



THE LONDON
INTERDISCIPLINARY
SCHOOL

The London Interdisciplinary School

CAS Issuance Policy



1. Purpose

1.1 This document sets out the LIS's policy regarding the sponsorship of overseas applicants and students requiring a Student Route visa. This policy is subject to change and LIS is entitled to revise its policies or procedures relating to compliance with its sponsor duties at any time to reflect Government requirements. The Immigration Rules guidance will at all times supersede and override the content of this policy. LIS is under no legal obligation to sponsor any individual and exercises caution with respect to issuing a Confirmation of Acceptance for Studies (CAS).

1.2 This Policy should be read in conjunction with the LIS Home Office Compliance Policy, Engagement Policy & Admissions Policy.

2. Scope

2.1 This document relates to all international applicants, students who apply and those who study with LIS. Those applicants/ students issued with a CAS are expected to study at LIS under the sponsor licence.

3. Key Responsibilities

3.1 Responsibility for the management and implementation of this policy and any accompanying procedures lies with the Authorising Officer. All staff working with applicants and students covered by the points based immigration system must ensure the policy is adhered to accordingly.

4. CAS Assignment

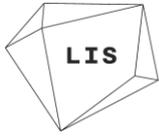
4.1 The Registry is responsible for assigning CASs to applicants starting a new course at LIS. The Registry will also issue CASs to existing students who wish to further extend their leave in order to complete a course.

4.2 LIS will only assign a CAS to an applicant if they have met all the conditions of their offer, entry requirements of LIS as well as the conditions of this policy.

4.3 A CAS will be assigned no more than three months prior to course start date for any applicant starting studies at LIS. For example, CASs will be assigned no earlier than July for any courses beginning in October. In line with current rules, CASs are valid for 6 months and students can apply for up to 3 months before they travel.

4.4 LIS will make appropriate checks to ensure any applicant or student already in the UK has valid permission to be in the country prior to issuing a CAS. If it is found an applicant or student does not have valid leave to be in the UK then LIS will not issue a CAS. LIS will carry out appropriate checks in relation to a student's immigration history.

4.5 LIS may make any additional checks it deems necessary to ensure it only sponsors genuine applicants or students who will successfully obtain a visa. These checks may include but are not limited to conducting an immigration history check via the Home Office, reviewing bank statements and financial documents, requesting previous CASs from former institutions and requesting that students undertake a credibility interview. A detailed financial check will be carried out as shown in item 6 below.



4.6 LIS will not sponsor applicants or students in the following situations:

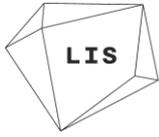
- The course the applicant or student intends to study will not comply with sponsorship requirements.
- There is any reason to believe an applicant or student will not comply with the conditions of their leave (e.g. intention to work or past history of working more than 20 hours per week) or if a student is in breach of their visa conditions.
- An applicant or student has submitted documents which are proven or suspected to be fraudulent.
- An applicant or student has outstanding tuition and accommodation fee debts with LIS and LIS has concerns about the student's ability to pay tuition and accommodation fees
- The duration of an applicant's or student's course will result in the applicant or student exceeding the maximum allowable time studying as a sponsored student. Likewise, LIS will not sponsor any student wishing to extend their course if the extension would result in the student exceeding the maximum length of study.
- LIS believes sponsoring an applicant or student will put its sponsor licence at risk or has concerns about the applicant's or student's intention to study and genuineness.
- An applicant will not arrive in time for their course's latest start date.
- The course does not represent academic progression in accordance with Home Office Sponsor Guidance and Immigration Rules.

4.7 LIS will only sponsor an applicant or student where it believes the visa application will be successful and will not fall for refusal and reserves the right to not sponsor any applicant or student if there are reasonable grounds for suspecting otherwise, including:

- A history of visa refusals
- Insufficient maintenance funds
- Criminal convictions or involvement with terrorist activity
- Any behaviour or evidence which would lead LIS to believe the student is not genuine or does not truly intend to study
- Any evidence to suggest a student has broken immigration laws
- The student has overstayed by more than 28 days
- The student is in the UK and does not hold valid immigration permission to be in the country
- The student's course does not represent academic progression
- Poor English language ability
- Outstanding debts to the NHS
- The student has provided false information to LIS, presented fraudulent documentation or omitted relevant information from their application.

