

STUDENT VISA POLICY

1 The Student Visa Policy has been developed in line with the Home Office's Points Based System, Appendix ST: Student of the Immigration Rules and the Student Sponsor Guidance. The Home Office's Student Sponsor Guidance is a source of reference for all UK education institutions and sets out the rules and regulations for compliance by education institutions.

2 This policy is designed to ensure that the University complies with the Home Office rules and regulations for students on a Student Visa and therefore, safeguard the University's Student Sponsor status.

3 This policy should be read in conjunction with other University of Law policies.

Introduction

4 This policy sets out the scope of The University of Law (the University) Student Visa Policy and the principles, under which the University recruits, admits and monitors sponsored international students. Central to this policy is the University's responsibility and compliance as a Student Sponsor.

Definitions

5 RQF – Regulated Qualifications Framework

6 Section 3C of the Immigration Act 1971 - act that protects applicants from becoming overstayers if the Home Office has not decided their application by the time the leave that was endorsed in their passport or biometric residence permit expires.

Responsibility for this policy

7 Ultimate responsibility for the development of clear and effective processes and procedures associated with international students under the Student Route Visa and overseeing their application lies with Student Immigration Compliance (SIC) which sits within Registry.

Scope of this policy

8 This policy applies to all international students sponsored by the University on a Student Route Visa.

Key aims and principles

- 9 The University ensures that:
 - 9.1 International students who demonstrate their ability and intention to study in a clear and transparent manner with the appropriate supported evidence will be sponsored under the Student Route Visa by the University.
 - 9.2 Every international student who needs Student visa sponsorship is supported and guided through the visa application process by Student Immigration Compliance.
 - 9.3 International students sponsored by the University on a Student Visa (Visa Sponsored Students) are supported in their personal and academic development to encourage them to develop their full potential.
 - 9.4 The University reserves the right to refuse or withdraw an offer or cancel an accepted place or de-register a student at any point if the University has any reason to believe that the student could put the University's Student Sponsor status at risk.

Student Visa Admissions and Sponsorship

- 10 A Confirmation of Acceptance for Studies (CAS) can be issued to a student only if they meet the requirements of the Student Route category and will comply with the conditions of their permission to stay in the UK.
- 11 A CAS can be assigned to a student only if the University is satisfied that the student both intends and is able to follow the course of study concerned and where the University expects the student to successfully complete their course on the date specified on the CAS.
- 12 It is the responsibility of students to abide by the conditions of their student visa. This responsibility includes ensuring that they leave the UK when their visa expires, unless they have obtained further valid leave.
- 13 Student Immigration Compliance checks students' documents to ensure that they meet the academic, maintenance and other requirements set out in the Immigration Rules and by the University. A CAS is only assigned once a student has demonstrated that their documents fully meet the Home Office and University requirements.
- 14 Students are not entitled to Student Visa sponsorship on the basis they have met the entry requirements for their Course and hold an offer to study. They must also demonstrate to the University that they meet the requirements for Student Visa sponsorship. The University reserves the right to refuse a request for Student Visa sponsorship, cancel a CAS or withdraw Student Visa sponsorship at its discretion.

15 The University will refuse or withdraw Student Visa sponsorship if any of the following apply:

- The course that the applicant or student intends to study will not comply with Home Office requirements.
- Any applicant or student has submitted documents which are proven or suspected to be fraudulent.
- Any applicant or student has outstanding debts to the University, such as tuition fees.
- Any further Student Visa sponsorship would lead to the applicant or student to exceed the limit for study set out in Appendix ST: Student of the Immigration Rules.
- The applicant or student is not able to meet Home Office academic progression requirements as set out in Appendix ST: Student of the Immigration Rules.
- The University believes sponsoring an applicant or student will put its Student Sponsor status at risk or has concerns about the applicant or student's intention to study and genuineness.
- There is any reason to believe an applicant or student will not comply with the conditions of their Student Visa leave or if a student is in breach of their visa conditions.
- The University has reason to believe that an application will not be successful or will not be made in accordance with the Immigration Rules. This includes where an applicant or student is unable to provide evidence showing sufficient funds to cover living costs and tuition fees which meets Home Office requirements.
- If an applicant has previous criminal convictions and/or has been involved with terrorist activities.
- The applicant cannot demonstrate that they will arrive in time for the latest enrolment date for their Course.

