

<b>CONTROL HEADER</b>			
<b>Department</b>	International Office / Partnerships		
<b>Author</b>	International Office		
<b>Authorised By:</b>	VCB		
<b>Implementation By:</b>	International Office		
<b>Policy Reference:</b>	POIO2122005		
<b>Policies Replaced:</b>	N/A		
<b>Version No:</b>	1.0	<b>Approval Committee:</b>	VCB
<b>Date approved:</b>	17/01/22	<b>Minute no:</b>	21.57.03.02
<b>Status:</b>	Approved	<b>Implementation Date:</b>	Jan 2022
<b>Period of approval:</b>	3 Years	<b>Review Date:</b>	Jan 2025
I have carried out an equality impact assessment screening to help safeguard against discrimination and promote equality			
I have considered the impact of the Policy on the Welsh language and Welsh language provision within the University.			

## **Confirmation of Acceptance for Studies (CAS) Policy**

### **1. Policy**

1.1 The University is a Sponsor for international students coming to the UK to study under the Points Based Immigration System. Glyndŵr University is committed to being a responsible Student Visa sponsor and to support immigration control.

### **2. Definitions**

2.1 The following definitions are used within the context of this policy:

<b>Definitions</b>	
<b>CAS</b>	Confirmation of Acceptance for Studies, this document is required by applicants/students to apply for their Student Visa.
<b>UKVI</b>	UK Visas and Immigration division of the Home Office responsible for the UK Visa System
<b>Student Visa Route</b>	This is the new name of what was previously known as Tier 4.

### **3. Purpose of Confirmation of Acceptance for Studies (CAS) Policy for New Students**

3.1 The purpose of this policy is to detail the University's position on ensuring compliance with UK Visas and Immigration (UKVI) Student Route Sponsor Guidance.

This policy relates to all new applicants and returning students who require sponsorship from Glyndŵr University in order to apply for permission to enter or remain in the UK under the Student Visa Route. These students must satisfy the University that they fulfil the requirements of the University and the UKVI before a CAS will be issued.

This policy is specific to Glyndŵr University and we are entitled to revise this policy at any time where it relates to UKVI policy. Where there is discrepancy between this document and the UKVI Sponsor Guidance, the latter document will always take precedence.

### **4. Key Responsibilities**

4.1 Responsibility for the implementation of this policy lies with the Pro Vice-Chancellor who is the University's Authorising Officer, with support from the International Admissions Office.

### **5. CAS Issuing to New Applicants**

5.1 A CAS will only be issued to a new applicant if the University is satisfied that the applicant meets the requirements of the University and the UK Visas and Immigration, and the following applies:

- The applicant has been issued with an unconditional offer without conditions to study on a full-time programme of study at Glyndŵr University.
- The applicant has met the University and UKVI English Proficiency Requirements.
- The applicant has paid the 'minimum deposit amount required before CAS' amount as stated on their unconditional offer letter or provided evidence of official financial sponsorship to cover their course fees. [Guidance on financial evidence for student and shild student route for applicants.](#)
- The applicant has provided sufficient financial evidence showing that they have met the UKVI's maintenance requirements if they are not considered a "low risk national" by the Home Office. The applicant must be able to show the required funds for a minimum of 28 days and evidence used to show these funds must be no longer than 31 days old. [Publications points based system for student route](#)
- The applicant has successfully passed a credibility interview with the University to assess their genuine intention to study. This requirement is a country-specific, please contact [immigration@glyndwr.ac.uk](mailto:immigration@glyndwr.ac.uk) for more information.
- The applicant has provided all genuine documentation in support of their student visa application for checking by the University (including a copy of your ATAS certificate, if required for your course of study).
- If the applicant is applying from outside the UK, the Home Office processing times must indicate that entry clearance can be issued before the latest date of enrolment. For additional information on processing times, please visit: [Visa Processing times.](#)

- If the applicant is applying from within the UK, they must have a minimum of 28 days left on their current leave to remain in the UK and the course start date must be no more than 28 days after their current visa expires.
- In-country applicants must have valid permission to remain in the UK under the Student Visa Route or be in a visa category which permits switching to the Student Visa Route.

## **6. When the University will not issue a CAS to a new Applicant**

6.1 A CAS will not be issued to a new applicant if the University is satisfied that the criteria has not been met or if any of the following apply:

- The chosen course of study is less than 6 months in duration.
- The applicant will exceed the maximum time limit permitted for the Student Route.
- The applicant is not able to demonstrate academic progression.
- The applicant has failed to provide a full copy of a previous visa refusal or where the reasons for the previous visa refusal could reflect on a new visa application.
- The applicant has, in the view of the University, provided false and/or incorrect information on their university application.
- The start date of the chosen programme has passed (Unless COVID-19 concessions apply, and the student has fully engaged with their studies from overseas as a distance learner).
- The applicant has failed to follow the rules and requirements of a previous UK visa (e.g., student has not completed the course for which they were last granted student leave).
- The University has already issued a CAS and the visa application was rejected and where the University is not satisfied that a second CAS would result in a positive visa decision. (This will be decided on a case-by-case basis).
- The applicant is not able to provide sufficient financial documentation to show they have met the UKVI's maintenance requirements.

