

Student Visa (Tier 4)

Student and Sponsor Responsibilities

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Student Responsibilities

Students must be aware of and adhere to certain requirements in order to retain their Student Route visa throughout their studies. Please make sure that you read through the following important information.

Your Biometric Residence Permit (BRP) Card

Collecting your BRP card when you arrive to the UK

If you applied for your visa overseas, you should have an Entry Clearance vignette (sticker) in your passport, you must collect your BRP by the date it expires or, within 10 days of your arrival in the UK whichever is the latest date.

Check your BRP card and report errors

Your BRP will contain information, it is your responsibility to check it immediately. If there are any errors, you must take action to report this to the Home Office and have it corrected, you only have a limited time to do this. Most errors must be reported within 10 days of collection.

How to report and correct the error depends on the type of error and where you applied for your visa. Read the Home Office guidance and find out [how to report the problem with your BRP](#)

PLEASE NOTE - The Home Office may mistakenly give you the right to work on your visa and therefore also on your BRP. Students studying at private institutions are not allowed to work when studying in the UK and therefore you must report the mistake (we also will need to report the mistake) to the Home Office.

Attendance and Engagement

As a Student Route visa holder, you are required to attend all scheduled classes or inform the College of any absences, we may ask you to provide evidence supporting any absences. The College has a responsibility to monitor student attendance, and in cases of continued poor or non-attendance it is obligated to consider the withdrawal of your visa sponsorship. This would result in withdrawal from the College.

All Student Route visa holders must read the Absence Policy (which can be found in your student Handbook).

Conditions of Study

Your Student Route visa is only valid for the specific institution you are studying at, and for the course it was issued for.

Under no circumstances are we able to enrol a student who is sponsored by another institution, unless specifically approved by the Visa Compliance department. Contact visa.compliance@condenastcollege.com if you would like to explore the potential for 'supplementary study'.

You should only study the main course for which your visa was granted. If you request a change of programme, you should not start studying the new course without first receiving immigration advice from us and having the programme change formally approved by the Visa Compliance department. You may need a new visa before you can start studying a new course.

Working During Your Studies

You are able to work during your studies, subject to the terms of your Student Route visa:

Key Points

- BA and MA students should have 20 hrs per week maximum.
- Courses below BA level should have 10 hrs per week maximum.
- Work must be on an employed basis only.
- You are not allowed to operate on a self-employed basis, you are not able to issue invoices or be responsible for paying your own tax.
- Working on any basis outside of 'employed' is a serious breach of the terms of your visa and can have very serious consequences.
- Definitions here: <https://www.ukcisa.org.uk/blog/6257/a-working-definition>
- Contact visa.compliance@condenastcollege.com to discuss any areas related to work as it is an extremely complex area to navigate alone.

Placements

Students can undertake a work placement that is an integral, assessed part of the course. This does not interfere with your work rights outside of your course. You retain the personal UK work right attached to your visa, in addition to sitting a work placement. Official work placements approved by the College are not subject to working hours limits. However, all placements must be provided by a business entity that has been approved by the College.

Recourse to Public Funds

All Student or Tier 4 visa holders have the condition whereby you have no recourse to public funds. This means you are not able to claim most government benefits such as welfare benefits, tax credits and housing assistance.

Recourse to public funds does not include schooling for children dependants of a Student Route visa holder at state funded schools.

For more information on what types of public funds this condition includes contact visa.compliance@condenastcollege.com

Change of Personal Information and Details

You must provide the College with your current personal information and address as well as any new passport or visa information. The College must hold up-to-date information for you, according to UKVI rules.

If your personal information changes (i.e. your address) you must inform the College asap. You might also need to inform the UKVI of a change of circumstance - for more information contact visa.compliance@condenastcollege.com

Breaching your Student Route visa conditions

Please note that the College is obliged to inform UKVI where we know there has been a breach of visa conditions. Contact our visa compliance department if you have any concerns to allow us to advise you correctly on next steps.

College Responsibilities

The College also has a number of duties and responsibilities which are set by the UK Government Home Office and operated by UKVI.

The College must ensure international students have correct immigration permission. We have to keep copies of this evidence throughout your studies.

The College must also inform UKVI when a Student Route visa holder makes certain changes. This includes where you might change course, complete early, take a leave of absence, or withdraw from studies among other things.

College Student Route sponsor duties

The College must adhere to the following requirements, as set by UK Visas and Immigration:

- Keep accurate contact details for Student Route visa students.
- Only issue CAS to students who are capable of completing their chosen course.
- Only issue CAS to students who are eligible to complete their course within the time limits permitted on their Student Route Visa.
- Retain scanned copies of passports, visas/BRP cards and electronic visas for Students according to the College record retention schedule.

Note: Students from EEA countries with a chipped passport and a Student Visa will not be issued with a vignette in their passport or a BRP card. You will have a document that is an online form of immigration status. You will need to share the code with Condé Nast College so that we can check your status and keep an electronic copy of it on file.

- Only accept students with a valid Student visa, proof of a pending in country application (only for specific students) or accept other visa types or applications where these permit study in the UK.

- Monitor students' attendance and engagement with their academic programme.

Reporting student changes to UKVI

The College also has a requirement to inform UK Visas and Immigration of any Student Route visa holder who:

- defers their studies and is no longer actively studying, for instance taking a leave of absence (this is dependent upon the length of the absence)
- breaches any of their visa conditions of stay
- is deemed withdrawn or excluded (including for non-attendance according to UKVI guidance)
- has been refused a visa application
- completes their course earlier than expected
- fails to register within the registration period e.g. non-enrolment or deferral
- changes into a different immigration permission
- commences a work placement or study abroad period
- has a significant change of circumstance (for example a course change)

Some reports to UKVI are only for their information and does not affect the student's visa, whereas other reports can result in visa curtailment and a requirement to leave the UK within a certain timeframe. In most cases students are informed when a report is sent to UKVI.