16 The University advises that students who require Student Visa sponsorship from the University should not make any financial commitments until they have applied for and received their visa. This includes but is not limited to arranging travel to the UK, payments for accommodation or terminating employment.

17 The University will not usually be responsible for any expenses incurred by a student whose:

- Request for Student Visa sponsorship is refused by the University; or
- Student visa sponsorship is withdrawn by the University; or
- Student visa application is refused by the Home Office.

Such costs include but is not limited to visa application fees, travel expenses and payments for accommodation.

Subject Exemptions, including Recognition of Prior Learning

18 It is not possible for students on a Student Visa to study a course with any subject exemptions. No modular exemptions, such as those acquired through Recognition of Prior Learning, are allowed as this changes the course structure and it will automatically become a non-eligible course for students to be sponsored under a Student Visa.

Academic Progression

19 The University does not (with the exception as detailed in paragraph 20) sponsor students who have not successfully completed the course relied on for academic eligibility and/or their most recent course studied in the UK.

20 The only exception is Master's Degree students who are still pursuing their studies, but have completed all exams and assignments excluding the dissertation. Students must submit a letter issued by the relevant awarding institution which confirms that they have passed all exams and assignments, excluding the dissertation. The letter must also state that based on their progress to date, they are highly likely to complete their current course successfully.

21 The University will not normally sponsor students who have failed to complete a previous course of study in the UK, unless there are exceptional mitigating circumstances such as serious illness. The University reserves the right to request evidence such as medical documentation before agreeing to provide Student Visa sponsorship.

22 The University does not sponsor students for an undergraduate degree programme if they have already completed an RQF Level 6 qualification or above in the UK.

23 If the student's new course at the University is at a lower level than the previous course of study, they do not meet the definition of academic progression. Therefore, they cannot receive Student Visa sponsorship, unless they confirm they will apply for their new Student Visa in their country of nationality and provide evidence they have left the UK, for example, a flight ticket to their home country and an entry stamp in their passport. Student Immigration Compliance will still assess whether the student has genuine reasons for wanting to study a course at a lower level.

24 The University can sponsor students for the Legal Practice Course and the Bar Practice Course if they have completed an RQF Level 7 qualification in the UK, subject to meeting the academic progression justification.

Maintenance

25 A CAS can only be issued to a student if they meet the requirements for a valid CAS and will be able to make a successful application for entry clearance or leave to remain in the UK. As such, the University will check students' proof of maintenance as per the Home Office regulations.

26 The University will not necessarily check proof of maintenance for students who qualify for the Home Office's differentiation arrangements (Appendix A) but reserves the right to do so if there are concerns as to whether the student meets the Home Office's Financial Requirement.

27 Students whose fees will be covered by an official sponsorship or government sponsor must submit a letter of confirmation from the sponsor outlining the amount of money the sponsor is giving to the student. The letter must meet the requirements laid out in Appendix ST: Student of the Immigration Rules. If the amount given will not cover the full tuition fees and maintenance, students must submit proof of maintenance for the remaining amount.

Induction and Enrolment

28 Only students who have applied for a Student Route Visa using a CAS issued by the University can enrol on to the course.

29 The University may allow students to enrol on the course if they have submitted an in-country application for a new Student Route Visa which is pending with the Home Office. The student must have applied with a CAS number issued by the University and provided evidence they have made an in-time application.

30 Students must not attend any scheduled classes, Academic Coach sessions or course leader meetings until their documents have been checked and verified and they have been formally enrolled by the Student Information Service or other relevant staff at their campus.

31 If students attend any scheduled classes, Academic Coach sessions or course leader meetings without having had their documents checked or if they have been instructed not to, they will be subject to disciplinary action and may be required to leave the University with immediate effect.

32 Any member of University staff who allows a student sponsored on a Student Route visa whose documents have not been checked to attend any scheduled classes, Academic Coach sessions or course leader meetings, or who has issued a Student ID card to such a student, will be subject to performance review.

Attendance

33 Under Student Sponsor licence obligations, the University is required by the Home Office to monitor the attendance and engagement of all international students on a Student Visa.

34 The Attendance Policy is designed to ensure that students are aware of the basic regulations of their Student Visa and what is considered to be a breach of their Student Visa in terms of their attendance. The Attendance Policy is attached in Appendix B.

