

## **University of Northampton International College**

### **CPR QS3: Admission**

#### **Version 1.1**

#### **1. Introduction**

This document sets out the UNIC policy and procedure for admission and the entry for undergraduate and taught postgraduate students. The Admissions and Recruitment Centre (ARC) undertakes admission of all Navitas students alongside the Colleges and whilst some processes may require significant liaison with the Partner University, the policy and process is owned by the Admissions and Recruitment Centre.

This policy breaks down the local process document for University of Northampton International College (UNIC) henceforth referred to in this document as "The College".

There are a number of documents and processes that are linked directly to this policy, however because of the variation across the group and the requirement for flexibility due to the changing nature of the regulatory framework, these documents sit outside the policy [see the appendices below for details of these documents]. The policy should always be read and used in conjunction with the documents listed or referenced below.

Appendix A - Academic Entry Requirements

Appendix B - English Entry at Non-SELT

Appendix C - Academic Board Minute College Template

Appendix D - Visa Refusals and Administrative Review

Appendix E - CAS issuance and Risk Management

#### **2. Principles of Admission**

- 2.1 The admission of individual applicants is at the discretion of the College with entry levels and other regulatory requirements agreed in principle with the partner University. These will be unique to each College, but are referenced below as Appendix A - [Academic Entry Requirements].
- 2.2 In exercising this discretion, the College and/or Admissions and Recruitment Centre will abide by the following principles:
  - 2.2.1 There should be a reasonable expectation that any person admitted to a pathway of study has the potential to achieve the standard prescribed in the 'progression criteria' at each stage of that pathway. Further, that there should be reasonable expectation that such persons are able to fulfil the objectives of the degree award and that this achievement be sequential.
  - 2.2.2 Where applications do not directly meet normal stated entry criteria or where there are regulatory, immigratory or other requirements to consider, the College/Admissions and Recruitment Centre reserves the right to review such applications as 'Non-standard' [see below for the policy on 'Non-standard' applications].
  - 2.2.3 When considering each individual applicant for admission to a pathway of study, in addition to the entry criteria, evidence may be sought as to the applicant's personal, professional and educational experiences that provide indications of his or her ability to meet the demands and inherent benefits of the pathway.

2.2.4 Both the Admissions and Recruitment Centre and the College endeavour to ensure that no applicant is discriminated on the grounds of race, colour, nationality, ethnic or national origin, marital status, disability, age, gender, sexuality, political or religious beliefs. To this end, the College, in association with the Admissions and Recruitment Centre and each partner university, ensures that the criteria and procedures used for selecting students are relevant to the requirements of the pathway and in no way unjustly disadvantage such applicants. The College and Admissions and Recruitment Centre will consider all applications in accordance with both the Disability Act, 1995 and The Equality Act, 2010 and all associated guidance [see below for policy on 'Non-standard' applications].

2.2.5 The College and Admissions and Recruitment Centre reserves the right to consider in greater detail, applications from persons who have a criminal record in either the UK, in their country of origin or elsewhere [see below for policy on Non-standard' applications].

2.2.6 Admission with exemption and/or on the basis of prior experience will be governed by the same principles as those applying to applicants seeking admission to the beginning of a pathway of study [see below for policy on 'Non-standard' 'applications].

2.2.7 When making an offer (conditional or unconditional) in response to an application and having due regard to all entry requirements (academic and otherwise), any such offer will be for the entire undergraduate or postgraduate degree pathway. This does not preclude the possibility that the offer may require the applicant to obtain more than one Confirmation of Acceptance of Study (CAS) and, in the event that more than one CAS is required, each might be issued by either the College or the University as a Tier 4 sponsor.

### **3 Code of Ethics**

3.1 All Navitas agents, Navitas UK representatives and College staff, when considering applicants for entry into the UK, must adhere to the Code of Ethics as laid down by UKCISA and these can be found on UKCISA's website.

3.2 Further to this, all College staff must sign up to the Navitas UK Code of Ethics Agreement [and if a requirement, the partner university's], which is based on the UKCISA expectations above. This is to assure appropriate quality and rigour towards the recruitment of international students and their ongoing administration and management, inclusive of the application of objectivity, equality, parity and transparency. The Quality and Standards Office, UK requires that the following standards are applied at all times to the recruitment and application processes.

3.2.1 All staff act in the best interests of the applicant, while respecting The College, Navitas Ltd, Navitas UK and institutional policies and regulations, statutory and legal requirements and the legitimate interests of the financial sponsors of students.

