

## STUDENT VISA SPONSORSHIP POLICY

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## 1. Introduction

TEDI-London is licensed by UKVI to sponsor students requiring student visas to study in the UK. TEDI-London currently has Student Sponsor status with the UK Visa & Immigration Directorate of the Home Office (UKVI).

UKVI requires Higher Education Providers, including TEDI-London, to undertake a range of duties and responsibilities as sponsors of students entering the UK with student visas.

This document defines the policy for complying with those UKVI regulations. It applies to applicants and students of TEDI-London who require a student visa to study in the UK ("students"). It covers Issuing of Confirmation of Acceptance for Studies (CAS); Record Keeping; and Reporting Duties.

As a licensed sponsor, TEDI-London seeks to:

- Ensure it is complying with its sponsor duties as set out by UKVI.
- Ensure its students are complying with the Immigration Rules and the terms of their visas.
- Prevent abuse of the procedures in relation to admission to its programmes of study and academic assessment.
- Capture early any patterns of student behaviour that may cause concern in relation to UKVI compliance.

## 2. Sponsorship Duties

Full details of sponsor duties are available on the [UKVI website](#), but a summary list includes the following:

- Having recruitment practices to ensure that only genuine students are accepted and issued with a CAS, minimising the number of refusals of leave for migrants applying with a CAS.
- Maintaining accurate student records and notifying UKVI of significant changes to a student's status at TEDI-London.
- Taking all reasonable steps to ensure that the students attend and complete their course of study.
- Notifying UKVI when students cease to attend their programme or comply with the conditions of their visa.
- Maintaining application to registration conversion rates within a range stipulated by UKVI.
- Maintaining withdrawal rates within a range stipulated by the UK.
- Co-operating with UKVI and following UKVI guidance at all times.

TEDI-London policy and practice is designed to ensure compliance with its duties to UKVI. We are obliged to comply with our sponsor duties. As such, we cannot accept liability for any loss (financial or otherwise) experienced directly or indirectly by any applicant or student because of any actions or omissions on the part of TEDI-London which we believe are necessary or desirable to comply with its sponsor duties.

The Home Office, via UKVI, has the authority to change immigration rules and guidance at any time. This may require TEDI-London to review and change practices and policies at short notice, which may impact students during their studies.

In fulfilling its sponsorship duties, TEDI-London is required to maintain records on its sponsored students. As a result, it will collect and retain any such information about its applicants and students as it deems necessary for the purposes of complying with its sponsor duties. This information is retained in accordance with the General Data Protection Regulation and in the [Data Protection Policy](#). TEDI-London will share information with UKVI to the extent that it complies with its sponsor duties.

To retain sponsor status, TEDI-London will apply for a Basic Compliance Assessment (BCA) every 12 months and meet the following thresholds:

- Have a CAS refusal rate that does not exceed 10%;
- Have a 90% enrolment rate of sponsored students
- Have a course completion rate of at least 85% for sponsored students.

Failure to comply with UKVI requirements could result in the loss or suspension of TEDI-London's licence to sponsor international students.

### **3. Application and Admission**

Potential international students apply to TEDI-London in the same manner as other applicants, either via UCAS, via TEDI-London's Application Portal, or via Kaplan. Information on applying to TEDI-London as a sponsored student is published on TEDI-London's [International Students](#) webpage.

When an international applicant requiring a student visa accepts an offer of a place and pays the appropriate deposit to study at TEDI-London, they will also request a CAS. The International Admissions Team may require applicants requesting a CAS to provide further information and documentary evidence to enable TEDI-London to properly evaluate the case and to fulfil its sponsor duties before issuing any CAS. It is the responsibility of the applicant to provide any and all information requested and to comply fully with any and all conditions identified by TEDI-London.

All international applicants are interviewed to evaluate their motivation, suitability, and credibility. Applicants must meet the English language requirements outlined in UKVI's Student Sponsor Guidance, as well as any additional conditions of their offer, before it can be made unconditional. Receiving an offer does not guarantee that a Confirmation of Acceptance for Studies (CAS) will be issued. All qualifications and English language certificates will be verified in accordance with TEDI-London's Admissions Policy.

