

## Contemporary Dance Trust Limited

### Student Visa Responsibilities and Requirements for Students

**The following document applies to Student Visa students sponsored by Contemporary Dance Trust only. Contemporary Dance Trust is the Registered Company name for The Place. London Contemporary Dance School is a department of The Place.**

#### **1. Introduction**

Under the Student Visa Points-Based System, students and universities must comply with certain responsibilities. These responsibilities apply wherever you study and are not specific to the students at London Contemporary Dance School (LCDS).

This document outlines the additional attendance monitoring checks that LCDS is obliged to carry out as part of its sponsorship agreement with the Home Office UK Visa and Immigration Department (UKVI), in line with its licence of Highly Trusted Status.

Please take care to read this information carefully so you are aware of LCDS is required to do. The document should be read in conjunction with the school's Attendance Policy.

#### **Please be aware of the following terms:**

Student Visa: Your student visa will allow you to live and study in the UK throughout your course. This comes in the form of a Biometric Residence Permit Your BRP will include:

- your name, date and place of birth
- your fingerprints and a photo of your face (this is your biometric information)
- your immigration status and any conditions of your stay
- whether you can work and any restrictions on the number of hours you can work

Your BRP must be collected within 10 days of arrival in the UK. You will get your vignette while in your home country but only receive the BRP once you are in the UK.

Your passport will have an entry vignette which will allow the you to enter the UK. Entry must be made within a 30-day window. Please following this [link](#) for arrangements currently in place due to COVID-19.

Confirmation of Acceptance for Studies (CAS): a unique reference number given to you by your immigration sponsor (usually your educational institution) to study in the UK. A CAS number is required for the student visa process.

CAS numbers are only valid for one visa application and expire six months after they are issued.

## **2. Visa Students Responsibilities**

Remember that your immigration permission (visa) is your responsibility. If there is any change to your studies (including date changes, suspension or temporary leave and changes of programme) you must get advice about any effect this will have on your visa.

As a Visa student, the Home Office expects you to meet the following conditions:

## **3. Attendance**

**3.1.** Remain registered as a full-time student and attend all your lectures/classes. If you are not able to attend, then you should inform the School Office as you must not have any unauthorised absences.

**3.2.** Students are expected to attend all sessions. If you are on a student visa and are currently working remotely you are expected to attend all sessions in your time zones and where appropriate access the recorded material.

**3.3.** Aside from the expected attendance, students must attend all enrolment, induction, and re-enrolment sessions. These are compulsory. Induction will include a dedicated session for Visa students where your obligations, and the school's, are explained.

## **4. Requirements**

**4.1.** All new students will be required to present their passport/ID card and their Biometric Residence Permit (BRP) for inspection at the beginning of the academic year. Copies of passports and, where relevant, visas will be taken on enrolment. A student who cannot produce a valid passport/ID and, where necessary, a visa will not be allowed to enrol.

**4.2.** All students are required to re-enrol at the start of each term. Their contact details and term address will be verified and updated at this time. This termly enrolment will be conducted by the School Office, where students must provide LCDS with an up-to-date UK address, e-mail address and mobile telephone number.

**4.3.** Where a student has legitimate reasons for being unable to commence the programme on the published start-date, provided the student has informed LCDS in advance, a new agreed start date will be set. If the student does not enrol within two weeks of the revised start date, their non-attendance will be reported to the UKVI, their sponsorship will be withdrawn and their student visa likely to be revoked.

**4.4.** Register with the police if it states on your visa that you are required to do so. You must also make sure that your police certificate is kept up to date with any changes which are listed here. You must give the School Office a copy of this certificate when you receive it.

**4.5.** If you are studying using a Student Visa, you must complete the full course for which you have been issued your Student Visa. Failure to complete your course may have an impact upon future visa applications.

**4.6** Do not breach the conditions of your visa. This includes ensuring that you do not work more hours than you should. If your application is successful, you will be told what you can and cannot do on a Student visa. Normally you can work for a maximum of 20 hours per week during term-time. This is a maximum of 20 hours in total in any one week, including paid or unpaid work and for one or more organisation. The 20 hours cannot be averaged over a longer period. There are no restrictions on total working hours outside of term time and your employer may need to see a copy of your term dates. Please note this subject to Government review.

## **5. Intermittent/Withdrawing from a programme of study**

**5.1.** Leaving the UK if you stop studying (for example if you interrupt your studies or have retake exams and will not be attending during the year). You should always seek advice from the Head of Registry and Student Well-Being if your registration status is about to change. Some changes reported to UK Visas and Immigration (UKVI) will result in visas being curtailed (shortened). UKVI may attempt to inform you of a curtailment but they may not have your most recent address or other contact details. To avoid refusal of entry at the border it is essential that you check, in good time, whether you need to make a fresh entry clearance application before returning to the UK.

**5.2.** When a student intermits on a programme of study, their student visa is withdrawn by the UKVI, and they must leave the country. When the student wishes to return to study, a new CAS will be issued, and a new visa be applied for.

**5.3.** If a student elects to finish a course early, either taking an exit award, or withdrawing from the course, this will also be reported to the UKVI. The student's sponsorship will then be withdrawn by LCDS and the student will be required to return home, as stipulated in the UKVI regulations and guidelines.

## **6. When you need to inform LCDS/UKVI**

**6.1.** Inform LCDS if you change immigration status and no longer have Student Visa immigration permission. You can do this by taking your new visa to the School Office.