3.2.2 The Marketing and Recruitment Team and College Admissions Office/Admissions and Recruitment Centre recognise the power of influence that comes with their position and that it is not used inappropriately. Assurance of this message and its application to second and third parties should be monitored by; the UNIC Director of Marketing and Admissions (DMA), Head of Admissions for Navitas UK and the College Director/Principal (CD/P).

3.2.3 All College/Admissions and Recruitment Centre staff and authorised representatives reflect accurately their areas of competence, education, training and experience and recognise the boundaries of their qualifications and competence, making appropriate referrals when situations fall outside them, specifically by referring 'Non-standard' applications [see below for policy on 'Non-standard' applications]. The College Director/Principal (CD/P), Head of Admissions for Navitas UK and DMA are responsible for assuring that this standard is met.

3.2.4 The CD/P, Head of Admissions for Navitas UK and DMA must actively seek to promote their professional development and that of the marketing and recruitment team and Admissions staff. They must keep pace with current developments in recruitment practice, legislation, statutory case law, immigration rules and procedures, Quality and Standards Office UK policies and guidance, along with guidance from authorities, such as the Home Office. They should inform the Academic Registry UK of any proposed changes and maintain operating standards and compliance requirements, with a view to enhancement.

#### **4 Annual Monitoring**

- 4.1 Academic standards and the quality of provision offered by the College is assessed, maintained and enhanced by the Annual Monitoring process and this is detailed in NPR 2.

#### **5 Non-standard applications**

- 5.1 As noted throughout this document, applications may be considered as 'Non-standard' due to a number of reasons and these may be, but are not limited to, reasons associated with; academic entry requirements, regulatory compliance, equality and diversity, and any other requirements, which may affect the applicant's chosen course of study such as professional membership criteria.

- 5.2 All such applications should be referred to the Head of Admissions for Navitas UK and College Academic Board for consideration and onward referral to the university Registry or Admissions office.

5.2.1 The College Academic Board is the mechanism by which each application, not meeting the standard entry requirements and/or requiring consideration because of other criteria, should be reviewed and this review should occur before the issuance of any offer (conditional or unconditional).

5.2.2 Its membership should include the CD/P; DMA, a member of the College academic team and a staff member with sufficient compliance knowledge and understanding to review all the regulatory requirements (in instances where there is insufficient personnel available the case should be referred to the Academic Registry UK.)

5.2.3 The authority under which the Academic Board operates is the College Learning and Teaching Board (CLTB).

5.2.4 All cases considered by the Academic Board should be fully noted [using the College template - Appendix C] and should be submitted to the CLTB for recording on the minutes.

5.2.5 All college cases require onward referral to the university Admissions office, this should be recorded in the notes of the Academic Board and no decision made until such time as the university Admissions Office returns.

- 5.3 Those applications considered as 'Non-standard' could be included under one of the following categories:

- i. Academic Entry (those falling below entry and those requiring consideration of Accredited prior learning or Admission with Exemption)
- ii. Regulatory (Immigration)
- iii. Equality and diversity (disability or additional learning needs)
- iv. U18 Minor
- v. Criminal record and persons at risk

##### **5.3.1 Academic Entry**

Where an applicant marginally does not meet the stated entry standards, however demonstrates abilities and aptitudes that can be mapped as appropriate for entry to a stage of study, These applicants are eligible for referral to the Academic Board and consideration for admission, given that the stage of study in question is designed to incorporate:

- i. appropriate teaching support via enhanced contact hours; or is to be

- ii. delivered over a longer period of time to enable adjustment to mature learning processes.

However, these applicants are not guaranteed to be successful in securing an offer of admission and may also require onward referral to the partner University for approval.

5.3.2 Those applicants where their prior qualifications and learning are accepted as fulfilling some of the requirements of the proposed pathway or course of study may be eligible for exemption through the Accreditation of Prior Learning (APL) either through experience or by qualification.

5.3.2 The awarding of APL is a recognised route of entry to the College and should be formally referred to the Academic Board as a 'Non-standard' application.

5.3.3 The CLTB delegates responsibility for the formal approval, to the Academic Board, of an applicants' prior learning and experience and for determining the amount of credit that an applicant might be permitted.

5.3.4 All CLTBs and Academic Boards are required to follow the guidelines published by the Quality Assurance Agency (QAA) and specifically here this refers to Chapter B6: Assessment of students and accreditation of prior learning.

