

CAS Policy for Continuing Students Already Enrolled on a Programme of Study

This policy seeks to maintain the University of Chester's compliance with Home Office/UKVI Tier 4 Sponsor Guidance. Any enrolled student who wishes to extend their Tier 4 visa, or switch into the Tier 4 category, must ensure they fulfil the requirements of the Home Office and the University of Chester (the University) before a CAS will be issued.

When we will issue a CAS

A CAS will only be issued if the University is satisfied that the requirements of the Home Office in force for the time being are met and all the following apply:

- You should be enrolled and continuing on a full time course. If you are not yet enrolled at Chester, please read our CAS Policy for New Applicants and Students Joining a New Course of Study.
- Your course end date must be after your current visa expires.
- You must be registered on a full-time course and your attendance must be required on campus.
- You should be up-to-date with your tuition fee payments, or have a valid sponsor letter.
- You have been fully engaging with your course of study. You should have been in attendance at your timetabled sessions, submitting all your required assignments.
- You are applying to repeat a period of study, or you are a PhD student who wishes to apply for further leave to remain in order to complete your doctoral programme.
- You fulfil the academic progression requirements as detailed in paragraphs 51 to 67 of the Tier 4 policy guidance https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514308/T4_Migrant_Guidance_Apr_2016.pdf

and

- You must provide evidence showing that you meet the Home Office's maintenance (funds) requirement if you are **NOT** considered a "low risk national" by the UK Home Office. More information is available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf

In addition, if you are applying for your visa from outside the UK:

- The Home Office's processing times should indicate that Entry Clearance can be issued within your period of authorised leave (e.g. vacation period). For processing time information please see:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/general-info/processing-times/>

If you fail to return to the UK promptly your student status may be suspended.

- You should provide proof that you did not overstay your most recent immigration permission by more than 28 days. This can be demonstrated by submitting scanned copies of your flight tickets and visa(s).

Or, if you are applying from within the UK:

- You must provide proof that you have a valid Tier 4 visa, or you have a valid visa that allows you to switch into Tier 4 (General).
- You must have submitted your CAS Request Form and all supporting documents (including ATAS certificate where required), as stated on the form.

Please note, when making your Tier 4 (General) visa application you will be required to make the mandatory Immigration Health Surcharge (IHS) payment. More Information is available at:

<https://www.gov.uk/healthcare-immigration-application/overview>

When we will not issue a CAS

A CAS will not be issued if the criteria for issuing one are not met or the University is satisfied that any of the following apply:

- If there are concerns regarding your attendance and course work submissions, as the University would not be able to vouch for your academic progression. If there are concerns, Legal Services at the University will investigate and you may not be able to continue as a full-time student.
- You are waiting to hear the outcome of an academic appeal. The only exception to this is if you are still required to attend classes.
- Your student status is 'deferred', 'suspended', or 'withdrawn'.
- You are not up-to-date with your tuition fee payments.
- You have failed to provide a full copy of a previous visa refusal.
- If your attendance is not required for the remainder of your course. If your attendance is not required, you may be asked to complete your studies in your home country.

- You wish to apply for Entry Clearance or Leave to Remain in order to attend your graduation ceremony. The Home Office does not view the graduation ceremony as integral to the course, and will not give leave to remain for that reason alone.
- If you will be completing your study abroad via distance learning. The University is required to inform the Home Office if you intend you complete your study abroad, and the Home Office will take action to curtail your Tier 4 visa. If you will be required to come to the UK for supervisory meetings or VIVAs, you can apply to the Home Office for a Student Visitor Visa. More information can be found at:
<https://www.gov.uk/study-visit-visa/overview>
- If you fail to provide a required ATAS certificate. Even if you already received an ATAS for your first visa, you may be required to obtain a new one. More information can be found at:
<https://www.gov.uk/academic-technology-approval-scheme>
- If you have, or will, exceed the maximum time allowed for degree level study. Further information about time limits on study, revised on the 3rd August 2015, can be found at:
<http://www.ukcisa.org.uk/International-Students/Immigration-/Making-a-Tier-4-General-application-in-the-UK/Time-limit-cap-on-study/>
- You have provided false and/or incorrect information on your University of Chester Application Form and/or CAS request form.

You are applying for a CAS for the same programme that your previous two CAS's were issued for. *Please note that the University of Chester adheres to a 2-CAS policy. This means that if your Tier 4 application has been refused, and the University is able/willing to issue you with a second CAS number, this will be your last CAS. If you receive another Tier 4 refusal we will not sponsor you under Tier 4.*

Issuing a CAS does not guarantee that a student will be successful in securing a visa and/or obtaining further leave to remain. The University is not responsible for any decisions made by the Home Office/UKVI and cannot accept liability for any student failing to obtain a visa and/or consequent losses (whether financial or otherwise) of such failure.

