



### **Mission statement**

To ensure that International students are recruited ethically and fairly and are placed appropriately on to courses on which they receive a consistently high level of academic and pastoral support on all campuses.

### **Code of Practice**

- Qualifications gained overseas will be assessed using UK NARIC to give comparability to UK qualifications to facilitate equal opportunities.
- International students will be recruited in accordance with UK Visas and Immigration (UKVI) regulations where applicable, ensuring an appropriate level of compliance for a Tier 4 Sponsor.
- International students will be fee assessed and their eligibility for home fee status considered. This will be carried out in accordance with the appropriate Funding Body guidelines.
- Offers for full time English language courses will be issued within two working days of receiving a fully completed application with deposit. Conditional offers for academic and vocational courses will be issued within five working days whereas unconditional offers will only be issued once all conditions have been met.
- Confirmation of accommodation placements and airport transfers will be made within five working days of the students' acceptance and payment of the accommodation arrangement fee.
- The College does not operate a quota system based on nationality but seeks to provide a wide nationality mix through its marketing strategy.
- The College reserves the right to reject any applicant where it is felt that a genuine application has not been made.

## Entry Criteria

- Applications for academic and vocational courses will be considered by the International Guidance team. They will receive: student profile; fully completed application form; educational transcripts and school reports; UK NARIC certificate demonstrating level of qualifications attained; a valid SELT and a completed and signed parental consent form from the parent(s)/guardian(s) if the student is under 18.
- International students who have changed education system and have not met the standard college entry requirements may be given 'special' consideration if they can demonstrate their ability to succeed on their chosen course.
- International students taking academic or vocational courses may be required to take the Enhanced Support Package if considered appropriate.
- If a student is under 16 they must be accompanied by a responsible adult, group leader or parent.
- All applicants must submit a copy of their passport at application stage. Non-EEA students applying under Tier 4 must submit a copy of all previous UK visas and/or immigration entry stamps and evidence of their level of English using one of the approved UKVI Secured English Language Tests.
- On arrival, students' passports and visas / Biometric Residence Permits (BRP) will be checked and all pages containing immigrations stamps and data will be copied. The visa will be checked to ensure that the sponsor number matches that of Sussex Downs College. The front and back outer covers of the passport will also be copied. These will be signed and dated by the administrator.
- The College must see original documents used as evidence in the CAS Statement. These will be compared to copies already sent with the application. Copies will be signed and dated by the administrator. Any recent exam result will also be copied, signed and dated.
- During enrolment, all non-EEA students will be required to complete a visa commitment letter and sign a document to confirm receipt of their BRP (if applicable).

- The Immigration Compliance Officer will carry out a post-enrolment audit check on all documents relating to Tier 4 visa files / appendix D. A Tier 4 Sponsor spreadsheet is created to include: personal and course details including course start and finish date; passport and visa expiry dates and anything pertinent to UKVI requirements. Any subsequent changes such as a change of course or a student leaving before the expected end date will be updated.
- Any Tier 4 student who we expect to arrive but fails to do so before the latest date to enrol will be reported to the UKVI using the SMS website.
- The UKVI will be notified through the SMS system of any students' change of circumstances; whose course details change, who transfer to another college, who leave before their expected end date or who are expelled.
- Students will be advised on police registration if this is a requirement of their visa.
- If the College is asked to withdraw a CAS and sponsorship by UKVI, the College will comply with the request.

### **Refund Procedure**

- All students must pay a deposit as stated on their invoice or their full course fees with their application. The deposit will be £1000 (EEA) and £2000 (non-EEA). This is in addition to a £60.00 non-refundable Accommodation Arrangement Fee (AAF) if students require accommodation. The remainder of the tuition fees must be paid in full before the course starts for academic and vocational courses, or at least a term in advance for English language programmes.
- If a student is a Visa National and fails to get a visa before the start of the course, the College will agree to refund the £2000.00 deposit less an administration fee of £150.00. The student must apply for the refund in writing, returning the original Offer Letter and a copy of the Visa Rejection Letter from UKVI. The College reserves the right to keep the full deposit if there is any suspicion that the visa application was not genuine or if a withdrawal is requested by UKVI.
- In other cases, deposit refunds are only granted under exceptional circumstances as defined by the College.

- Tuition fees for all courses will only be refunded under exceptional circumstances as defined by the College, once a course has started. The College will try to offer an alternative course if available.
- Late arrival onto courses can sometimes be arranged on request. However, pro-rata fees are not available for missed tuition weeks that do not meet the criteria set out under the appropriate fee sheet.
- Summer School cancellations incur a charge and must be made in writing before the start of the course. The College is unable to offer refunds for the Social Programme once it has been booked and paid for.
- If a student has been introduced to the College via an agent, the College must inform the agent if the student withdraws from the course and requests a refund. If a student has applied to the College via an agency any request for a refund must be made through the agency. This may incur a fee.
- Should the College be unable to accept a student on to the course of their choice, either because, they have not met the course entry requirements or the College has cancelled the course, the College will offer a full refund.
- If a student is asked to leave the College before completing their course due to unacceptable behaviour as defined by the College, no refund will be given.