

Tier 4 Student Terms and Conditions

All new Tier 4 (General) students sponsored by Ravensbourne University (Ravensbourne) must provide Ravensbourne with original documents to confirm their qualifications, identity and status, unless waived due to specific circumstances, before they can be fully enrolled. **Failure to do so could prevent you from being able to fully enrol at Ravensbourne.** Photocopies, faxed or other non-original documents ID documents are not normally accepted unless you have been specifically given permission to do so. If you do not have your Biometric Residence Permit (BRP) at the time of enrolment, you will only be fully enrolled if you provide us with your Home Office decision letter and/or short term visa vignette/ or UKVCAS/SCC receipt of your valid Tier 4 (General) application or other correspondence from the Home Office/UKVI.

Please note that where you have been exceptionally granted permission to submit copies/scans of your immigration and other documents as part of the enrolment process you will be expected to provide the originals at a later date when circumstances permit. Ravensbourne will advise you of the deadline by which the relevant original documents are required.

During in-person enrolment (online during the COVID-19 period) you should normally provide originals (scans or photocopies would be permitted in certain circumstances) of the following documents (depending on your specific circumstances):

- Current and valid passport(s);
- 30 day/90 days (during COVID-19 period) short term visa vignette and Home Office decision letter/ UKVCAS/SCC receipt of Tier 4 application (for in country-applicants only);
- Biometric Residence Permit (BRP), if available
- Academic certificates/transcripts,
- English language test results, if applicable;
- Police Registration certificate, if applicable and available; and
- Copy of Ravensbourne Offer Letter.

If you are unable to arrive in the UK by the in-person enrolment deadline you must inform the Admissions department/Tier 4 compliance team as soon as reasonably possible by emailing: international@rave.ac.uk. Please note that if you fail to enrol onto your course by the enrolment deadline, and do not receive permission from Ravensbourne to arrive later, your offer to study could be withdrawn and a report will be made to the Home Office to cancel our sponsorship of your Tier 4 visa.

New students must also attend the Tier 4 student orientation/induction programme as part of their enrolment requirements.

Continuing Tier 4 students must complete the online re-enrolment task and if required provide Ravensbourne with originals of the current and valid passport(s) visa or BRP, unless given permission to provide scans or photocopies (or UKVCAS/SCC receipt confirming submission of your visa application if you applied to extend your Tier 4 visa) which will be checked by Ravensbourne to confirm their identity and valid UK immigration permission.

Tuition Fees

Tier 4 student tuition fees and other charges must be paid in full in advance of or by the relevant enrolment deadline (if applicable), unless given permission to pay at a later date, in order to be fully enrolled at Ravensbourne. New students must pay any tuition fees (first year amount for undergraduate students) that remain outstanding, less the £5,000 non-refundable CAS deposit they would have already paid in order to be issued with a CAS, by the in-person enrolment deadline (if applicable). The £5,000 non-refundable CAS deposit already paid will be credited to your total tuition fees. Please refer to Ravensbourne's Tuition fee refund procedures for Tier 4 students policy on our website for more information on Ravensbourne's refund policy for Tier 4 students.

Please note that currently continuing students are not normally able to arrange payment of their tuition fees by instalment, however, request to pay tuition fees by instalments will be assessed on a case by case basis and will depend on the student's prevailing circumstances.

Tier 4 Student Responsibilities

By completing the online enrolment all new and continuing Tier 4 students sponsored by Ravensbourne for visa purposes, are also confirming that they will adhere to the following Tier 4 Student Responsibilities:

As a Tier 4 Student, the Home Office and Ravensbourne expect you to meet the terms and conditions of your Tier 4 (General) immigration permission as defined by the Home Office/UK Visas and Immigration (UKVI). It is your responsibility to comply with all your Tier 4 Student responsibilities and failure to do so may result in Ravensbourne withdrawing its sponsorship of your Tier 4 student visa.

Personal Information

Ensure that you provide Ravensbourne with your most up to date contact details and inform Registry and the Tier 4 Compliance teams immediately of any changes to your:

Address in the UK;

Permanent Residential (overseas) Address;

Personal and institutional email address; and

UK Telephone/Mobile number.

You agree to stay in London or within reasonable distance of the Ravensbourne campus during term time.

You also agree to inform the Home Office/UKVI of any changes to your UK contact details, if applicable.

If you are required to register with the police you must also inform the OVRO office of any changes to your UK address or other relevant personal details.

Immigration Permission

Provide the Admissions department/Tier 4 Compliance with a scanned copy of your passport and immigration permission (Tier 4 short term visa and decision letter) by logging on to your HEIapply (Admission Portal) account or other relevant online portal before you arrive at Ravensbourne.

Inform Ravensbourne of any changes to these documents e.g. if you obtain a new passport, get a new Biometric Residence Permit (BRP) or if you change your immigration status.

Register with the UK Police, **or** make attempts to do so by visiting the relevant office, within 7 days of your arrival in the UK, or visa approval letter if you applied from within the UK, if it is stated on your 30/90 day short term visa vignette or Home Office/UKVI decision letter. Please note that due to COVID-19 Police Registration services may be temporary suspended please check the [OVRO](#) website once you arrive in the UK for further guidance regarding the resumption of Registration

Leave the UK within 60 days of Ravensbourne making a report to UKVI or the date detailed on the curtailment letter you receive from UKVI if your Tier 4 sponsorship is withdrawn by Ravensbourne in the event that you take an authorised leave of absence, defer, withdraw from your course or retake exams and you will not be attending during the year.

Attendance and Engagement

Attend scheduled classes, contact points, work placements, meetings with tutors or supervisors and all other required contact points. Ravensbourne is required to monitor attendance and engagement of all Tier 4 (General) students it sponsors and report persistent unauthorised absences to the Home Office. If you are unable to attend your classes or other Ravensbourne contact points due to illness or other reasons you must inform your tutor and the attendance monitoring team in advance, to avoid your absence being recorded as unauthorised.

Please read the Ravensbourne's Attendance and Engagement Policy (to be found on the student intranet) for more information.

You also agree to attend enrolment within the stated period.

Please refer to the UK Council for International Student Affairs (UKCISA) guidance on ['Protecting your Tier 4 immigration status'](#) for some useful tips.

Work Conditions

Only work the number of hours as permitted by your Tier 4 (General) immigration permission. Further Education (FE) students are currently permitted to work 10 hours per week during term time. Postgraduate and Undergraduate students are currently permitted to work 20 hours per week during term-time. All students are permitted to work full-time (approx 40 hours) during official Ravensbourne vacation periods. Please check Ravensbourne's website and student internet for official term dates.

Please note that Postgraduate students must adhere to the 20 hours per week rule during their summer term.

Ensure that you comply with the working conditions of your Tier 4 (General) leave as set by the Home Office/UKVI.

Please refer to the UK Council for International Student Affairs (UKCISA) information on ['Protecting your Tier 4 immigration status'](#) for more guidance.

Communication

Ensure that you check your Ravensbourne email regularly so you can act appropriately and in a timely manner to any communication related to your Tier 4 Student status. Ravensbourne will normally use this email to contact you during your studies.

Please note that the terms and conditions which apply to sponsored Tier 4 students studying at Ravensbourne University London are subject to be amended/changed in line with changes to the UK Immigration Policies, Rules and Regulations that apply to sponsored Tier 4 students.