



Admissions Policy

Related Documents Include:

- New Agent Application/Procedure Policy
- Guardianship Policy
- Questionnaire to Become an Abbey College Partner

Legal Status:

- UKVI
- Equal Opportunities

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- The next official date for review is: **February 2025**

Overview

Abbey College in Malvern encourages applications from as wide a range of candidates as possible and the student body is healthily diverse in terms of nationality and background.

The College is committed to equal treatment for all, regardless of a student's gender, age, nationality, ethnicity, religion, sexual orientation, physical capability or social background.

Prospective students and their parents are encouraged to visit the College, although the College realises that for international students, this is not always possible. Many of the overseas admissions are made via our established educational agents. The College encourages visits from agents and the Principal, the Marketing team and the Admissions team always endeavour to meet our agents to discuss our courses and admissions procedures when visiting. Additionally, the Registrar, Principal, Marketing Manager and Director of Academic Studies will also discuss possible applicants with agents and individual enquiries via telephone and/or e-mail and advise accordingly.

During the academic year the College mainly consists of international students from the age of 14 to adult, although on occasion some British students are accepted. The main intake is in September, with a further intake in January for some courses. English language tuition builds the foundations for success in academic programmes which include IGCSE, A Levels and University Foundation Programmes.

Whilst we will always welcome the support of international agents, the decision regarding recruitment will always rest with the College. All potential students will be interviewed by a representative of the College – either in person or via Skype.

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Courses and Entrance Requirements

IGCSE Programme

Students are accepted onto this course from the age of 14 and it is taught in line with the British national curriculum. Students should have completed year 9 or 10 (or equivalent) within the UK or in their own country. Students must submit school transcripts/reports from their previous school of study with the application.

The College offers a one-year IGCSE course for students who are able to go straight to the second year and the College also offers a two-year programme. For able students who start in January we can offer a five-term shortened course.

As students taking this course will be applying for a "Child Visa", no formal UKVI IELTS is requested but a Skype interview will be conducted and the College English test will be issued. If the student comes through an agent, the agent will have the student sit the test in their office, but it is marked at the College. If it is a direct student booking, the parent must supervise the test but acceptance is based fully on the Skype interview. By the end of the course, it is expected that all IGCSE students will have an equivalent IELTS English Level of 5.0 (CEFR Level B1).

As a student route sponsor we have a responsibility to ensure that all testing is carried out in a secure manner. For this reason, any test that is undertaken without our direct supervision is advisory. The actual decision regarding recruitment will be taken as a result of the College's own interview either in person or via Skype. At that interview, the prospective student must produce their passport for identification purposes.

A Level Programme (Years 12 & 13)

Students are usually accepted onto this course from the age of 16, although exceptions may be made. We may accept an older student on this course dependant on their background and circumstances.

Applicants will need to submit academic reports/transcripts from their current/most recent school showing high school grades as well as prove that their level of English is equivalent to a minimum IELTS score of 5.0 (CEFR Level B1).

For Child students taking the course, no formal UKVI IELTS is requested but a College English test will be issued followed by a Skype interview. If the student comes through an agent, the agent must ensure the student sits the test in their office, but it is marked here at the college. For direct student bookings, we ask that the parent supervise the test, and be aware that the onus of being accepted acceptance is based fully on the Skype interview.

An older student who requires a Student Visa must have a UKVI recognised SELT with a CEFR Level B1. Students receive full English language support during the course in order to achieve an IELTS score of 6.0-7.0. This is the level required for entry to British universities.

University Foundation Programme (Year 13)

Students are accepted onto this course from the age of 17 to start in September, although some exceptions may be considered e.g., completion of secondary school to a high level. Applicants should have completed secondary education in their home country and will need to submit academic reports/transcripts from their

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current/most recent school. They will also need to prove that their level of English is equivalent to a minimum IELTS score of 5.0 for September start and minimum IELTS 5.0, but ideally IELTS 5.5, for January start.

Child students cannot take a Foundation programme so all students on this programme requiring a visa will be issued a Student Visa. Students must therefore have a UKVI recognised SELT with a CEFR Level B1 to verify their English level. The College may not request a Skype interview as evidence of their English level.

Students receive full English language support in order to achieve an IELTS score of 6.0-7.0 by the end of the course, this is the level required for entry to British universities.

Pre-sessional Courses

Pre-sessional courses are courses to prepare a student for his/her main course of study which usually directly precedes the main course of study. It is designed to enable students to acquire the ancillary skills or knowledge necessary to adjust to study in the UK. Usually this is supplementary English language training and academic preparation lessons. On receipt of an application for a course with academic supporting documents, the Principal/Director of Academic Studies will assess whether a student requires pre-sessional before their main course of study and how much pre-sessional. Pre-sessional can range from a few weeks to 3 terms.

General English Courses

English courses are run throughout the year. There is no specific course entrance requirement for these courses but the College may opt to Skype interview or issue the College test to assess the student's current level in order to be able to class the student in the appropriate level class.