TEDI-London will conduct financial and credibility checks for every applicant. A tuition fee deposit must be paid to confirm an applicant's commitment to studying at TEDI-London before a CAS can be issued. Prior to assigning a CAS, TEDI-London undertakes the required checks to ensure compliance with its [Sponsorship Duties](#).

TEDI-London reserves the right to refuse sponsorship under the Student Route. If sponsorship is refused, TEDI-London will provide the applicant with an explanation for this decision.

Issuing a CAS does not guarantee that an applicant will be successful in securing a visa. TEDI-London is not responsible for any decisions made by UKVI and cannot accept any liability for an applicant or student failing to obtain a visa and/or for the consequences and/or losses (whether financial or otherwise) of such failure. Furthermore, TEDI-London is not liable for consequences of declining to issue a CAS for an applicant or student.

In some instances, TEDI-London may decline to issue a CAS, but may advise the student to apply for a different visa for them to continue their studies at TEDI-London (based on UKVI regulations in force at the time).

TEDI-London reserves the right to pass on the charge for issuing a CAS to the student where they are responsible for an error on the CAS.

If a student's visa application is refused by UKVI, TEDI-London may, at its discretion, issue a new CAS to support a fresh application. However, a new CAS will not normally be issued if:

- The refusal was based on credibility grounds.
- The refusal was due to fraudulent documentation, or a suspicion of fraud.

TEDI-London has an [Admissions Policy](#) designed to ensure that only applicants eligible for the programme receive offers to study. For international applicants, additional requirements exist for English Language level (to comply with UKVI requirements) and fee deposits.

Sponsored students can only enrol on programmes that meet certain requirements:

- Programmes must be at RQF 4 or above
- Programmes should be full-time and must lead to an approved qualification.

In certain circumstances, we allow admission directly into level 5. Applicants will be required to demonstrate evidence of prior learning that is directly relevant to our programme. Applicants will need to have successfully completed 120 credits at level 4.

Details of current UKVI requirements are available on the UKVI website. Students can also contact the Student Hub on email at [studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk) for assistance or for more information. TEDI-London will not provide legal advice to students.

## **4. Enrolment**

TEDI-London carries out in-person checks upon enrolment to:

- Verify the student's identity
- Check the student has valid and correct documentation
- Ensure TEDI-London has copies of all required documentation on the Student Record System

All students must ensure they have the Right to Study for the duration of their course, whether they are sponsored or not.

Non-sponsored international students must provide evidence of Right to Study before enrolment, but it does not have to cover the entire programme of study at the point of enrolment. However, if their permission expires before the end of the course, it is their responsibility to ensure one of the following:

- They request a CAS to apply for a student visa, although there is no guarantee that this will be provided by TEDI-London or that they will be eligible for visa sponsorship.
- They extend their current immigration permission and provide evidence of this to TEDI-London, before their current immigration permission expires.

If a non-sponsored international student is unable to provide further evidence of their Right to Study before the end of their programme of study, the student will be withdrawn from programme of study with TEDI-London.

Where a continuing international student requests a CAS, TEDI-London will only issue a CAS for study purposes where there is a demonstrated requirement for the student to remain in the UK to complete their programme of study and where the student:

- is making satisfactory academic progress,
- can meet the required English language criteria relevant to the programme of study concerned,
- has an up-to-date student record, including relevant application documents and passport details (It is the responsibility of the student to notify TEDI-London promptly should their contact details change by emailing the Student Hub ([studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk)) or by completing the form in the Student Attendance App)
- has obtained ATAS (Academic Technology Approval Scheme) clearance where appropriate.

Students will normally be issued with a CAS in line with the submission date of their final piece of course work or end of their final assessment period.

Sponsored students may participate in Capstone Projects at Arizona State University or at UNSW Sydney as part of their programme. Students must continue to meet the requirements for sponsored status, and will be appropriately monitored. Students must meet all immigration requirements of the country in which they study.

Failure to meet the necessary requirements for sponsored status may mean a student is unable to re-enter the UK after their overseas Capstone project. Should TEDI-London cancel a student's sponsorship (for any reason), the student will need to re-apply for a visa.

Because TEDI-London has Student Sponsor status, its students are not permitted to engage in work in the UK at any stage during their period of sponsorship.

