

Claremont School Tier 4 Policy Guidance for Parents

Sponsor Licence Number: 131QMFY4

Introduction

We are delighted to be able to welcome international students to Claremont School. Not only are they able to benefit from a UK education but they enrich school life and enhance the experience of domestic students.

All non-EU international students must have a Tier 4 visa to allow them to study in school. Similarly, the School must have a Tier 4 licence issued by the UK Home Office that allows it to recruit overseas students. With the school's Tier 4 licence comes a number of continuous and ongoing responsibilities with which we must comply at all times. Any school that does not do this will prejudice their licence and may have it withdrawn by the Home Office. Where this occurs, all international students have to leave the school and make a new visa application. The impact, therefore, on students and the school can be very serious.

In order to ensure that pupils and parents comply with the UK Government's requirements on visa entry, the School has instructed The Taylor Partnership (a UK immigration law firm that specialises in student visas and school licences) to complete and submit all visa applications, whether these are overseas applications, or renewal visas in the U.K. This will not delay the process and we would appreciate your co-operation in this matter. You can rest assured that the visa applications are in the hands of experts.

The Taylor Partnership contact details are:

The Taylor Partnership

Capitol house

1st Floor West

Russell Street

Leeds

LS1 5SP

Tel +44 (0) 1133401515

- If a Tier 4 (Child) student turns 18 years old, they may carry on with their course until their permission to stay ends. If the student wants to do further study in the UK, they will have to apply under another category, for example Tier 4 (General).
- Students joining from another school in the UK must have a visa application sponsored by this School in place, before they arrive at school. If your child is transferring from another school, please contact **The Taylor Partnership** and they will complete the new visa application sponsored by our School

Tier 4 Visa Application Process

Step 1

The Admissions Department at the school must have received the following before the CAS process can be started:

- A signed copy of the acceptance form along with the acceptance deposit
- A signed copy of the Tier 4 Visa and Compliance Policy
- A completed guardian agreement
- A copy of the student's passport
- A copy of the student's birth certificate and English translation

Step 2

On receipt of the above the school will send your details to The Taylor Partnership, who will then contact you directly for the information and copies of documentation required to complete the visa application.

When they are satisfied that the application will be compliant they will:

- Issue the CAS on behalf of the school
- Complete the online visa application on your behalf
- Make the visa appointment at the visa application centre in your country of residence (or the appropriate out-of-country centre)
- Send you all the required paperwork with clear instructions on what needs to be signed and taken to the appointment.
- Provide a covering letter acting as your immigration lawyer, which will also be submitted with the application.
- In the unlikely event of a visa refusal, The Taylor Partnership will assist with the administrative review.

Financial Regulations

The UK Home Office has strict requirements regarding the funding of overseas students. Parents must provide a bank statement proving they have the year's fees in their account (see 6. below), or pay the full year's fees in advance.

The bank statement must be on official bank stationery and will need to include the following information:

1. The bank's name and logo
2. The name of the account holder (must be a personal account - not a business account)
3. The account number
4. Details of any credits and debits on the account
5. The date of the statement (not more than 31 days old)
6. The balance on the account (which must not have fallen below £[full year's boarding & tuition fees] or equivalent in the past 28 days)

If you are using multiple accounts to evidence the financial requirement is met, a full statement should be provided for each account.

Alternatively, a letter from the bank can be provided as long as it meets the following requirements:

1. The letter must confirm the level of funds held in the account for a consecutive 28 day period (i.e. the figure should be the lowest closing balance on any day within the 28 day period)
2. The 28 day period covered by the letter must end no more than 31 days before the date of the application
3. The letter must be dated but not more than 31 days before the date of application
4. The letter must be on official bank letterhead / stationery
5. The letter must clearly show the name of the account holder, who must be the student or one of his/her biological parents
6. The letter must include the account number
7. The letter must show the bank's name and logo

Funds must be held in cash, rather than stocks, shares, pensions, bonds or property and other assets. Overdraft facilities are not counted towards meeting the financial requirement.

N.B. If the boarding & tuition fees for the year are paid in full in advance, no further financial evidence is required to support the application.

Holding a Tier 4 licence and ensuring compliance with UKVI sponsors rules incurs significant costs to the school. For this reason, we apply a Tier 4 Compliance Fee to the school bill of all students requiring sponsorship. The fee that will be added to the school bill is £50.00 and is payable at the same time as the Registration Fee and Deposit.

I/We confirm that we have read the school's Tier 4 Visa and Compliance Policy, as detailed above, and agree to adhere to the guidelines.

PARENT'S FULL NAME Mr/Mrs/Miss/Dr.....

SIGNATURE OF PARENT.....

DATE.....

This notice was issued in August 2019 and is intended as a non-definitive guide only. Parents must consult with either: The Taylor Partnership; their own advisors; or access the UK Home Office website for full details.