Campus Visa Officer

35 Each Campus has a dedicated Visa Officer who is responsible for ensuring that Campuses comply with their Student Visa responsibilities.

Contact from the University

36 Students contacted either by their Campus Visa Officer, Student Information Team or by Student Immigration Compliance regarding their attendance or any other matter are required to respond immediately. Failure to respond by any deadlines given by either the Campus Visa Officer or by Student Immigration Compliance will result in withdrawal of the student's visa sponsorship.

37 Students are required to notify Student Immigration Compliance immediately of any change of circumstances affecting their immigration status. Failure to notify Student Immigration Compliance will result in withdrawal of the student's visa sponsorship.

38 Students are required to provide the University with up-to-date UK contact details and address during their studies. Failure to keep the University informed of any changes will result in withdrawal of the student's visa sponsorship.

Cancelling or deferring the student's place on the Course

39 The University will withdraw its sponsorship from any application the student may make or may have made for a visa to enter the country to study if the student cancels or defers their place. The University will notify the Home Office accordingly. The CAS issued will become null and void.

40 If a student cancels or defers their place without a valid reason after they have received their student visa but before enrolling onto the course, the University will not sponsor the student again. The University will notify the Home Office accordingly. The CAS issued will become null and void.

41 The University reserves the right to cancel any CAS issued to a student if they have not made a timely visa application.

Intermissions

42 Student Immigration Compliance must be notified by the Student Journey Team of any international students on a Student Visa who wish to intermit.

43 Student Immigration Compliance is responsible for approving any request to intermit; this will only be granted under very special circumstances.

44 If the intermission is approved, the Home Office will be notified by the University. The student is expected to send a copy of their travel booking to Student Immigration Compliance, as well as their boarding card once they leave the UK and the copy of the entry stamp that they received in their home country.

45 If a student intermits and wants to return to complete their course, they must request a CAS from the University and apply for a new Student Route Visa. The

student must meet all of the usual Home Office requirements to receive sponsorship. If a student intermits and they have less than 6 months remaining on their course, they are expected to return to complete it by way of a Visitor visa.

Transferring to a different Campus

46 Students receiving visa sponsorship by the University can only transfer to a different campus to the one stated on their CAS, if their new campus is currently listed on the University's Student Sponsor licence.

47 There are no implications for a student's sponsorship by the University, although the University is obliged to report this to the Home Office.

48 If the Campus transfer is approved, Student Immigration Compliance will report the change to the Home Office.

Transferring to a different Course

49 A student may request a course transfer, but it will not be possible to permit this if the transfer means that the student and the University are in breach of the Home Office rules on academic progression.

50 The University does not extend sponsorship under the Student Route for part time study.

51 The University will notify the Home Office of the transfer as appropriate.

Withdrawing from the Course

52 Once the withdrawal process has been completed, the University will notify the Home Office and withdraw the student's visa sponsorship.

53 The student is required to leave the UK as soon as their visa sponsorship is withdrawn. The student is expected to send a copy of their travel booking to Student Immigration Compliance, as well as their boarding card once they leave the UK and the copy of the entry stamp that they received in their home country.

54 The University will not normally allocate a CAS to students who have previously withdrawn from one of our courses.

Visa Application Refusals

55 If a student's visa application is refused, the student must contact the Student Immigration Compliance immediately. The student must send a scanned copy of the

refusal letter from the Home Office, which explains the reasons why the application has been refused.

56 The University will be able to advise the student of the options available to them. The student will be told whether they have the right to apply for an Administrative Review of the refusal decision. If the student submits an Administrative Review in the UK, the student will be permitted to remain in the UK while the review is in progress. The student may continue studying at the University during this time, provided that the student produces evidence that they have applied for an Administrative Review (such as a post office receipt and/or a letter from the Home Office).

57 If a student's visa application is refused and they fail to notify the Student Immigration Compliance and Advice, their offer to study at the University will be withdrawn. If they were enrolled temporarily on the basis that they had a pending visa application with the Home Office, they will be withdrawn from their course. No fee payments will be refunded.

Overstayers

58 If a student's visa is due to expire, they must either leave the UK or apply for new leave to remain before the visa expiry date. If they do not apply for new leave to remain before their current visa expires, the student will become an overstayer, which can have serious consequences for both the student and the University.

