Terms and Conditions of Tier 4 Sponsorship

1. Overview

The University of Kent is a Tier 4 Sponsor of overseas students. As a Tier 4 Sponsor the University is required to comply with the Immigration Rules, Tier 4 policy guidance and sponsor guidance as well as any other guidance it receives from the Home Office. Students sponsored by the University under Tier 4 are expected to comply with their visa conditions as well as all conditions associated with Tier 4 sponsorship.

2. Tier 4 Student Responsibilities

2.1. As a student sponsored by the University under a Tier 4 (General) visa your responsibilities include the following.

- Register on your course by the required course start date
- Provide the University with your passport and visa and inform the University of any changes to these documents
- Respond to all requests by the University to present in person, your passport, visa and other documentation for scanning
- Provide the University with your contact details including your UK address, email address and mobile and telephone number
- Provide to the University a Refusal Notice and where possible copies of any credibility interview notes if your visa is refused and provide the University with a copy of all documentation associated with making an appeal or administrative review against a refusal
- Keep your contact details with the University up to date at all times
- Notify UK Visas & Immigration of any changes to your personal circumstances
- Participate fully in your studies at the University and attend all seminars, supervisions, examples classes, laboratory and other practical classes and lectures as may individually be required of you
- Comply with all University Regulations, Codes of Practice, policies and procedures including the University’s Student Charter and General Regulations for Students
- Notify your School if you are ill or unable to attend your studies and provide a doctor’s letter to confirm your illness for any periods of absence which occur due to sudden and severe health issues
- Inform the University if you change immigration categories and no longer require Tier 4 sponsorship
• Work no more than the maximum allowable number of hours per week specified on your visa (ie. 20 hours or 10 hours) during term time

• Refrain from self-employment and being engaged in business activity

• Notify the University if you decide to withdraw from your programme or temporarily suspend your studies

• Leave the UK when your visa expires unless you have obtained further valid leave

• Co-operate and act honestly in all dealings with the University, as well as act in a way that supports the University in discharging its sponsor duties

• Ensure fees due to the University are paid, when requested, in order to complete registration annually

• If applicable, pay the immigration health surcharge at the time of visa application

3. University Tier 4 Sponsorship Duties

3.1. The University must retain copies of:

• Your current passport showing all personal identity details (including biometric details)

• Your current Tier 4 visa either as a biometric residence permit (BRP), entry clearance certificate or other immigration status document showing your period of leave to remain in the UK with entitlement to study at the University of Kent

• All qualifications and evidence used to obtain your entry on the programme of study

• Academic Technology Approval Scheme (ATAS) clearance certificate (for students who require this for their visa application)

3.2. The University is required to keep a record and history of your contact details which includes your UK residential address, telephone number, mobile phone number and email address.

3.3. The University is required to make a report to UK Visas & Immigration (UKVI) in certain situations. The University will inform UKVI if you:

• Do not enrol or re-enrol on your course of study or arrive later than the course start date

• Withdraw from the University for any reason

• Temporarily suspend studies through a period of intermission of more than 60 days or less than 60 days and you are unable to complete your course within your current grant of leave

• Defer studies to a future date

• Change your programme of study or reduce the length of a course

• Move into a different immigration category and/or no longer require a Tier 4 visa
• Breach any visa conditions, including working more than the prescribed number of hours per week
• Miss ten consecutive expected contact points and/or fail to engage with the programme of study and Tier 4 sponsorship has been withdrawn as a result of the non-engagement
• Undertake a work placement, informing UKVI of your employer details and dates of employment
• Change your study location to another campus, site or partner institution
• Undertake fieldwork of more than one month’s duration.

3.4. The University has a requirement to monitor the attendance and engagement of the students it sponsors under Tier 4. It is very important to engage with your programme of study and attend all events.

3.5. You are required to progress academically in order to qualify for Tier 4 sponsorship and you may have demonstrated this based on written confirmation that you were highly likely to successfully complete your previous course. If you were granted Tier 4 sponsorship based on academic progression confirmed via written confirmation, and you did not successfully complete your previous course, the University is required to notify UKVI and withdraw your Tier 4 sponsorship resulting in the termination of your registration at the University.

4. Engagement with Study

4.1. It is a requirement that you fully engage with your academic programme while studying at the University under our immigration sponsorship. In accordance with the General Regulations for Students you are expected to attend all seminars, supervisions, example classes, laboratory and other practical classes and lectures as may be individually required of your programme.

4.2. As a Tier 4 Sponsor the University is required to monitor the attendance and engagement of the students it sponsors for immigration purposes. The University will take action and withdraw sponsorship if it believes you are not engaging with your study and you cannot provide credible and timely evidence of the reasons for not attending.

5. Withdrawal of Tier 4 Sponsorship

The University sponsors students in accordance with its Tier 4 Sponsorship and CAS Issuing Policy and reserves the right to refuse a CAS or withdraw sponsorship at its discretion.

6. How we use your information

The University of Kent will use your personal information for the purposes stated in these terms and conditions in accordance with the Data Protection Act. To comply with the regulations governing the sponsorship of Tier 4 students, we may need to process sensitive personal data relating to your physical or mental health or condition. This processing includes securely and confidentially sharing the information between University departments and the Home Office.
7. Disclaimer

Please note that the responsibilities outlined above are not comprehensive and do not represent a full statement of immigration or visa requirements. It is your responsibility to be aware of your own visa conditions and to keep up to date with any changes to immigration rules during your stay in the UK in order to protect your immigration status. The University is entitled to revise its terms and conditions, as well as policies and procedures relating to compliance with its Home Office sponsor duties at any time.