5.3.5 The following general guidelines should also be considered when making decisions about APL:

- i. It is clearly demonstrated that an applicant has fulfilled some of the assessment requirements of the designated pathway or course of study by means other than attendance on that course;
- ii. That by completing the remaining requirements of the designated stage of study or course, the applicant will be able to fulfil the objectives of the course or pathway and attain the prescribed standard for successful completion and onward progression to the partner University;
- iii. That there are no constraints placed by external bodies; and
- iv. APL cannot be granted to the modules Interactive Learning Skills and Communication.

5.3.6 The College places an equivalent credit limit on the proportion of learning that can be recognised through APL. These are as follows:

<b>Pathway Title</b>	<b>Delivery Model</b>	<b>Stage of Study Credit Points (maximum)</b>	<b>APL Points / Modules (maximum)</b>
<b>Undergraduate Pathway Stage 1</b>	SDM	120+	60 or four (4) modules
<b>Undergraduate Pathway Stage 2</b>	SDM	120+	40 or two (2) modules
	IDM	120	N/A
<b>Postgraduate Pathway Stage 1</b>	SDM	80	N/A
	IDM	120	N/A

#### 5.3.7 Regulatory (Immigration)

There are a number of regulatory considerations that need to be reviewed before an offer of admission can be issued to an applicant. These are related to the

requirements laid down in the Immigration Rules and Policy Guidance documents issued by the Home Office. These requirements for consideration include:

i. English Language Level

There are specified English Language levels that need to be evidenced to study at different NQF Levels. These can be found in the Immigration Rules and Policy Guidance documents, however in summary:

When you assign a CAS to an applicant to study at QCF or NQF level 6 (SCQF level 9 in

Scotland) and above you must ensure they are competent in English language at a minimum level B2 on the Common European Framework of Reference for Languages (CEFR) and this in all four components.

If assigning a CAS using the Sponsor Licence of the University, it is permissible to choose the method of assessment, however the applicant must still be proficient to level B2 in each of the four components and these cases must be documented thoroughly, with a statement made on the CAS. In these cases there will be an agreed list of qualifications, which will be signed off by the University of Northampton (only HEIs have this ability) [see Appendix B – English Requirements].

When you assign a CAS to an applicant to study at QCF or NQF level 3, 4 or 5

you must ensure they are competent in English language at a minimum level B1 on the CEFR and this in all four components.

It is not a requirement to confirm English language competence for; Tier 4 (Child) students; students moving from Tier 4 (Child) into Tier 4 (General); those who have previously completed an academic qualification equivalent to a UK degree, which was taught in one of the majority English-speaking countries; or those who are nationals of countries, which are ‘majority English- speaking’. These lists can be found on the Home Office’s website.

ii. Previous study in the UK – Academic Progression

There are specific requirements and exemptions with respect to academic progression and these can be found in the Immigration Rules and Policy Guidance documents, however in summary:

For those applicants where they have previously studied in the UK and that study has been under Tier 4 (General) or as a Student, their next course must represent academic progression from the previous.

You do not need to show academic progression if this will be the applicant’s first course of study in the UK, you are assigning a CAS for a student to make a first application to complete an existing course (e.g. the student may be completing a course with you that they started with another Tier 4 sponsor), or you are assigning a CAS for a student to re-sit an examination or repeat a module. Careful consideration of the Immigration Rules and Policy Guidance documents needs to be completed before any offer of admission is made, where a student has previously studied in the UK.

When confirming academic progression, for those cases that require it, a note must be added to the CAS and you will be expected to be able to justify this statement. When the Home Office carry out a compliance visit they may ask for the documented evidence of any decision and confirmation of academic progression.

iii. Previous study in the UK – Study time rules

The time a student can spend studying at or above degree level is limited to five years except if enrolled on certain courses, studying for a Master’s degree following the completion of an undergraduate degree where the duration of that degree course was four or five academic years.

- iv. Previous study in the UK – Right to study  
Tier 4 Sponsorship is based on two basic principles and one of those is that "...those applying to come to the UK to study [applicants] are eligible to do so...". It is a requirement therefore, before assigning a CAS to a prospective student (or issuing an unconditional offer), the Sponsor (College and/or University) have assessed that the applicant is eligible for such. This is most applicable, but not exclusive, to applicants that are already in the UK.

In addition to these checks, it is also a requirement to monitor the continued eligibility for students enrolled under the 'change of sponsor' rules. This is covered in NPR M3 - Attendance, Student Monitoring and Reporting.