**6.2.** Inform LCDS every time you obtain a new Student visa by bringing your Biometric Residence Permit and your passport to the School Office.

**6.3.** Inform LCDS if you renew or update your passport by bringing the new/updated document to the School Office so that we can take a copy.

**6.4.** Ensure LCDS holds up-to-date contact details for you by updating the School Office with any changes of address or personal details.

**6.5.** If you have a pending visa application and you change your address you must inform UKVI via their online form.

**6.6.** Inform LCDS if your application to UKVI is refused. You should seek advice from the [Head of Registry and Student Well-Being](#) if this happens.

**6.7.** You can do simple things to protect your immigration status in the UK. Please read the [UKCISA webpage](#) about protecting your Student Visa status for more details.

**Please note if you overstay your visa without having made a new immigration application before your visa expires, you no longer have permission to study in the UK. If you become an overstayer you can no longer engage in study at LCDS and you can no longer access any LCDS facilities. If you find yourself in this position, please contact the [Head of Registry and Student Well-Being](#) immediately.**

For more information about your rights and your responsibilities while you're in the UK visit the [Home Office website](#).

## **7. LONDON CONTEMPORARY DANCE SCHOOL (LCDS) RESPONSIBILITIES**

As a Student Visa Sponsor, the Home Office requires us to:

- Ensure that we have up-to-date contact details for all Student Visa students.
- Ensure we have a copy of all students' current visa.
- Inform UKVI of any students who fail to register for their programme of study.
- Inform UKVI of any students who interrupt or withdraw from their programme of study and confirm the date that they intend to leave the UK.
- Inform UKVI about any significant changes to a student's circumstances or programme of studies (e.g., if a student completes the programme early).

**7.1.** As per the regulations underpinning the sponsorship management policies governed by the UKVI, LCDS is legally required to monitor all Student Visa sponsored students and to maintain attendance records, reporting non-attendance when necessary.

**7.2.** A student who has been issued with a CAS to begin a programme of study will be provided with a start date for the course. If the student does not enrol within two weeks of the start date, their non-attendance will be reported to the UKVI, their sponsorship will be withdrawn and their student visa likely to be revoked.

**7.3.** Where a student has legitimate reasons for being unable to commence the programme on the published start-date, provided the student has informed LCDS in advance, a new agreed start date will be set. If the student does not enrol within two weeks of the revised start date, their non-attendance will be reported to the UKVI, their sponsorship will be withdrawn and their student visa likely to be revoked.

**7.4.** The latest a student may enrol is one month after the official start date. If the student is unable to arrive within that timeframe, for whatever reason, sponsorship will be withdrawn. Please find more information on Covid-19 and Visas [here](#).

**7.5.** Student Visa sponsored students may choose to intermit their studies due to personal or medical reasons. Students must apply for this option and provide evidence. If approved, LCDS will support students who intermit their studies and report the change of circumstance to the UKVI.

## **8. Non-Attendance reporting -**

The attendance policy is subject to modification at any time in line with any UKVI regulatory changes.

### **For Undergraduate Students**

**8.1.** As part of the licence agreement, LCDS must report students where they are in breach of their visa requirements, including where a student misses 10 consecutive contact points without a valid reason. LCDS defines a contact point as one full day.

**8.2.** For undergraduate students, registers are taken for all classes. These are monitored weekly by the Academic Administration Coordinator and where a Student Visa student is absent without permission for all classes for one week the Head of Registry and Student Well-Being will be notified.

**8.3.** After one week's absence, the Head of Registry and Student Well-Being will contact the absent student by email and telephone to try to ascertain the reason for the absence and warn the student that continued absence without permission will be reported to UKVI.

**8.4.** Where a valid reason for absence, for example illness, is given, the absence is deemed authorised, and no further action will be taken.

**8.5.** Where no valid reason is given, or no response received, a letter will be sent to the student's term-time address, informing them that if they do not contact the school to explain their absence, then the sponsorship may be withdrawn.

**8.6.** If, after the initial letter is sent, no records of attendance are seen, the student will be required to attend an urgent meeting with the Head of Registry and Student Well-Being to discuss their absence and any reasons given for prior absence will be recorded.

**8.7.** Failure to attend or give satisfactory reasons for the absence will result in sponsorship being withdrawn and the student reported to the UKVI as a non-attender. The reporting will occur within 10 working days of the date of the meeting with the Head of Registry and Student Well-Being.

**8.8.** At this stage, the student will be removed from the LCDS system, and sponsorship for their studies revoked. From this moment, the person will no longer be considered a student of LCDS.

### **For Postgraduate Students**

**8.9.** Postgraduate student attendance will be monitored through the analysis of class participation (via registers), assignment submissions, exam attendance and tutorial meetings. Attendance issues are discussed at the weekly Postgraduate Team Meeting and students whose attendance is causing concern are contacted by their course leader.

**8.10.** Failure to respond to the course leader would be reported to the Head of Registry and Student Well-Being and steps 8.3 to 8.8 followed.

**8.11.** For MA Conversion (independent project), where there are no formal classes, students are required to maintain regular contact with their supervisors and attend tutorials as necessary. Supervisors will inform The Director of Research and Postgraduate Programmes where a student fails to respond to email contact or attend supervisions. The Director of Research and Postgraduate Programmes will then contact the student.

**8.12.** Failure to respond to the Director of Research and Postgraduate Programmes would be reported to the Head of Registry and Student Well-Being and steps 8.3 to 8.9 followed.

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