If a student has failed to meet any of the conditions of the CAS issuing policy in the specified timeframes the University of Chester is not liable for any consequences of declining to issue the student with a CAS.

When we will withdraw a CAS

The University of Chester reserves the right to withdraw a CAS, prior to a visa being issued, in the following circumstances:

- If you are withdrawn from your course or your student status changes.

- If the University is not satisfied that documents, information or other evidence you have submitted with your application are authentic, valid and genuine.
- If the University is not satisfied that you are able to complete the work required to secure a pass at the end of the current academic session.

Guidance for students who submit an Entry Clearance application that is refused

If the Home Office return your application as refused you should contact the International Centre immediately. You must send a copy of your refusal letter, along with any relevant information, to international@chester.ac.uk immediately to discuss your options. This must be done within **5 working days** of receiving the visa refusal notice.

On receipt of the visa refusal notice and interview transcript the University will review the decision for refusal of entry clearance. If the University deem it suitable it will request that you submit an Administrative Review. If you fail to follow any reasonable instruction given to you by the University in relation to your visa application or the submission of an Administrative Review they University reserves the right to retain your tuition fee deposit. For further information on the University of Chester international refund policy please visit <http://www.chester.ac.uk/international/fees/refund-policy>

The University reserves the right to withhold a second CAS from you in the event your application is refused. A second CAS **may** be issued, at the University's discretion, if all the following criteria are satisfied:

- You must be enrolled and continuing on a full time course, and the course end date is after the date the most recent visa expired.
- You must obtain permission from your Programme Leader that you are allowed to take an authorised leave of absence from the course while you obtain new Tier 4 (General) immigration permission and you provide proof that that you have returned to your country of residence. This can be demonstrated by submitting scanned copies of your flight tickets along with copies of your visa(s).

AND

- You are able to submit your Tier 4 application in the UK before your current Leave to Remain expires and you meet all of the criteria detailed overleaf.

Please note that the University of Chester adheres to a 2-CAS policy. This means that if your Tier 4 application has been refused, and the University is able to/willing to issue you with a second CAS number, this will be your last CAS. If you receive another Tier 4 refusal we will not sponsor you under Tier 4.

Additional Information

If you have become a visa overstayer, the University will take the necessary steps to protect our Sponsor Licence. This may include a temporary suspension of studies while you obtain

new immigration permission. In order to re-join your course you will need to provide the International Office with a copy of your new visa that permits you to study in the UK.

Please Note, you may be required to attend an interview with the UKVI as part of the Tier 4 (General) visa application process. Interviews can be requested by the UKVI both for applications made inside the UK and made from your home country

Guidance for students who do not submit a CAS Request application before their immigration permission expires

Students who do not submit a valid application to the Home Office before their visa expires become overstayers, and no longer have permission to remain in the UK. While the Home Office will consider applications received within 28 days of the overstay beginning, the University reserves the right to withhold or withdraw a CAS to any individual who becomes a visa overstayer. Please contact the International Office immediately if you think you may be at risk of becoming a visa overstayer.

Disclaimer

This document is correct at the time of writing. The University of Chester reserves the right to amend or revise the policy where necessary in the light of UKVI or University requirements. Please ensure you are using the most recent version of this document.



**THIS FORM MUST ONLY BE COMPLETED USING ADOBE ACROBAT READER.
VISIT WWW.ADOBE.COM FOR A FREE DOWNLOAD.**

CAS REQUEST FORM FOR CONTINUING, ENROLLED STUDENTS

In order to allow the International Centre and Institutional Compliance team to provide you with a new Confirmation of Acceptance of Studies (CAS) for applying for, or extending, your Tier 4 (General) visa you must first complete all sections of this form and attach all supporting documents listed below:

1. Copy of the photo page of your passport
2. Copy of your most recent visa/BRP/BID
3. Copies of all your previous student visas and/or Biometric Residence Permits along with the relevant CAS statements and qualifications obtained
4. If you have previously applied for a Tier 4 visa to study in the UK and it was refused, you must provide all pages of the visa refusal notice.
5. You must provide evidence showing that you meet the Home Office's maintenance (funds) requirement if you are NOT considered a "low risk national" by the UK Home Office. More information is available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf
6. Copy of completed "Satisfactory Progression and Payment Form"
7. ATAS Certificate (if required for your current course of study).