- v. Previous applications to study in the UK  
If an applicant has made a previous application to study or enter the UK, this will have been declared on the application form. For those applicants, as well as the requirements above, it is important to establish the outcome of that application even if it was refused. A previous refusal to enter the UK may result in further refusals and this information needs to be confirmed.

#### 5.3.8 Equality and diversity (disability or additional learning needs)

The College/Admissions and Recruitment Centre is committed to developing educational opportunities, which can be accessed by all qualified applicants and, as such, the admission process is open to all persons with disability or learning needs.-

The partner University's Statement on Disability and Disclosure by applicants should be read and understood in detail by admission and marketing staff prior to an offer being made, as this may affect a student's eventual progression. Note that prior to an Offer of Admission being made in such an instance, a full Student Management Plan and risk assessment must be completed and approved by both the CLTB (through the Academic Board) and the University disability services for assurance of management on onward progression.

The College strongly encourages applicants to disclose their disabilities as early as possible in order to ensure that any necessary support arrangements can be considered and where appropriate made prior to an applicant's arrival at the College.

As noted in 2.2.4, The College/Admissions and Recruitment Centre will consider all applications in accordance with both the Disability Act, 1995 and The Equality Act, 2010 and all associated guidance. In accordance with this, the College may reject an application on the grounds of disability where:

- i. The reason is fully justified by the CLTB on the basis of the College's general principles of admission and therein, ongoing duty of care to the existing student population.
- ii. Necessary adjustments would not be reasonable either to the physical or staffing resource base of the College.
- iii. The College cannot guarantee the health and safety of the applicant for the times that they are not in timetabled sessions at the College.

#### 5.3.9 Under 18 - Minors

Those persons considered minors, will be less than eighteen (18) years of age at the time of enrolment. The College/Admissions and Recruitment Centre will give consideration to minors as the resource (staff and built environment) of the College allows. Such applicants will be considered on their individual merit and their potential to benefit from their chosen pathway.

The College/Admissions and Recruitment Centre recognises that students should normally be eighteen (18) years old at the time of progression to the stage of study taken in full at the partner University. The University may also set a higher minimum age limit for certain pathway progression points if required by a professional or statutory body and where this is active may, in turn, determine age limits to College entry points.

There are a number of operational requirements that are linked to the enrolment and admission of a student who is under the age of eighteen and as such link to their admission:

- i. The relevant sections of the Acceptance of Offer are required to be completed;
- ii. Confirmation of their accommodation and travel arrangements need to be received prior to arriving in the UK (a regulatory requirement);
- iii. Parents/legal guardians must provide a written letter of consent with their son's/daughter's/ward's Tier 4 (General) visa application;
- iv. The college must be provided with UK guardian contact details
- v. Students will live with family members of suitably approved host families
- vi. Students will be included on the student in jeopardy programme

For further policies and procedures for admitting and managing students who may be under the age of eighteen (18) years, see NPR M4.

#### 5.3.10 Criminal Record and persons at risk

Where there is deemed to be a risk to the applicant themselves, the College/Admissions and Recruitment Centre will demonstrate reasonable effort to provide appropriate advice and assistance in enabling the applicant to determine his or her ability to meet the demands of a chosen pathway.

Whilst the College/Admissions and Recruitment Centre does not wish to further penalise an ex-offender, it will nevertheless find occasion to prohibit the admission of an applicant with the correct academic qualifications where it is deemed that the applicant may pose a risk to others. The College/Admissions and Recruitment Centre will also consider the University's regulations with regard to applicants with a criminal conviction.

## 6 Entry Requirements

### 6.1 Admission to Undergraduate Stage 1

The minimum level of attainment normally required for entry to Stage 1 is either: (a) a minimum of five (5) subjects at GCSE level (grade C or above) inclusive of English or as per the requirements of a specific Programme Specification; or (b) who meet prior certified or experiential learning. As a provider of educational pathways to international students, the College/Admissions and Recruitment Centre will accept all equivalent qualifications as listed in Appendix A.

### 6.2 Admission to Undergraduate Stage 2

The minimum level of attainment normally required for entry to stage 2 studies is established is either:

- i. [Two (2) GCE Advanced levels or two (2) Vocational A levels; or
- ii. one (1) vocational double award, supported by passes in three (3) other subjects at GCSE level (grade C or above) reflecting subject specialism where required; or
- iii. who meet prior certified or experiential learning.]

### 6.3 As a provider of educational pathways to international students the College/Admissions and Recruitment Centre will accept all equivalent qualifications as listed in Appendix A.