59 According to the Home Office rules: if a migrant overstays their leave by more than 14 days, any applications they submit for further leave to remain within the UK will be refused. The migrant must also have good reason beyond their control or their representative's as to why an in-time application could not be made. If a migrant overstays their leave by more than 30 days, they will be prohibited from returning to the UK for at least 12 months from the date they leave the UK.

60 Furthermore, the student may be asked to declare the fact that they have overstayed on future immigration applications they make, not just for the UK but for other countries too.

61 The University will not provide Student visa sponsorship to an applicant or student who has overstayed their current or previous visa.

62 If a student becomes an overstayer as defined by the Home Office's Immigration Rules, they will be deregistered by the University. No fee payments will be refunded.

Judicial Review

63 Students whose visa application appeal has been unsuccessful and who decide to submit an application for Judicial Review, are no longer protected under the Section 3C of the Immigration Act 1971. They have not extended their leave by virtue of 3C leave and therefore will not be able to study at the University or take any assessments on this basis.

Religious Obligations

64 For each course of study, there is a published schedule of examinations and assessments. All students are expected to attend these scheduled examinations and assessments, and any absence must be explained by use of a Concession Application Form.

65 There are occasions when it is not possible to avoid all major religious festivals when scheduling the University's courses. Should there be any instances where the University has scheduled an examination or assessment during a major religious festival which would mean that the student is unable to attend the examination, the student must notify the Assessment Office of this as soon as they can and in any event at least two weeks in advance of the relevant assessment.

66 In such circumstances the University will attempt to re-schedule the assessment to an alternative date or time, within the examination period. However, if that is not possible, the University will allow the student to defer the examination to the next available sitting without detriment.

67 Where there are issues around fasting for religious reasons, the University will attempt to re-schedule examinations to allow a student to sit the exams as early in the day as possible.

Re-sits

68 The University expects students to sit their re-sit examinations at a University campus. However, where a student resides overseas, and does not hold a visa that will cover the re-sit period, the University can, wherever possible and at the cost of the student, arrange for an overseas establishment to hold the assessment on the University's behalf to enable them to complete their re-sit examinations. The student must contact the Overseas Assessment Office to arrange to sit exams overseas.

69 Where possible, the University will make arrangements with an establishment in the student's home country, but in some instances, it may be necessary for the student to travel to the venue (either within their country, or to another country).

70 Most students will receive additional months after the official course end date on their student visa. The University aims to arrange re-sit exams within that period; therefore, no visa extensions will be given. However, where this is not possible, some re-sits may be arranged for the period after the end date of the visa. In this case, students would have to obtain a visa to cover the duration of their stay for the re-sits.

71 Options available:

71.1 Visitor Visa – Students are advised to obtain a Visitor Visa to do their re-sits. The Visitor Visa has to be obtained from the student's home country. Once the

re-sit exams have been registered and paid for, Student Immigration Compliance will issue a letter which will support the application for the Visitor Visa.

- 71.2 Students from a non-visa national country can obtain entry clearance as a visitor at the border. For a list of visa nationals, see Appendix C.
- 71.3 Student Route Visa – in exceptional circumstances the University will sponsor students for the re-sit examination period. For example, if overseas re-sits and where neither of the above options are possible.

Graduate Route Visa

- 72 To ensure eligibility for the Graduate Route you must successfully complete your studies, and receive confirmation of that outcome, within the validity of your current visa.
- 72.1 “Successfully completed” means that you will be awarded a qualification that:
- Is for the course of study for which your Confirmation of Acceptance for Studies was assigned or,
 - If you changed course **before** you completed the course, and this was permitted by the University then they would meet the definition of successful completion.
- 73 If course completion is delayed due to a resit or resubmission, final results might not be received until after the expiry of your student visa. In this instance you would not be eligible for a Graduate Route visa.
- 74 It is not possible to extend your visa for the purposes of waiting for results, or to cover a resit period if physical attendance is not required for the re-sit, for example submission of coursework online.

Employment

75 International students studying at the University on a Student Visa (Sponsored Students) are permitted to work part-time up to 20 hours per week during term time, provided that they are studying a full-time degree level course and their right to work permissions do not prohibit work.