4.8 LIS will not normally sponsor an applicant or student who has overstayed by less than 28 days unless there are exceptional circumstances preventing the applicant or student from making an in-time application. LIS applies a high threshold for what constitutes 'exceptional circumstances' including:

- Serious illness which prevents the applicant or student or their representative from making an in-time application (supported by appropriate medical documentation)



- Travel or postal delays beyond the applicant's or student's control (e.g. unforeseen postal strike or travel delays due to natural disaster or war)
- Inability to provide necessary documents due to unavoidable circumstances such as the Home Office being at fault of losing or delaying the return of documents.

5. Fee payment schedule

5.1 Prior to registration, all students will be required to deposit a minimum sum of £5000.

5.2 The fees for the year will be paid into two installments: (i) by the start of Term 1; (ii) by the start of Term 2.

6. Financial evidence

6.1 LIS requires the following financial evidence before issuing a CAS:

- (i) tuition fees for the first year of your course
- (ii) living expenses (or maintenance funds) of £1,334 per month for up to nine months

6.2 Students will not have to supply financial evidence if they have been in the UK with a valid visa for at least 12 months prior to the course start date. LIS reserves the right to undertake financial checks on this group for intention and ability to join purposes.

6.3 If required to show financial evidence students can use the following:

(a) Proof of own Funds

This requires that:

- Students have the total amount of money in cash funds in a bank account in their own name (students can also use joint accounts where your name appears)
- That the money has been in the student's bank account at all times for a period of at least 28 days (the UKVI will use the most recent entry on your bank statement and count back 28 days)
- That the student's bank statement is dated within a month of your application (i.e. no more than 30 days old)
- That the student's funds are in a 'cash' form. Shares, bonds, cryptocurrencies and property, pensions,, bank accounts that are not regulated by the financial regulatory body in the country that the student is applying from and bank accounts that do not use electronic record keeping are not permitted as valid evidence.
- The financial institution must be regulated by the Financial Conduct Authority (FCA) or, in the case of overseas account, the home regulator

Students can supply the above information either using a bank statement or a letter from the bank. Whichever one used, it must state the following information:



Name

- The account number
- The date of statement/letter
- The financial institution's name, logo and address.
- The amount of money available
- Confirmation that funds have been held for at least 28 days (if providing a bank letter)

(b) Using parents' bank statements

If a student self-financed and using their parents' bank statement for their visa application, they must meet the same guidelines as stated above and in addition they must also provide the following:

- An original birth certificate
- A letter of parental consent confirming that this money will be used for the student's studies
- Official translations of these documents must be included if not in English.
- The parents' bank statement must be issued by a financial institution that is accepted by the Home Office. See "Immigration Rules Appendix P: Lists of financial institutions that do not satisfactorily verify financial statements or whose financial statements are accepted" on the Home Office website.
- If the funds are in a local currency, the exchange rate should be calculated through the OANDA website.

(c) Using a loan

If a student is providing a loan letter as evidence of maintenance, the student can only obtain a letter from a regulated financial institution confirming that they have a loan that is provided by the national government, the state or regional government or a government sponsored student loan company or that is part of an academic or educational loans scheme.

- The loan must be held under their own name and the loan letter must be dated no more than 6 months before the date of their application. There must be no conditions on the release of the loan funds, other than your making a successful Student visa application.
- If applying from overseas, the loan funds must be available to the student before they travel to the UK, unless the loan is an academic/student loan from their country's national government; and will be released to the student by their national government or your education provider when they arrive in the UK.

(d) Obtaining a financial sponsorship

If a student is financially sponsored by their government, an international company or another scholarship agency, they must provide a letter on official letter-headed paper or stationery of the organisation of the official financial sponsor which must have the official stamp of that organisation on it.