### 6.4 Admission to Pre-Masters (Postgraduate Stage 1)

The normal entry requirement for a pathway leading to a partner University Taught Masters is dependent on the type of degree being undertaken. For some pathways demonstrated work experience may be required. Normal entry criteria to such pathways are dictated by the requirements of the Programme Specification and are listed in Appendix A.

- 6.5 Other qualifications or experience that demonstrates a candidate possesses appropriate knowledge and skills may be acceptable after consultation with the appropriate partner University Admission Tutor.
- 6.6 All pathways associated with analytical techniques and their application, have a higher level of mathematics entry qualification associated with them. These specific entry criteria over and above the normal entry criteria are dictated by the requirements of the Stage/Programme Specification.
- 6.7 Any changes to entry requirements on any of the stages of study offered at the college will be completed in conjunction with University of Northampton and ARC colleagues and will be approved through the MRAAC governance structure.

## 7 Offers

- 7.1 An Offer of Admission should only be produced using the BDT software and is only valid if it is in the prescribed current format. Members of the Marketing Team and Admissions team should ensure that they do not make an Offer of Admission to any applicant unintentionally, either in writing or orally (for example, during an initial interview).
- 7.2 An offer of a place [conditional or unconditional] on a pathway of study, Offer of Admission, imposes an obligation on the College to admit an applicant and neither should be withdrawn without their consent, except where:
- i. The applicant fails to meet the conditions of the Offer of Admission.
  - ii. The intake to the stage of study, pathway or course is cancelled.
  - iii. The applicant fails to provide any requested supporting documentation by the specified date.
  - iv. The applicant is found to have made a false statement on the Application Form and/or the Acceptance of Offer Form or any other admission associated form, documentation, interview or statement, deliberately or inadvertently, or has otherwise sought to mislead the College.
  - v. The applicant has withheld pertinent information or only provided basic information, such as failure of attainment or poor attainment in a previous course of study or qualification.
  - vi. There can be no reasonable adjustment made by the College or partner University with regard to learning provision or pastoral care.
  - vii. The applicant is unable to present at enrolment as per the stated intake date on the Offer of Admission.
  - viii. The applicant has failed to complete the Acceptance of Offer Form and return by the specified deadline.
  - ix. The applicant has demonstrated an inability to make proper payment of the requisite Course Fee Deposit, and where appropriate accommodation final payments prior to issue of a Provisional/CAS Statement.
  - x. The applicant has failed to demonstrate adequate maintenance funds on request by the College and prior to issue of a Provisional/CAS Statement.
  - xi. The applicant has failed to provide evidence of insurance for the first year of their studies in the UK.

## 8 Information and processing

- 8.1 All applicants, who submit a fully completed and signed Application Form, must be issued with an Offer of Admission, either conditional or unconditional, along with full, current and accurate information regarding the Acceptance of Offer and associated information, as created by the BDT; or a letter of refusal of entry.

- 8.2 Each applicant should make themselves familiar with the appropriate pathway or course information prior to making a Course Fee Deposit and completing the Acceptance of Offer Form. Course information should be provided to all Navitas Source Country offices and agents.
- 8.3 All applicants will be notified if there are any changes to a pathway or course to which they are holding an Offer of Admission. A new and revised Offer of Admission should be issued in all cases of change.
- 8.4 The College/Admissions and Recruitment Centre makes every reasonable endeavour to ensure that each 'standard' application that meets minimum entry requirements to a pathway or course is processed within a 24-hour period.-

## **9 Tuition Fees**

- 9.1 Tuition fees for full fee paying international students are determined by the College Management Team (CMT) and overseen and approved by the Executive General Manager of University Programme Division UK, under the auspices of the CEO University Programmes.
- 9.2 Tuition Fees are normally subject to change at the start of each new academic year.

## **10 Intake Targets**

- 10.1 Maximum and minimum quotas of numbers of students to be enrolled per course of study are determined between the CMT in consultation with the partner Deans of Faculty and Head of International. Such quotas will be arrived at after consideration of the human and physical resources and facilities required to effectively run the course, including any specialist laboratory space, lecture, seminar rooms and the number of available teaching staff.
- 10.2 Although the College endeavours to run all academic stages of study from one semester to the next, constraints concerning the delivery of some modules may result in them only running during certain academic sessions.
- 10.3 The College cannot guarantee that all academic modules will run in any given semester.

## **11 Failure to Run Courses**

- 11.1 All applicants should be aware that where a new or existing module, stage of study or pathway has failed to attract the required minimum quota of students to run, then the College reserves the right to delay the start of the module, stage of study, course or pathway until the next academic session and beyond, as necessary. Where this occurs, the College will make every possible alternative available to the applicants to inform the choice of their commitment.