76 Visa Sponsored Students are eligible to work full-time during official University holidays, provided that they are studying a full-time degree level course and their right to work permissions do not prohibit work.

77 Visa Sponsored Students are also expected to comply with the rules on the types of work they are permitted to undertake as outlined in Appendix ST: Student of

the Immigration Rules. Failure to comply with these rules will result in the University deregistering the student and withdrawing their visa sponsorship.

Responsibility for the provision

78 Responsibility for the implementation of the provision lies with Student Immigration Compliance (Registry) and Campus Management.

Monitoring and evaluation of the provision

77 Responsibility for reviewing and evaluating the effectiveness of the Student Visa Policy lies initially with the Director of UKVI Student Compliance. Formal responsibility for monitoring and evaluating of this provision lies with the Academic Board.

Version history

Version	Amended by	Revision summary	Date
V1.0	Head of Student Immigration Compliance and Advice	Initial drafting	22.01.14
V1.1	Academic Registrar	Review and amend	13.02.14
V1.2	VP (AGQS)	Review and amend	29.05.14
V1.3	Academic Board	Approval	18.08.14
V2.0	Head of Student Immigration Compliance and Advice	Review and amend	02.09.15
V2.1	Academic Board	Approval	10.09.15
V2.2	Head of Student Immigration Compliance and Advice	Review and amend	28.04.17
V2.3	Head of Student Immigration	Review and amend	01.02.18

	Compliance and Advice		
V2.4	Head of Immigration Compliance and Advice	Review and amend	31.01.20
V2.5	Head of Immigration Compliance and Advice	Review and amend	15.10.20
V2.6	Director and Head of Immigration Compliance and Advice	Review and amend	26.01.23
V2.7	Director and Head of Immigration Compliance and Advice and Director of Student Success	Review and amend	13.12.24

Appendix A

Countries that qualify for the Home Office's differentiation arrangements:

Australia	Kuwait
Austria	Latvia
Bahrain	Liechtenstein
Barbados	Lithuania
Belgium	Luxembourg
Botswana	Macao SAR
Brazil	Malaysia
British National (Overseas)	Malta
Brunei	Mauritius
Bulgaria	Mexico
Cambodia	Netherlands
Canada	New Zealand
Chile	Norway
China	Oman
Croatia	Peru
Republic of Cyprus	Poland
Czech Republic	Portugal
Denmark	Qatar
The Dominican Republic	Romania
Estonia	Serbia
Finland	Singapore
France	Slovakia
Germany	Slovenia
Greece	South Korea
Hong Kong	Spain
Hungary	Sweden
Iceland	Switzerland
Indonesia	Taiwan
Ireland	Thailand
Italy	Tunisia
Japan	United Arab Emirates
Kazakhstan	USA

<https://www.gov.uk/guidance/immigration-rules/appendix-st-student#student>

Appendix B

Attendance Policy for Visa Sponsored Students

As a Student Sponsor, The University of Law is expected to ensure that we and our students are compliant with the Student Sponsor Guidance and the Immigration Rules. This policy is designed to ensure that you are aware of the basic regulations of your Student visa, and what is considered a breach of your visa in terms of your attendance.

Irrespective of any attendance requirements of your individual programme, as a student sponsored by the University on a Student visa (Visa Sponsored Student) you are required to attend all scheduled classes.

Your attendance is calculated from the day you begin your course, and it will be verified on a weekly basis.

General Guidance

You are required to attend all scheduled classes and examinations as detailed below. If you do not attend and your absence is not authorised, this will be counted as an unauthorised absence, which will be in breach of your Student visa conditions (see the section on Unauthorised Absence).

1. You are required to attend all scheduled learning and teaching sessions on your course.
2. It is the tutor's responsibility to take the attendance register.
3. You should arrive on time for classes and remain for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, unprofessional and unfair to other class members and tutors.
4. Any student who misses more than 30 minutes of the session will be marked as 'Absent'.
5. Absence from any session must be reported by completion of the absence form on the ELITE system. The form can be found on the home page of ELITE. You should provide as much detail as possible on the form in the 'Further information' box. Once you complete the form, the details will be updated on your attendance record.
6. You must submit evidence to verify your absence if requested to the Visa Compliance Team (visa-attendance@law.ac.uk) or to the Student Information Service at your campus. If you fail to do so, your absence will be considered as unauthorised.
7. If you need to be absent from the University due to serious ill health, you must seek medical attention, and then submit documentary evidence to the Visa Compliance Team. If you miss 5 or more sessions due to ill health, you must submit medical evidence. The evidence must relate specifically to the time of the illness, and state that you are medically unfit to attend the University. Retrospective medical certificates and doctor's notes stating that a student claims to have been unwell may not be accepted.
8. You must respond to any request from your Student Information Hub Manager for an official meeting regarding your attendance. Failure to do so, without a relevant reason, may result in action being taken to withdraw your student visa sponsorship.