- This should confirm the following details:

Name

The name and contact details of the official sponsor

The date of the letter

The length of sponsorship

The amount of money the sponsor is giving to the student or a statement that the student's official financial sponsor will cover all of his/her fees and living costs

- If the “official financial sponsor” is providing all of the funds for a course fees and maintenance, the student does not have to provide separate evidence of your savings.

7. Academic Progression

7.1 LIS will only sponsor applicants or students who meet academic progression requirements set out in the Home Office Immigration Rules and Sponsor Guidance. If the Registry does not consider academic progression can be justified then LIS will not issue a CAS.

8. Length of Sponsorship

8.1 LIS will sponsor a student for the duration of their course, subject to any compliance requirements of LIS or the UKVI which would result in sponsorship being withdrawn. LIS may withdraw sponsorship if it is not necessary to continue sponsorship or if LIS cannot fulfil its sponsor duties.

8.2 The course start date on the CAS will correspond with the date of registration in person on the course or induction, whichever is earlier.

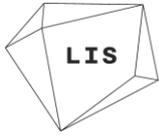
8.3 The course end date on the CAS will correspond with the course end date of the applicant's or student's programme of study and is the date by which an applicant or student has completed all academic elements of the course including taught sessions, examinations, assessments and writing and submitting dissertations and theses unless these can be completed from afar and there is no substantial reason to remain on campus.

9. Visa Refusals

9.1 LIS will only consider assigning one additional CAS following a visa refusal on maintenance grounds and only if the applicant or student can provide evidence to show there is minimal or no chance of their visa being refused a subsequent time.

9.2 Further CASs will not be assigned where an applicant or student has had a visa refusal based on an error on behalf of the student or applicant.

9.3 Further CASs will not be assigned where an applicant or student has had a refusal due to failing a credibility interview.



9.4 Any applicant or student with a visa refusal will be reported to UK Visas & Immigration and any sponsorship will be withdrawn.

9.5 Any applicant or student with a visa refusal who requests a new CAS must provide to LIS all pages of their Home Office refusal notice.

9.6 LIS will issue one additional CAS to an applicant or student following a visa refusal. If a visa is refused a second time LIS will not issue a further CAS.

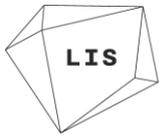
9.7 LIS reserves the right to not issue a CAS to any applicant or student who has had their visa refused.

10. Terms and Conditions of Sponsorship

10.1 All students sponsored by LIS are expected to abide by LIS's Terms and Conditions. LIS reserves the right to withdraw sponsorship if it considers an applicant or students may be in breach of its terms and conditions.

11. Policy Review

11.1 This policy will be reviewed on a regular basis to ensure it remains compliant with Sponsor Guidance and Immigration Rules as well as good sector practice.

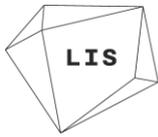


Appendix 1

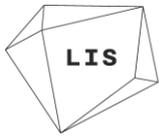
The following checklist set out in "Student Sponsor Guidance Document 2: Sponsorship Duties" will be used when issuing a CAS:

Checklist for assigning a CAS

Are you satisfied:	✓
You are assigning a CAS under the appropriate Student or Child Student route?	
The student intends and is able to follow the course of study concerned?	
The student will successfully complete their course on the date specified on the CAS? This includes any CAS issued for the Doctorate Extension Scheme.	
The course the student intends to follow will lead to an approved qualification?	
The student is aware of their responsibility to abide by the conditions of their Student or Child Student visa, including their obligation to study at their sponsor institution (unless studying at a partner institution or undertaking supplementary study), their working restrictions and that they will leave the UK when their visa expires unless they have obtained further permission to stay?	
The CAS you are assigning is for a course that represents academic progression if the student is continuing their studies and is applying from within the UK? See ' Academic progression ' in the previous section.	



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Related documents: (e.g. associated forms, underpinning processes, related policies or overarching policies)	Home Office Compliance 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	Various technical changes including to financial checks
2			
3			