## **12 Complaints**

- 12.1 Any complaint or grievance made by an applicant (or their representative) relating to the administration of the admission process or regulatory framework will be deliberated by the Academic Board/CMT to ensure a resolution that is fair and responsible. Where necessary the complaint may be referred to the Academic Registry UK for deliberation.

## **13 Appeal**

- 13.1 An 'appeal' is a process of review, in this instance of an admission decision made by any Admissions staff member and based upon a full application and associated documentation. Queries may be made on the following grounds:
  - i. suspected administrative error in Offer of Admission processing;
  - ii. the applicant has a strong holistic profile providing the skills set to cope with the rigours of degree level study'; or

- iii. the applicant is concerned that they may not be able to cope with the rigours of degree level study.
- 13.2 Whilst applicants may raise queries about the outcome of a verification process by Admissions, Admissions staff will not admit queries which consist solely of a challenge to the academic judgement.
- 13.3 Where queries relate to the substantive correctness of a recommendation or decision (such as a request to be provided with the reasons or as a request that is to be reassessed), the CLTB will respond only to those that fall within the permitted grounds for a request for the review of an admission decision.
- 13.3 At all stages of the procedures, the CLTB may decide to exercise its powers in accordance with the provisions of NPR 6 and refer the matter to the Academic Registry UK.
- 13.4 With limited exceptions, all written materials considered under deliberation for the purpose of this policy, will be provided to the student in question.
- 13.5 The applicant should raise the matter at the earliest possible time and within 30 days of the initial Offer of Admission being issued, with the Admissions staff who will undertake a reassessment of the decision and referral of that decision to the CLTB. Under this process:
- i. the applicant who is raising the query will be required to complete and submit for reassessment;
  - ii. the Admissions staff will collate all applicant data and submit for deliberation;
  - iii. the decision/s or deliberations of Admissions staff will be referred and reported to the CLTB;
  - iv. the CLTB may refer the matter to the Academic Registry; and
  - v. the decision of the CLTB or where referred to the Academic Registry is taken as final.
- 13.6 In very exceptional circumstances, for example, where it believes that a CLTB has misused or otherwise contravened its authority or there are procedural irregularities, the Academic Registry UK has the power to consider and, if appropriate, change a decision. In such exceptional circumstances, the delegation of authority made to the CLTB would be temporarily revoked.

## **14 Withdrawal or Termination of Enrolment Based on Misrepresentation**

- 14.1 The College/Admissions and Recruitment Centre reserves the right to withdraw from enrolment to any pathway, a student who has deliberately or unintentionally misrepresented either their qualification or migratory status or any physical, mental or learning disability. This is inclusive of non-declaration of any disability/disabilities, educational transcripts or certificates, for the sake of application to the College/Admissions and Recruitment Centre. Similarly, providing contrary information or any kind, without prior communication, on arrival at the College will also be deemed misrepresentation.

## **15 Changes in Offer and CAS**

- 15.1 If there is a change made to an Offer, either conditional or unconditional, a new offer is required to be produced and forwarded to the prospective student. This may be either in relation to a new semester intake, alteration in the content of the offer (e.g. course) or any other substantial change.
- 15.2 If the prospective student has accepted an unconditional offer, then a further acceptance will be required to be completed to ensure the contractual relationship remains in place.
- 15.3 If an alteration is required to be made to a CAS, there are two options:
- i A note can be added to the existing CAS using the Home Office Sponsor Management System; or
  - ii The existing CAS can be Withdrawn and a new CAS Assigned (the exception here is where the amendment relates to extending the enrolment period – see 15.4. This can only be done by adding a note to the CAS).

15.4 Where the above in (i) above relates to the extension to the enrolment period, the following is applicable and in addition these actions should be completed, which if under the University SLN, should involve documented agreement with the University:

- i Each extended enrolment should be considered only on a case by case basis;
- ii When considering the request for delayed enrolment a full review of the individual's circumstances is required, including the student's likely success should they miss classes;
- iii In some circumstances it might be applicable to create an individual study plan for the student and they be added to the Student in Jeopardy programme;
- iv Each case for amendment requires individual sign off from the CDP and the University (if under the University's SLN);
- v Then a report is required to the Home Office under the Sponsor Guidance, by way of a note added to the CAS detailing the extension and the confirmation that the prospective student will be able to engage and catch up with the course programme; and
- vi A note should be added to the student's file.

<ends>