UKVI requires TEDI-London to regularly to check sponsored students' attendance and engagement with their programme and keep records of attendance. These are recorded in line with TEDI-London's Attendance and Engagement regulations in the Student Regulations.

If a sponsored students applies to defer their studies, a report will be made on the UKVI Sponsor Management System, will be made within the required 10 working days, if necessary. Students applying for a deferral should email the Student Hub at [studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk),

Students who change courses and/or require more time to complete their studies on their current programme of study will be required to do so in accordance with UKVI rules and regulations. This may result in a further visa application being required before further study can take place, and such visa application may need to be submitted in the student's home country in accordance with UKVI regulations.

TEDI-London may require students requesting a second or additional CAS to provide further information and documentary evidence to properly evaluate the case and fulfil its

sponsor duties before issuing a second or additional CAS. It is the responsibility of the student to provide any such required information and to fulfil any conditions identified by TEDI-London.

TEDI-London may refuse to issue a CAS where:

- In its opinion, the applicant or student's circumstances may compromise or pose a risk to TEDI-London's sponsor licence. This includes where we have reason to believe the visa application will be refused.
- The applicant or student is/has been engaging in criminal activity, or where there is a reasonable suspicion that this is the case.
- The applicant or student has provided incorrect information to receive a CAS or make a visa application.
- The applicant or student's main purpose for being in the UK is other than full-time study, or there is a reasonable suspicion that this is the case.
- There are any circumstances relating to the applicant, the student, their representatives, or financial sponsors which TEDI-London considers may impact negatively on TEDI-London's status as a student sponsor or may otherwise harm or endanger its reputation or good standing.

TEDI-London will normally refuse to issue a CAS where:

- The applicant or student has not met fully the requirements requested of them.
- There is reasonable suspicion that a student is in breach of their current visa or failing to follow immigration advice about their visa position. This includes, but is not limited to, overstaying in the UK on a previous visa.
- There are other circumstances which suggest that to do so would be contrary to UKVI guidance.

TEDI-London reserves the right to carefully consider and potentially refuse to issue a CAS where:

- An applicant or student has previously been refused a Student visa.
- An applicant or student has previously had visa sponsorship withdrawn.

## **5. Withdrawal of Visa Sponsorship**

TEDI-London must ensure that all students it sponsors for visa purposes follow UKVI regulations throughout the duration of the sponsorship period. Students who obtain a visa to study at TEDI-London and who fail to comply with these regulations will be at risk of having their sponsorship withdrawn by TEDI-London, which will result in curtailment of their visa. The conditions under which TEDI-London may consider the withdrawal of sponsorship are listed below.

- The student is/has been engaging in criminal activity, or where there is a reasonable suspicion that this is the case.
- The student has provided incorrect information in order to obtain a visa to study in the UK. This includes, but is not limited to, qualification information, English language results and financial details.
- There is reasonable suspicion that a student is in breach of their current visa, is deliberately failing to follow immigration advice about their visa position or is found to have obtained their visa inappropriately.
- In TEDI-London's opinion, the student's circumstances may compromise or pose a risk to its sponsor licence.

- The student's main purpose for remaining in the UK is other than full-time study, or there is a reasonable suspicion that this is the case.
- There are any circumstances relating to the student which TEDI-London considers may impact negatively on its status as a student sponsor or may otherwise harm or endanger its reputation or good standing.

TEDI-London will routinely withdraw sponsorship for students who:

- Successfully complete their programme of study earlier than the end date listed on their CAS.
- Have their studies terminated due to non-progression or other academic regulations,
- Do not fully enrol on their programme within required timescales. This includes applicants as well as students and covers annual re-enrolment requirements and circumstances in which re-enrolment is prevented due to academic progression, to non-payment of tuition fees or other relevant circumstances,
- Are withdrawn from their studies for non-payment of their fees,
- After completion of any formal procedure, are withdrawn from TEDI-London or given a period of suspension which is in excess of one month. These procedures include:
  - Student Disciplinary Procedure
  - Fitness to Study Procedure

TEDI-London will normally withdraw sponsorship for students who:

- Have suspended their studies for a period which is more than 60 days, including suspensions arising from:
  - medical or personal circumstances including maternity leave
  - programme transfers
  - plans to repeat study
  - a period of study or industry placement outside TEDI-London
  - a requirement to complete assessments as an external candidate,
- Fail to cooperate with TEDI-London in the maintenance of accurate records,
- Are:
  - working in breach of their visa conditions
  - engaging in forms of employment which involve fraudulent or other illegal activities or contravene UK health and safety laws
  - engaging in activities which bring TEDI-London into disrepute.
- Studies are terminated following a breach of TEDI-London's regulations.

