-type: none"> • a change in where they study or do their work placement; • a change of course; or 	<p>You must:</p> <ul style="list-style-type: none"> • Report the change to us within 10 working days of you knowing about it.



	<ul style="list-style-type: none"> anything that suggests that they are breaking the conditions of their permission to stay in the UK, such as working in breach of their conditions. 	
j	You suspect that a student is not a genuine student.	<p>You must:</p> <ul style="list-style-type: none"> report this by e-mail to the Home Office as soon as possible. <p>https://www.gov.uk/report-immigration-crime</p>

Name of policy/procedure:	Home Office Compliance Policy
Document owner:	Dr Michael England, Registrar
Date Originally Created:	06/2021
Last reviewed:	06/2021
Reviewed by:	Hannah Kohler, Director of Strategy Marielle van der Meer, Director of Student Experience
Audited by:	Pat Saini, Partner, Penningtons
Date of Audit:	06/2021
Date of next review: (annually unless otherwise agreed)	06/2022
Related documents: (e.g. associated forms, underpinning processes, related policies or overarching policies)	CAS Issuance Policy, Engagement Policy, Attendance Policy, Admissions Policy, Registration Policy, and LIS Governance and Academic Regulations



Version Control			
Version	Author	Date	Brief summary of changes
1	Pat Saini, Partner, Penningtons	27/06/2021	Technical changes to section 3 (e.g. only a Level 1 user can apply for a BCA) and section 8 (reporting requirements for early finishers and students who have not completed their studies).
2			
3			