

Tier 4 Sponsorship Duties in Practice Student Record Officers Conference 27 March 2012



Excellence in Practice



Trainers



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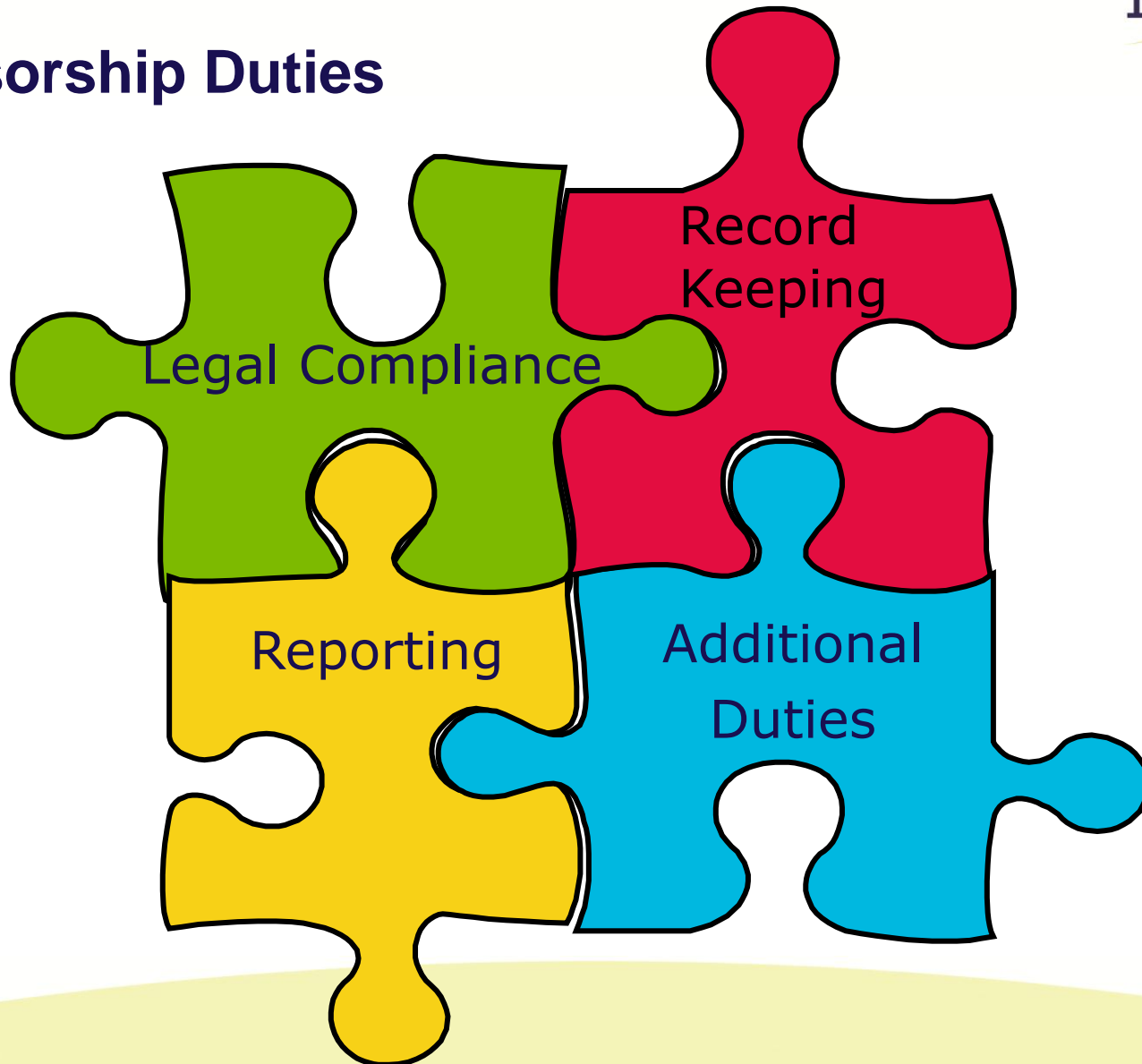


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Agenda

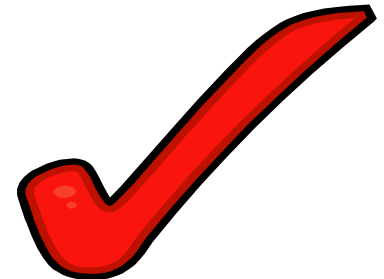
- Recap of your Tier 4 sponsorship duties
- Case Study
- Questions

Sponsorship Duties



Legal Compliance

- Only assign CaS to students whom you believe will meet Tier 4 requirements and comply with the conditions of their permission to stay in the UK
- Must hold any required planning permission/local authority consent to operate from your trading address

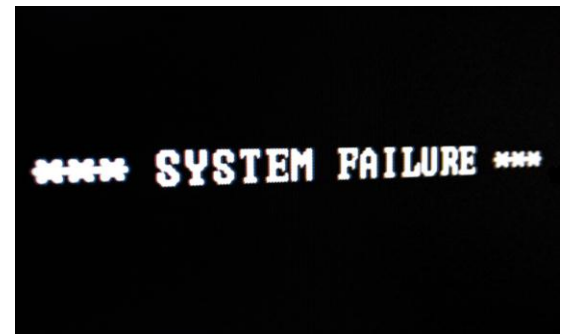


Record Keeping

- Retain paper/electronic copies, available for inspection of:
 - Passport (identity details, leave stamps/immigration status document, must show entitlement to study)
 - UK Biometric Card
 - Copies of references, certificates you considered, ATAS certificate if required
 - History of contact details, **regularly updated** (UK address, telephone number & mobile number)
 - Attendance/absence record

Reporting - Failure to enrol

- Student fails to enrol
- Report through SMS no later than 10 working days after enrolment period has ended
- Include any reasons given by student



Reporting - Contact stops

- A-rated sponsor must report through SMS within 10 working days of 10th consecutive missed contact
- HTS
 - may report through SMS after 10th consecutive missed contact OR
 - may use 2 checkpoints (re-registration process) during rolling 12 months: must report through SMS within 10 working days of completing process
- Visa letter rather than CaS – reporting by e-mail optional

Reporting – Sponsorship ends

- Student discontinues studies (withdraws or defers) or you stop sponsoring student
- Report through SMS within 10 working days & include any information you have about new place of study
- If student is in the UK, current permission no longer valid as not actively studying with you - advise to leave UK and make new application if necessary



Reporting – Significant change in circumstances

- Significant changes in student's circumstances must be reported through SMS within 10 working days, e.g.:
 - start date deferred before entering UK (but agree can complete within granted leave, otherwise new CaS required and student must apply to vary leave so has later finish date)
 - location of study changes
 - course of study shortens

Reporting – Significant change in circumstances

- Significant changes in sponsor's circumstances must be reported within 28 calendar days e.g.:
 - becomes insolvent or ceases trading
 - involved in merger/takeover
 - nature of business changes significantly
- Private HEIs must report change in principal/owner within 28 calendar days else licence will be revoked

Reporting – Potential breach of conditions of leave

- Report through SMS within 10 working days anything that suggests student may be breaching conditions of leave
- Note: any suggestion of terrorism or criminal activity must be reported to the police



Additional duties

- “Do all you can” to ensure sponsored students arrive to take up their course and see it through to completion
- Comply with rules regarding work placements
- Provide details of any third party/intermediary who has helped recruit migrant students
- Meet inspection/audit requirements
- Co-operate with UKBA



Case Study



Questions?



Contact Details



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