



University of
Salford
MANCHESTER

Tier 4 (General) Reporting Duties Policy

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Effective from 01 April 2017

Author: Head of Home Office Compliance

Student Administration

Document Control Information			
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Author	Summary of changes	Version	Authorised & Date
Dr Richard Melia	<i>Confirmation of the policy regarding the Tier 4 (General) reporting duties at the University of Salford</i>	V1.0	<i>Chair ASQAC: Sep 2017</i>
Policy Management and Responsibilities:			
Owner: Head of Home Office Compliance	This Policy is issued by the Head of Home Office Compliance, who has the authority to issue and communicate policy on the reporting duties pertaining to Tier 4 (General) and has delegated day to day management and communication of the policy to the Home Office Compliance Team.		
Others with responsibilities (please specify): Home Office Compliance Team; Research & Enterprise	All subjects of the Policy will be responsible for engaging with and adhering to this policy.		
Author to complete formal assessment with the following advisory teams:			
Equality Analysis (E&D, HR) Equality Assessment form	1. <i>This is mandatory. Specify date completed and brief outcome. Email the completed EA to Equality@salford.ac.uk</i>		
Legal implications (LPG)	2. <i>N/A</i>		
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Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	1. <i>N/A</i>		
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The owner and author are responsible for publicising this policy document.			

Purpose

This document sets out the University's policy regarding the reporting duties as a Tier 4 sponsor of students under Tier 4 of the points based immigration system.

Scope

Responsibility for the management and implementation of this policy and any accompanying procedures lies with the Academic Registrar who is the Home Office Authorising Officer, with the assistance of the Home Office Compliance Team, Student Administration, Admissions team, International Recruitment and the Schools.

This policy is primarily designed for use by the staff responsible for reporting students to the Home Office. Despite the overall key responsibilities, all staff working with students covered by the points-based immigration system must ensure the policy is adhered to accordingly.

1. Reporting duties

1.1. The University will report students to the Home Office in accordance with the Tier 4 Sponsor Guidance, the Immigration Rules and other advice received by the Home Office.

1.2. Reporting of Tier 4 students will be made to the Home Office within 10 working days from when the University becomes aware of the circumstance that would result in a report being made to the Home Office (for example, student delays; no shows; withdrawals; change of circumstances, etc.).

1.3. Reports to the Home Office will be made through the Sponsor Management System (SMS) unless a situation arises whereby reporting through SMS is not possible in which case a report will be made via email to HomeOfficeCurtailments@homeoffice.gsi.gov.uk or directly to contacts within the Home Office (such as the [Premium Account Manager](#)).

1.4. Reporting of students on the Doctorate Extension Scheme will be completed in accordance with the University's Doctorate Extension Scheme Policy.

1.5. Reporting of migrants on the Tier 1 (Graduate Entrepreneur) Scheme will be completed in accordance with the University's Tier 1 (Graduate Entrepreneur) Policy.

1.6. The University will inform the Home Office if any information reported through SMS is incorrect and why it is incorrect.

1.7. When making a report to the Home Office the University will provide the student's last known address, contact telephone number and email address (if we have record of a personal email address).

1.8. In accordance with the Tier 4 Sponsor Guidance the University will notify the Home Office if it becomes aware that any of its sponsored students have been granted leave with the incorrect conditions of stay.

2. Prescribed registration period

2.1. The prescribed registration period refers to the period of time where students are expected to register for their course, or in the case of continuing students, re-register on their programme of study or research. The period applies to **all students on all programmes**.

2.2. The prescribed registration period is confirmed in the registration communications issued by Student Administration.

2.3. Tier 4 students who do not register within the prescribed registration period will be reported to the Home Office and sponsorship by the University of Salford will be withdrawn.

2.4. If a student's start date is delayed or will change before they enter the UK then the University will inform the Home Office by making a report via the SMS or adding a sponsor note to the Confirmation of Acceptance for Studies (CAS), depending on the CAS status. If the new start date will result in a student not being able to complete their course within the time on their visa the University will assign a new CAS and the student must apply to vary their leave to include the later end date. Those students who choose not to do this, must complete their course of study within the extant leave period and will not be eligible for a visa extension.

3. Students who do not maintain contact

3.1. Students who do not maintain contact with the University and have patterns of consecutive periods of unauthorised absence may be reported to the Home Office.

3.2. The University of Salford will manage and report these students in line with the University's Attendance Monitoring Policy for Tier 4 Sponsored Students and the Doctorate Extension Scheme Policy.

4. Interruption

4.1. In line with the Student Interruptions and Withdrawal Policy, the University will make a report to the Home Office and withdraw sponsorship when a student takes a period of interruption after arriving in the UK which is longer than 60 days. Students already in the UK who temporarily suspend their studies through interruption for more than 60 days will be asked to leave the UK if their sponsorship has been withdrawn.

4.2. Those students with an interruption of less than 60 days who chose to keep their Tier 4 visa and do not leave the UK understand that they must complete their course of study within their extant leave period and cannot apply for a Tier 4 visa extension.

5. Significant changes in student circumstances

5.1. A report will be made to the Home Office if there is a significant change in a sponsored student's circumstances including:

- Change of study location or location of work placement
- Change of course
- If there is anything to suggest a student is breaking the conditions of their Tier 4 visa or permission to stay in the UK, including but not limited to, lack of engagement, falsifying documentation, breaching work conditions, or if there is reason to believe a student is non-genuine.

6. Situations where sponsorship has ended

6.1. A report will be made to the Home Office when the University stops sponsoring a student for any reason and the student has left the UK with no intention to return. This includes, but is not limited to, the following:

- If a student moves into a different immigration category with a different sponsor
- If a student moves into an immigration category that does not require a sponsor
- If a student completes their course sooner than expected
- If a student withdraws or is withdrawn from their course

7. Additional Reporting

7.1. The University, as a Tier 4 Sponsor, fulfils its duties in supporting immigration control. The University will inform the Home Office if it becomes aware of any individual or

organisation that in any way poses a threat to immigration control. For example, this could be if a Tier 4 student breaches his or her work rights or sets up their own business, etc.

7.2. The University will provide to the Home Office the details of any third party, such as agents, that have helped to recruit its students.

Related Documentation

Doctorate Extension Scheme Policy

Tier 1 (Graduate Entrepreneur) Policy

Attendance Monitoring Policy

Student Interruptions and Withdrawals Policy