



**POINT BLANK**  
MUSIC SCHOOL

**POLICY 051**

**STUDENT VISA POLICY**

**DOCUMENT CONTROL BOX**

SCOPE						
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**Document Revision History**

POLICY 051: STUDENT VISA POLICY

**Version Log**

<b>Committee / Approval Date</b>	<b>Author</b>	<b>Version</b>	<b>Publication Date</b>	<b>Page Reference &amp; Summary</b>

**Related Documentation**

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## **1. PURPOSE**

- 1.1. The purpose of this policy is to outline the requirements for all students requiring a Student Visa or Standard Visitor Visa to study in the UK, in line with UK Visas and Immigration (UKVI) regulations.
- 1.2. As a sponsor with a record of compliance, Point Blank is committed to meeting all its duties under its sponsor license.
- 1.3. This policy is subject to change in line with updates from the Home Office.

## **2. POLICY DETAILS**

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

- 2.1. A CAS is a unique identifier number which is issued by Point Blank, to applicants requiring a Student Visa, via the UKVI's electronic sponsor management system (SMS). It contains information relating to both the applicant, and the course of study.
- 2.2. A CAS can be issued on any full time higher education course at Point Blank that is full time and deemed suitable for international study.

### **Sponsorship Responsibilities**

- 2.3. Under the Student Visa sponsor system, Point Blank accepts a range of responsibilities and duties regarding the recruitment and sponsorship of genuine students, and the monitoring and reporting of said students whilst enrolled on programmes of study at Point Blank.
- 2.4. Point Blank is fully committed to discharging its duties as a Student Visa sponsor and as illustrated in the relevant Home Office guidance documentation. Point Blank undertakes to establish effective and appropriate mechanisms to assure itself that it is discharging these duties for international students in line with published guidance regarding:
  - a. Recruitment
  - b. Enrolment
  - c. Registration
  - d. Attendance and Engagement
  - e. Withdrawal/changes of circumstance

### **Applicant Responsibilities**

- 2.5. To operate the CAS approval process in a fair, effective manner, we place certain obligations upon the applicant which are detailed in this policy.
- 2.6. Applicants must provide complete and accurate information as requested through the application process, to ensure the application is properly assessed.
- 2.7. Applicants must provide all relevant documents as requested by Point Blank against UKVI regulations (the documents are outlined to applicants through guidance sent when starting the visa process).

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- 2.8. Applicants must update us as soon as possible if personal details or study intentions change (this includes during the application process, once a CAS has been issued but before the arrival of the applicant, and once the student arrives and is enrolled on the course).
- 2.9. Applicants must provide any additional information required to support the approval process which may be requested by Point Blank.
- 2.10. Applicants meet all requirements for entering the UK as stipulated by the UKVI. The student registration will not be fully completed until physical copies of all necessary visa documents have been checked by members of staff.
- 2.11. Applicants must declare any previous study in the UK which the applicant has undertaken.
- 2.12. Applicants must declare any previous applications for a UK Student Visa and the outcome of any applications made to update us on any changes to their contact details, residency details and terms of their stay.

### **CAS Issuance**

- 2.13. During the application process for international students wishing to apply for a Student Visa, Point Blank will ask to see all the applicant's documents required for a Student Visa in line with UKVI guidance. Documents may include (without limitation):
  - a. Passport
  - b. Birth certificates
  - c. Academic qualifications
  - d. English Language qualification
  - e. Financial statements
  - f. Sponsor letters
  - g. Cover letter
  - h. Immigration history check
  - i. TB test and translations (if applicable)
- 2.14. Applicants may be asked to undertake additional interviews by the Admissions team to assess their genuine interest in studying at Point Blank and in the UK.
- 2.15. Applicants must ensure that tuition fees for either the full course (course of one year or less) or the first year's tuition fees (for courses of more than one year duration) are paid in full. The CAS will not be issued prior to full payment being received. Applicants should ensure they are familiar with Point Blank's Tuition Fee Policy prior to making payment of their fees.
- 2.16. Students can apply for their Student Visa up to 6 months prior to the course start date.
- 2.17. Point Blank will not issue a CAS to an applicant if the School believes the applicant does not meet the Student Visa requirements outlined by the Home Office.

### **Student Responsibilities**

- 2.18. Sponsored students must be aware of the required attendance and engagement required for their course. A lack of attendance could result in a sponsored student's visa being curtailed. Sponsored students must refer to the Sponsored Student Attendance Policy for more information.
- 2.19. If a student is applying for a student visa mid-way through a course of study, the student must be in good academic standing before a CAS can be issued.
- 2.20. Those students who are resitting or retaking modules must wait until that module/s has been passed to a satisfactory level before receiving visa sponsorship. For example, this would be applicable for students who have completed Level 4 online and wish to come to study Level 5 at the London campus.
- 2.21. Sponsored students must familiarise themselves with the specific work types they are permitted to undertake and adhere to the stipulated maximum working hours allowed. Sponsored students can refer to the Home Office guidance for the most up to date information on this.
- 2.22. Students must provide copies of their visa documents and any up to date information requested by staff members throughout their study period at any time for audit. This must be done in a timely manner.