Once you have completed the form, and collated all supporting documents required; these documents can be submitted to the International Centre by:

Email: International@chester.ac.uk

In-Person: International Centre, Temperance Hall, George Street, Chester, CH1 3EQ

The International Centre will aim to action all requests within 10 working days of receiving the application and satisfactory supporting documents. Once the request has been processed we will contact you via email. Please ensure the contact details are filled in correctly.

Please Note: The Information stated on this form will be used for CAS issuing purposes, therefore please ensure all information is accurate and correct.

SECTION A: PERSONAL INFORMATION:

A1. Family Name as it appears on your passport:

A2. Given Name(s) as it appears on your passport:

A3. University of Chester Student Number:

Date of Birth:

A5. Passport number: (leave blank if you do not have a current passport)

A6. Passport Issue Date

Passport Expiry Date:

A7. Country of birth:

A8. Nationality:

A9. Current Term Time Address:

SECTION A: PERSONAL INFORMATION (CONTINUED)

A10. Personal email address:

A11. Personal telephone number:

A12: Have you previously been refused a visa to study in the UK? Yes No

If yes, please include full copies of all previous visa refusal letters

A13: Have you previously supplied, to the International Centre, or attached copies of all previous CAS letters, visas and UK Qualifications? Yes No

A14: Please provide details of your previous studies/immigration in the UK by completing the table below:

Visa Type	Visa Start Date	Visa End Date	Level of Study/ Qualification achieved	Institution studied at

SECTION B: UNIVERSITY OF CHESTER PROGRAMME DETAILS:

B1: Course Name

B2: Start Date of course:

B3: End Date of course

B4: Faculty

B5: Campus

B6: University of Chester tutor

B7: Reason for extension

SECTION C: FINANCIAL DETAILS:

C1: Please state the amount you have paid towards tuition fees (if you are not a fully sponsored student):

C2: Have you made any payments towards University of Chester accommodation?

C3: Please state how you will be funding your studies. *Click arrow to choose.*

C4: If you have selected the option parents to question C3, please state their joint annual income:

As stated above if you are **NOT** considered a “low risk national” by the UK Home Office, you will be required to submit copies of your financial documents/bank statements which must show that you have held the required money for a continuous 28 day period (finishing on the date of the closing balance) ending no more than one month before your Tier 4 (General) visa application. If you cannot provide sufficient evidence of your funds we cannot process and release your CAS. For more information on ‘How much money do I need?’ go to:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf

SECTION D: DECLARATION AND CONSENT TO RELEASE AND REQUEST PERSONAL DATA TO AND FROM THE UKVI/HOME OFFICE

It is important that you read through the University of Chester’s CAS policy for continuing students. Before you submit your visa application you should ensure you are well prepared for any questions the Entry Clearance Officer/UKVI/Home Office may ask you.

On receipt of a CAS from the University of Chester and in order to apply for a Tier 4 Student Visa for the purposes of study at the University of Chester I understand, confirm and agree that: (please tick as appropriate)

- All supporting documents I submit to the UKVI as part of my Tier 4 student visa application will be the original documents only, and not reproductions or copies of original documents.
- Submitting copied or reproduced documents (e.g. a photocopy/scanned copy of a bank account statement or photocopy/scanned copy of an original degree certificate/IELTS certificate) is **not permitted** by the UKVI as part of a Tier 4 student visa application.
- The use of a photocopy/scanned copy of any document as part of a Tier 4 student visa application **will** result in a Tier 4 student visa application refusal
- The same financial documents which I submitted to the University of Chester as part of the admissions process will be submitted to the UKVI as part of my Tier 4 student visa application in order to satisfy the Tier 4 maintenance.
- I will not submit to the UKVI as part of my Tier 4 student visa application any financial documents which the University has not verified as part of my application.
- I will notify the University of Chester within 24 hours of the outcome of my Tier 4 student visa application by email to applyinternational@chester.ac.uk regardless of the outcome, granted or refused.
- If I do receive a Tier 4 student visa refusal as a result of having submitted a photocopy/scanned copy or unverified financial document as part of my Tier 4 student visa application, the University of Chester retains the right to retain the financial deposit payment I paid to the University in full.

I confirm that I have read the University of Chester CAS policy and the information given on this form is true and correct.

I hereby authorise and give explicit consent, under the Data Protection Act (1998), to University of Chester to release any personal data they hold relating to me to the UK Border Agency, UK Visas and Immigration, UK Border Force and/or Home Office and/or its successors. I also hereby authorise and give explicit consent, under the Data Protection Act (1998), to University of Chester to request any personal data relating to me from the UK Border Agency, UK Visas and Immigration, UK Border Force and/or Home Office and/or its successors and for the relevant Home Office organisation or agency to release any personal data they hold relating to me to the University of Chester.

SIGNATURE:

DATE:

Only handwritten signatures will be accepted