9. You must respond to any correspondence regarding your attendance by any deadline given by the Visa Compliance Team. This includes submitting any supporting evidence for unauthorised absences. Failure to do so, may result in action being taken to withdraw your student visa sponsorship.
10. In addition to this, if your attendance falls below 80%, we will review your absences, and you may be required to attend a meeting with the Student Information Hub Manager at your campus to discuss how your attendance can be improved and whether you need any support. This meeting should be treated as an official disciplinary meeting.
11. If you reach 10 consecutive absences or your overall attendance percentage is not satisfactory post review and you have not been in contact with the University, we will have no option but to report a withdrawal of your student visa sponsorship to the Home Office and deregister you from the University. The Home Office will then curtail your visa, and you will be required to leave the UK. This may also affect your ability to apply for a visa for the UK in the future.

Authorised Absence

Please note that this is not an exhaustive list, and each request will be considered on its own merit:

- Medical appointment which could not be made outside the scheduled classes
- Death or serious illness of a family member
- Adverse weather conditions or severe travel disruption that leaves student with no method of travel
- Genuine family emergency
- Graduation ceremony (one day only). This must be your own ceremony and not a friend or relative's
- Visa/immigration/nationality documentation reasons (e.g. you must renew your passport in your home country)
- Official exams in your home country that cannot be changed.

Unauthorised Absence

1. Visa Sponsored Students (including those on dissertation and revision periods) are only permitted to take holidays and leave the UK at weekends or during official University holidays.
2. If you require an authorised absence during term time, written permission must be obtained from the Visa Compliance Team (visa-attendance@law.ac.uk). Such requests must be put in writing and fully explain the circumstances for the absence with supporting evidence.
3. Should you leave the UK during term time without written permission from the Visa Compliance Team, you may be refused re-entry by UK Border Control and your Student visa may be curtailed by the Home Office.
4. Unauthorised holiday will affect your overall attendance, and you may be required to attend a meeting with the Student Information Hub Manager at your campus upon your return to the UK.

5. You cannot miss classes due to job interviews, vacation (VAC) schemes or any work commitments.
6. You are entitled to work 20 hours per week during term-time if you are studying a course at degree level or above and 10 hours per week during term-time if you are studying below degree level, but only outside of scheduled class times. Any absences due to work commitments will be considered unauthorised and a violation of the student visa conditions.

Action taken for unsatisfactory attendance

First 14 days of course

If you have not attended any sessions within your programme of study during the first 14 days of your course and you have not responded to contact from the University, the University will cancel your place.

If your place is cancelled in the first 14 days of your course due to non-Attendance you will be informed of your right to appeal the decision and of the necessary appeal process.

After first 14 days of course

Where your attendance is unsatisfactory, one or more of the following actions will be taken:

1. You will be contacted by the Visa Compliance Team, who will require that you explain your unsatisfactory attendance and submit supporting evidence if you have three or more unexplained absences.
2. If you have five or more unexplained or unauthorised absences, you will be required to attend a meeting with the Student Information Hub Manager at your campus to discuss how your attendance can be improved and whether you need any support. This meeting should be treated as an official disciplinary meeting.
3. If your attendance does not improve immediately after the meeting, a final warning email will be issued outlining the conditions on which you can stay on the course.
4. If you fail to respond to the final warning email, you will be withdrawn from your course for non-compliance with your visa conditions.
5. Should you have 10 or more consecutive unexplained absences, or your attendance falls below the required level for your course (for unauthorised reasons), the University will be required to report a withdrawal of your student visa sponsorship to the Home Office. Your student visa will be curtailed by the Home Office and you will be required to leave the UK.

