



# Student Visa Policy



If you require a student visa to enter and study in the UK, there are certain responsibilities that you need to understand and comply with in order to protect your student status. This includes co-operating with the school in fulfilling our duty to UK Visas & Immigration. Any breaches to your responsibilities can have serious implications on your studies and eligibility to stay in the UK.

## Attendance

You must attend and engage on your course in order to maintain your student visa status and remain registered on your course. Regular or prolonged periods of non-attendance can result in the withdrawal of your student visa and your removal from the course.

You must:

- Regularly attend any timetabled or expected studies in person.
- Complete all required work, including homework, as instructed by your teacher.
- Notify the school of any absences as well as any ongoing issues which may impact your attendance.

## Work

Your student visa may allow limited working rights. It will be stated on your visa if you can work and the number of hours you are allowed to work per week. You must follow these rules, and you must not take employment if your visa does not give you the right to work. This includes any paid work, unpaid work, voluntary work and internships. You must not work beyond your allowed working hours or carry out any prohibited work. Breach of working rights can result in cancellation of your visa, fines and/or a ban on entry to the UK.

## Evidence

The school will ask to see your passport and any visas when you begin your course with us. If you apply for a new visa or a new passport during your studies, you must tell a member of staff so that this can be updated on your student record. If we do not see evidence of a valid passport and/or visa, we reserve the right to cancel your course registration and notify UK Visas and Immigration that we have doubts about your status.

## Contact details

If you change your contact details at any time during your studies, you are required to provide us with updated details. You must also inform UK Visas and Immigration directly of any changes to your address or personal details.



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## Changing or leaving your course

We are required to report to UK Visas and Immigration if your studies in the UK change, for example if you move to a different school, or reduce your study hours, as this may affect your student visa. We will also inform UK Visa and Immigration if you withdraw from your course early, as your student visa status may cease, and you may need to leave the UK.

## Questions

If you have any questions about this policy, please speak to Katie Jackson, Admissions Manager ([katie@english-in-york.co.uk](mailto:katie@english-in-york.co.uk)) or Katy McDonald, Academic & Operations Manager ([katy@york-associates.co.uk](mailto:katy@york-associates.co.uk)).

Remember that we are not qualified to give immigration advice and you should always speak to a registered immigration advisor or to UK Visas and Immigration directly for specific support regarding your visa status.

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**This policy is available in large print format or as an audio file on request.**