Students who suspend their studies may be able to resume their studies at a later date. TEDI-London will consider all requests to return to studies including the issuing of a new CAS. in accordance with the above sections for admission of current/former students

TEDI-London is required to make reports to UKVI regarding withdrawal of sponsorship within 10 days of one of the above conditions being met.

## **6. Appeals**

Where TEDI-London declines to issue a CAS, or withdraws sponsorship for an applicant, the applicant can seek a review via the Admissions Policy.

Where TEDI-London declines to issue a CAS, or withdraws sponsorship for a current student, the student can seek a review via the following appeal procedure:

An appeal is a request for a reconsideration of a decision made by TEDI-London in relation to:

- a report to UKVI on an individual applicant/student
- the suspension or withdrawal of a student (or an applicant not being permitted to enrol at the University) based on their immigration status

It should be noted that students may be required to withdraw through other procedures not relating to their immigration status, and separate appeal procedures therefore exist for these, including:

- Assessment results leading to withdrawal on grounds of academic failure
- Academic Appeal Procedure
- Student Disciplinary Procedure
- Fitness to Study Procedure
- Suspension and Expulsion of Students for Academic Reasons

Appeals may be made on one or more of the following grounds:

- That there is substantial new evidence which may have affected the decision which was not available at the time the original decision was made.
- That there were procedural irregularities or administrative errors in the decision-making processes.

TEDI-London cannot consider an appeal where UKVI requirements and this policy have been followed or against the actions or regulations of a third party, for example UKVI. Such appeals should be made directly to the relevant body.

An applicant/student wishing to make an appeal must do so in writing by emailing the Student Hub ([studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk)), setting out in full the grounds for and the nature of the appeal.

## 7. Responsibilities at TEDI-London

The Chief Operating Officer (COO) is the Authorising Officer and has overall responsibility for the Sponsor Licence. The COO is also the Key Contact.

The Head of Governance and Compliance is responsible for ensuring that TEDI-London complies with UKVI requirements as outlined in this policy.

### 7.1 CAS Issuing

UKVI requirement	Responsibility
Issue CAS to new students	Admissions
Issue CAS to continuing students	Registry provides information to Admissions

### 7.2 Record Keeping

UKVI requirement	Responsibility
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Copies of relevant passport pages, visas (Digital Status) and all relevant documents laid out in UKVI Sponsor Guidance, Document 2, paragraph 2.5-2.16.	Admissions on enrolment, thereafter Registry
Contact details	Registry
Attendance and Engagement records	Registry
Evidence used for CAS issuing	Admissions

### 7.3 Reporting Duties

UKVI requirement	Responsibility
Student visa refused	Admissions
Student delayed	Admissions
Student fails to enrol	Admissions
Student withdraws/defers	Registry
Student engagement/contact stops	Registry
Stop sponsorship – other change of reason, e.g. change of immigration category / programme / industry or study placement / interrupt studies / complete programme early	Registry
Successful completion reporting: confirming eligibility to UKVI for Graduate Route	Registry

## 8. Monitoring activities

Once enrolled the Registry Team undertakes the following checks and ensures internal and external systems are updated accordingly:

- Contact details – termly
- Academic Engagement – weekly
- Visa expiry dates – monthly
- Student interruption or withdrawal – weekly

## 9. Related Policies

This policy works alongside the following TEDI-London policies:

- Admissions Policy
- Student Regulations
- Sponsored Student Attendance and Engagement Monitoring Policy
- Student Charter
- Student Discipline Policy

## 10. Policy Review

This Policy is reviewed annually but may be amended sooner in response to UKVI Policy or guidance changes.