## **7. CAS Issuing to Returning Students**

7.1 A CAS will only be issued to a returning student if the University is satisfied that the student meets the requirements of the University and the UK Visas and Immigration, and the following applies:

- The student's visa will expire before the end of the programme of study.
- Student has been permitted by the University award board to continue with their studies.
- Faculty has agreed that the student can continue their studies and when the new expected end date should be.
- The student has a good record of attendance / engagement with their programme of study.
- There are no outstanding tuition fees to be paid.
- If the student suspended studies due to ill health has evidence been received to confirm the student is fit to study.
- The new CAS would represent academic progression unless student meets exemptions in the [UKVI guidance](#).

- The student must provide evidence showing that they meet the Home Office's maintenance (funds) requirement if they are not considered a "low risk national" by the UK Home Office. [Publications Points Based System Student Route](#).
- There is enough time under the Student visa limit for the student to complete their degree.
- Where the UKVI regulations mean that a student is required to apply for their visa extension outside of the UK, we have received evidence of a flight ticket, or other evidence to show they are currently outside of the UK. Students will also need to check Home Office processing times to shown that Entry Clearance can be issued within their period of authorized leave. Additional information on process times is available here: [Visa Decision Waiting Times for Applicartions Outside the UK](#)
- There are no concerns that the student is not able to follow University or UKVI policy.
- By issuing a CAS to support a visa extension we are confirming that we believe this is a genuine student with a genuine intention to study and that the students meets the University and UKVI policies.

## **8. When the University will not issue a CAS to a returning student**

8.1 A CAS will not be issued to a returning student if the University is satisfied that the criteria has not been met or if any of the following apply:

- There is not enough time under the Student Visa Route Time Limit for the student to successfully complete the course with the intended qualification.
- The student's participation on the course is not required within 60 days, or there are gaps in study. For example, if the student is required to repeat in Semester two only, we could therefore not be able to sponsor them under the Student Visa route in Semester one as no academic engagement would be required.
- If the student has a poor record of attendance and engagement.
- The student has existing debt owed to the University.
- We cannot issue a CAS based on provisional results or before results are known. A CAS can only be issued after a decision is made at the award board.
- We will not sponsor a student further under the Student Visa Route if in our judgement we would be unable to meet our sponsorship duties in respect of them, for example if they are repeating a small number of credits, there is no participation required or very little. We will assess this on an individual basis and take into consideration if the work required can be completed from home.
- The student has not followed University instructions in the past and for example, has remained in the UK for a long period of time following our ceasing sponsorship of them under the Student Visa Route, and there was not justifiable reason for this.
- The further sponsorship does not represent academic progression and the student does not meet the academic progression requirements.
- The student cannot submit a valid, in-time student visa application.
- We will not issue a CAS to cover graduation
- If the student requires a CAS to complete their studies following a placement, we will not issue this if the student has not submitted any assessment required as part of that placement.
- If the University has any concerns that the student will not be able to use this visa extension to successfully complete their studies.

Please note issuing a CAS does not guarantee that a student will successfully secure a visa and/or obtain further permission to remain. Decisions are granted by the UKVI, for which the university has no responsibility or influence. Glyndŵr University does not accept any liability for any student failing to obtain a student visa and/or the consequent losses (financial or otherwise) of such failure.

## **9. Guidance for students who submit an Entry Clearance application that is refused**

All students who receive a visa refusal must submit a copy of the refusal (Entry Clearance Officer's) report and UKVI interview transcript to the University within 7 days of the refusal decision. You are advised by the University to submit an administrative review in the event of a visa refusal. You must follow the University's advice on your approach to administrative review and submit your appeal within 21 days of the refusal decision. Please send the appropriate documentation to [immigration@glyndwr.ac.uk](mailto:immigration@glyndwr.ac.uk).

The University can issue a maximum of 2 CAS per applicant, the decision of whether the applicant is eligible for a 2<sup>nd</sup> CAS is issued will be made on an individual basis.

## **10. CAS Withdrawal**

The University reserves the right to withdraw a CAS if there are concerns that the Applicant/Student is no longer able to meet the Student Route requirements. This may include:

- Issues around genuineness and credibility
- Financial reasons
- Lack of ATAS, or evidence of incorrect information submitted to the FCO when obtaining ATAS clearance
- Other incorrect or invalid information on the CAS that cannot be correct and requires a new CAS to be issued.
- Where the University believes it's sponsor license would be at risk by allowing the applicant to continue with their visa application.
- Where an applicant has not submitted their visa application within an adequate time period, and it is unlikely they will be able to receive a visa decision in time to travel to the UK for the intake.
- Applicant has not completed their programme enrolment within a sufficient timeframe and the applicant will not be able to catch up.

## **11. Refund Policy**

Any refund of tuition fee is at the discretion of the University. Complete information on Glyndwr's Refund policy can be found within the [Student Tuition Fee Regulations for UK, EU and International Students – 2020/21](#).

## **12. Disclaimer:**

This documentation is correct at the time of writing. Glyndŵr University reserves the right to amend or revise the policy as necessary to comply with UKVI and institution requirements.