Appeal process

Appeal process for cancellation within the first 14 days of course

Where your place is cancelled in the first 14 days of your course due to non-attendance, you will be informed via email of your right to appeal the decision and the appeal process. You must make an appeal by email within 48 hours from the date of

the cancellation email by completing the Cancellation Appeal Form which is provided in the cancellation email as a link. For an appeal to be considered, you will need to:

- Provide reasons for your non-attendance supported by evidence to substantiate this, together with a full explanation of why you have not responded to previous communication

On receipt of the appeal form, the Executive Cancellation Panel will consider the appeal within 7 calendar days. Following the Panel meeting:

- if the Panel reverses the cancellation, you will be reinstated and permitted to continue your course.
- If the Panel upholds the cancellation, you remain cancelled from your course.

You will receive the outcome of the appeal within 2 working days from the date of the Panel. The Executive Cancellation Panel's decision is final, but you can request a Completion of Procedures (COP) letter, which will enable you to approach the Office of the Independent Adjudicator (OIA).

Appeal process for withdrawal due to non-attendance (after the first 14 days of course)

An appeal must be made via submission of the Withdrawal for Non-Attendance Appeal form, within 3 working days of sponsorship withdrawal to the UKVI Student Compliance Department, at the following email address: visa-attendance@law.ac.uk.

For an appeal to be considered, you will need to:

- Provide reasons for your non-attendance, supported by evidence to substantiate this, together with a full explanation of why you have not responded to previous communications and/or improved your attendance post your attendance disciplinary meeting; or
- Demonstrate that the withdrawal process was not followed correctly and that this had a detrimental impact on the outcome.

When applying for an appeal, the student should state which ground of appeal they intend to rely on together with all supporting evidence. If the student is unable to submit the appeal within 3 working days, they should write to the UKVI Student Compliance Department with an explanation.

On receipt of the appeal form a Senior Member of the Visa Compliance Team will:

- (a) confirm receipt within 5 working days.
- (b) Review the appeal and any supplementary evidence and provide a decision within 10 working days.

The appeal decision given by the Visa Compliance Team is final.

If you require any advice regarding your submitting appeal, please contact the Students' Union (studentsunion@law.ac.uk).

Appendix C

Visa Nationals

According to the Home Office, nationals or citizens of the following countries and territorial entities are known as 'visa nationals':

Afghanistan	Albania	Algeria
Angola	Armenia	Azerbaijan
Bahrain*	Bangladesh	Belarus
Benin	Bhutan	Bolivia
Bosnia Herzegovina	Burkina Faso	Burma
Burundi	Cambodia	Cameroon
Cape Verde	Central African Republic	Chad
People's Republic of China (unless they hold a passport issued by Hong Kong Special Administrative Region or Macao Special Administrative Region)	Colombia	Comoros
Congo	Cuba	Democratic Republic of the Congo
Djibouti	Dominican Republic	Ecuador
Egypt	Equatorial Guinea	Eritrea
Ethiopia	Fiji	Gabon
Gambia	Georgia	Ghana
Guinea	Guinea Bissau	Guyana
Haiti	India	Indonesia
Iran	Iraq	Ivory Coast
Jamaica	Jordan	Kazakhstan
Kenya	Korea (North)	Kosovo
Kuwait*	Kyrgyzstan	Laos
Lebanon	Lesotho	Liberia
Libya	Macedonia	Madagascar
Malawi	Mali	Mauritania
Moldova	Mongolia	Montenegro
Morocco	Mozambique	Nepal
Niger	Nigeria	Oman*
Pakistan	Peru	Philippines
Qatar*	Russia	Rwanda
Sao Tome e Principe	Saudi Arabia	Senegal

Serbia	Sierra Leone	Somalia
South Africa*	South Sudan	Sri Lanka
Sudan	Suriname	Swaziland
Syria	Taiwan (unless they hold a Taiwan passport which includes the number of the identification card issued by the competent authority in Taiwan)	Tajikistan
Tanzania	Thailand	Togo
Tunisia	Turkey*	Turkmenistan
Uganda	Ukraine	United Arab Emirates*
Uzbekistan	Venezuela	Vietnam
Yemen	Zambia	Zimbabwe

*There are some exceptions for people who hold a diplomatic or special passport issued by these countries.

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor-rules>