

## Student/ Child Student Sponsor Responsibilities

- Information from Home Office Immigration Rules
- Information to Bath Academy Students

### Immigration Compliance

This guide is created to provide Bath Academy students with an overview of their visa responsibilities. It explains the reporting and record-keeping duties of Bath Academy in line with UKVI regulations and outlines the responsibilities of students to the College as their visa sponsor.

UK Visas and Immigration regulations change frequently and therefore you are advised to check the UKVI website for the most up to date information:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Failure to comply with Home Office Immigration Rules will have severe outcomes for Bath Academy including the removal of our Sponsor Licence, as well as the student.

Bath Academy therefore will ensure that all sponsorship duties are met.

### Enrolment

Once Bath Academy has issued a CAS and you have received the CAS number and successfully obtained a visa to enter the UK, you **MUST** enrol by the course start date outlined in your CAS.

### Failing to Enrol at Bath Academy

UK Visas and Immigration rules state that a visa sponsor must report a student's failure to enrol on a programme of study no later than 10 days after the latest day of enrolment.

If you are not able to join Bath Academy for your intended course, you must contact the Admissions Team at the College ([Admissions@bathacademy.co.uk](mailto:Admissions@bathacademy.co.uk)) and inform us you no longer require visa sponsorship. You must not travel to the UK.

### Re-enrolment

If you decide that you do not wish to re-enrol for the next academic year and intend to not return to Bath Academy you must inform the College and provide a reason why you will not be re-enrolling.

If you do not enrol or re-enrol at Bath Academy, you will be reported to UKVI and your visa will be curtailed. If you are in the UK you must make arrangements to leave the country in 60 days. If you are outside the country you will not be permitted to travel to the UK using your Student or Child Student Visa once Bath Academy reports your failure to enrol/re-enrol.

### Immigration Documents

UK Visas and Immigration regulations state that Bath Academy, the visa sponsor, must keep copies of all visa student immigration documents; including your passport and visa.

When you enrol at Bath Academy scans will be taken of both your passport and visa (including the Immigration Stamp you received on arrival to the UK) and these will be kept in your student file. It is **YOUR** responsibility to update Bath Academy on a regular basis regarding your immigration status. Bath Academy will send regular reminders to students.

## Attendance

Bath Academy must report to the Home Office if a visa student fails to attend their programme without being granted absence. Bath Academy continuously monitors the attendance of all students to ensure that they are engaging with studies and to identify any problems as early as possible. If a student is absent and has not been authorised, after 10 working days, they will be reported to UKVI and their visa sponsorship withdrawn.

You must maintain attendance throughout your programme and engage with all aspects of your studies. If you are absent from Bath Academy you must inform the relevant members of staff at Bath Academy why you are absent immediately.

## Change in Circumstances

Bath Academy must keep on file each student's current contact details and update them as necessary under UKVI regulations.

You must keep Bath Academy updated with your UK contact details including your address in the UK, mobile number and email address.

## Visa Application Refusal

Bath Academy must report a student's visa application within 10 days of receiving this information under UK Visas and Immigration regulations.

If you receive a visa application refusal from UKVI, you must contact Bath Academy as soon as possible with an email containing scanned copies of all pages of the visa refusal notice. Bath Academy will then report the visa application refusal to UKVI.

## Interruptions to Studies

If you decide to take a temporary break from your studies and resume at a later date, Bath Academy will report to UKVI that it wishes to withdraw sponsorship of your Student/Child Student visa, your visa will be curtailed and you will be required to leave the UK. You will have 60 days to leave the UK once Bath Academy has reported your break from studies.

When you are due to return, you will need another CAS to enter the UK.

## Need Help?

If you have any questions, you can contact the Admissions Team:

- Email: [Admissions@bathacademy.co.uk](mailto:Admissions@bathacademy.co.uk)
- Telephone: (+44) 1225 334 577

You will also find further information on the following webpages:

- <https://www.gov.uk/browse/visas-immigration/student-visas>
- <https://www.ukcisa.org.uk/>
- <https://study.englishuk.com/travel-and-visas/>