### **Refusals and withdrawal of sponsorship**

- 2.23. Point Blank reserves the right to refuse sponsorship for an applicant where:
  - a. the applicant has exceeded the maximum time allowed for study in the UK.
  - b. the applicant has studied previously in the UK on the same or higher-level qualification and cannot show sufficient justification for the application.
  - c. the applicant has provided false or misleading information as part of their application to the course, including the audition.
  - d. the applicant has failed to provide permission to undertake a Home Office Immigration History check.
  - e. the completed Home Office Immigration History check presents information that suggests high risk of a visa refusal.
  - f. a first CAS application has been refused based on documents provided to the UKVI, which were not provided to Point Blank prior to the application.
- 2.24. Point Blank reserves the right to withdraw its sponsorship of a Student Visa applicant once a CAS has been issued should the applicant:
  - a. not enrol for their course, or subsequent year of a course.
  - b. withdraw themselves from the course.
  - c. not make satisfactory academic progress whilst studying on their course.
  - d. owe fees for any part of their course.
  - e. breach the terms and conditions of their stay as set out by UKVI, including exceeding their maximum working hours allowance.
  - f. breach the terms set out in their programme handbook, terms and conditions or Student Charter

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- g. fail to maintain a satisfactory level of attendance and engagement, in line with Point Blank's Sponsored Student Attendance policy (see policy for further information)
  - h. take an unauthorised leave of absence from the course.
  - i. move to another institution.
  - j. fail to adhere to the student code of conduct.
  - k. fail to produce evidence of valid visa documents in a timely manner at Registration and audit points throughout the full duration of their studies.
- 2.25. Depending on the circumstances, students will receive warnings regarding these circumstances before sponsorship is withdrawn.
- 2.26. When withdrawing an applicant who has been issued a CAS, Point Blank will notify UKVI via the Sponsor Management System.
- 2.27. Where an applicant transfers to another UK-based institution, Point Blank will notify UKVI via the Sponsor Management System with details of the applicant's new course and institution, if known.

### **Visitor Visa Students**

- 2.28. Any international student wishing to apply for a course shorter than 6 months may apply Standard Visitor Visa. For this type of a visa the school will issue the applicant an acceptance letter to accompany their visa application.
- 2.29. To comply with UKVI guidance, the School may request to see certain documents as part of the application process. Documents may include (without limitation): passport, qualifications, English Language qualification, and translations (if applicable).
- 2.30. Point Blank reserves the right not to issue an acceptance letter to an applicant if the school believes the applicant does not meet the School's requirements or the requirements outlined by the Home Office.
- 2.31. It is the responsibility of the student to acquire their own Standard Visitor Visa. We will issue a confirmation of studies letter to accompany their application.
- 2.32. Students whose visitor visa applications are refused may not receive further sponsorship from the School.
- 2.33. Students must not intend to use the visitor visa routes to undertake frequent and successive periods of study and can be considered as intending to study in the UK for extended periods if:
- a. Successively seeking periods of leave under this route for example, if less than 2 months have passed since last visiting the UK
  - b. Frequently seeking periods of leave under this route, for example, if the student has applied for more than 5 periods of leave within a 5-year period.

### **Right to Study**

2.34. Students are required to show they have the correct immigration status that allows them to study in the UK and have all correct documentation in place. Point Blank will perform these checks during registration or at the start of a term. Students will be informed via email of their requirements.

### **Course Changes**

2.35. Students studying a higher education programme at Point Blank are permitted to transfer to an alternative programme at Point Blank within the first two weeks of their first term.

2.36. Any programme transfers (internally, at Point Blank) will be subject to approval by the Programme Leader of the new programme. Approval may require a further interview, audition or review of a portfolio of work.

2.37. Students seeking to transfer to an alternative Point Blank programme will need to request to do so, in writing, by contacting the Student Experience team.

### **Disclaimer**

2.38. Point Blank Music School are a licensed sponsor of international student mobility and are qualified to support applicants through the admissions process. While every care is taken to provide up to date accurate information, international applications should verify all information on the UKVI Website. No material or information provided by Point Blank Music School constitutes legal immigration advice. The School is not registered with the Office of the Immigration Services Commissioner (OISC) and as such, and immigration information is for guidance only and based on open sources.

## **3. POLICY SCOPE**

3.1. This policy applies to all Tier 4 or Student visa holders studying on a Foundation year, Level 4, Level 5 or Full Undergraduate programme at Point Blank London.

3.2. This policy does not apply to students who currently hold permission to enter or stay in the UK that is outside of Tier 4 or the Student Route of the Points Based System. It also excludes UK Nationals and EU students who are in the UK under the EU Settlement Scheme or other visa routes which is not Tier 4 or the Student Route of the Points Based System.

## **4. RELATED POLICIES**

- Admissions Policy
- Sponsored Student Attendance Policy
- Tuition Fee Policy

## **5. POLICY OWNER**

This policy is under the responsibility of the Admissions Team. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.

The Admissions Team delegates the operational responsibility of this policy to the following staff:

- Head of Marketing and Communications
- Creative Director
- General Manager
- Senior Admissions Officer – International

## **6. PROCEDURES**

There are no related procedures to this policy.

## **7. EXHIBITS, APPENDICES AND FORMS**

There are no further relevant exhibits, appendices or forms.]

## **8. REFERENCES AND SUPPORTING INFORMATION**

### 8.1 External

- UKVI Student Sponsor Guidance
- UKCISA Student Route Visa Guidance

## **9. DOCUMENT HISTORY AND NEXT REVIEW**

Version: 2.0

Approved on: 13<sup>th</sup> February 2024

Approved by: Quality and Standards Committee

Date of Next Review: February 2025