Admissions Procedure for Academic Courses (Including Pre-Sessional)

Prospective students wishing to apply independently are asked to complete the College application form. The application is sent to the student or, in many cases, the parent through e-mail. The form can also be downloaded from the College website. It is then returned to the Registrar along with supporting documents. All prospective students wishing to apply through an educational agent, we ask that the agent emails the student's completed application form directly to the Registrar. In addition to the application, we request the following to be submitted:

- £175 registration fee
- Copy of passport data page
- Copy of parent's passport data page and birth certificate
- Copy of any previous visa used to study in the UK (non-EU students). If a student has ever previously been refused entry to the UK, a copy of any refusal notice (non-EU students)
- Copies of the most recent academic background i.e., school transcripts/certificates. These should be certified and translated into English
- Evidence of the student's English Language ability (non-EU-students):
 - i. Students who need a Student visa must show evidence of their English language qualification to a level of CEFR Level B1 in all components. A copy of a Secure English Language Test (SELT) result must be provided (i.e., IELTS for UKVI).
 - ii. For students who are under 18 we may request a Skype interview with the student and the College's our own English test. All Skype interviews are conducted by the Director of English and often alongside the Director of Academic Studies.
Each interview is recorded and stored on a secured network password protected file.
The student is checked against passport photo and key questions asked (Appendix H)

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All applications are then assessed individually and holistically, assessing academic ability, English ability and suitability for the course that has been applied for. These assessments are made by the Principal and Director of Academic Studies which ensures fairness and consistency.

Offer Letter

On receipt of the necessary documents above the Registrar will enter the student details onto CLASS, which is the electronic student management system used by the College.

Where an application is successful, the Registrar will issue the student with an offer letter, which includes the terms and conditions. (See Appendix G for Sample offer letter). The offer of admission will either be conditional on the basis of qualifications or requirements yet to be completed or met, or unconditional meaning that all necessary requirements for admission have been met.

The College may decide that it is unable to offer admission to the original programme to which an applicant has applied, but is able to make an offer for an alternative programme. In this situation the College will contact the applicant to confirm if they wish to be made the offer for the alternative programme.

To accept an offer of a place, this offer letter will need to be signed by the person responsible for the student's fees and then returned to the College, together with a deposit of £3,000 towards the fees. If the registration fee was not paid when submitting the application this fee will also be requested in the offer. On occasion the College may request a larger deposit dependant on the nationality of the student as certain visa offices would expect to see a larger commitment of deposits paid. Other items requested to be returned with the offer are:

- For students under the age of 18 a Parental Consent Letter agreeing to the student's studies, boarding and independent travel to/from the UK.
- Parental Consent Form (Appendix A).
- Medical Form (Appendix B).
- Copies of bank statements showing that the balance of the fees is available less the deposit paid. In the case where students need a visa the statements must show that the balance should have been in the account for 28 days as per UKVI guidance*.
- Tuberculosis (TB) testing certificate - In many countries, students are required to be tested for TB before they can be issued with a visa. See <https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk> for more information.

Upon receipt of the signed offer and minimum deposit payment and other documents requested, the College will make the necessary arrangements to support visa applications by issuing a CAS. Students from the EU will be issued a Letter of Acceptance.

**Visa-dependent students only:*

Confirming Financial Status/Evidence of Funds

In line with the UK Visa and Immigration requirements, before the College is in a position to issue a Confirmation of Acceptance for Studies (CAS), evidence is required (e.g., in the form of bank statements) that sufficient funds have been available in the fee payer's account for a continuous period of at least 28 days prior to the student's visa application. The funds need to cover the balance cost of studies. Upon receipt of these statements, the Bursar/Registrar will check them thoroughly. The currency converter used is www.oanda.com/convert/classic. For some countries there are certain trusted banks and untrusted ones. The Bursar/Registrar will check that bank statements provided are not from untrusted banks, and meet the UKVI requirements.

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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 253 Wells Road, Malvern, Worcestershire, WR14 4GF

Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



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CAS

The Visa Points Based System is the primary immigration route for non-EEA students who wish to study full-time in the UK. These students must be sponsored by an education provider that holds a licence. The Abbey College holds a Visa Sponsor Licence.

Abbey College is able to sponsor students under two categories:

- a) Student route. This route is for migrants aged 16 or over who come to the UK for their post-16 education.
- b) Child student. This route is for students aged 4-17 who come to the UK for their education. Child students may only be educated at independent schools.

For students aged 16 and 17 the College can decide which route as either route can be used. Students who have been accepted on our Foundation Programme must be issued General Visa.

When the College is satisfied that an applicant meets the requirements of sponsorship the College will assign the student a CAS. The CAS is not a paper certificate or document, but a virtual document, like a database record.

The CAS is assigned through the Sponsor Management System (SMS) which is the UK Border Agency's online tool. This allows sponsors assign Confirmation of Acceptance for Studies (CAS) to students who wish to come to the UK to study. It is also the tool used to fulfil the College's reporting duties for sponsored students.

Only the College's SMS users can issue a CAS. The SMS users are persons in the College who have access to the SMS. The SMS allows users two levels of access – 'Level 1' and 'Level 2'. The level decides the type of access (permissions) the user has to the system and the functions they can perform. The Registrars in the College are Level 2 users and mainly issue CAS.

Assigning a CAS involves working through a short online form giving information about the student that the College wants to sponsor and the course of study they will follow.

Once the student has been assigned a CAS, the SMS system will produce a CAS number for the student.

The Registrar will then put this CAS number on a CAS Letter (see Appendix D for example) and this letter is sent to the student along with a covering letter. (See Appendix E - CAS Cover letter & Appendix F – Credibility Letter)

Once the student has received the CAS they can then apply for their visa.

The Registrar will then keep in contact with the agent/student and will monitor the visa progression.

Biometric Residence Permits (BRP)

Following new legislation introduced by the United Kingdom Visas & Immigration (UKVI), all migrants coming to the UK for more than six months will be issued with a Biometric Residence Permit (BRP). This BRP will hold the student's biometric details and will be the proof of valid leave whilst in the UK. The BRP will only be available for collection once the student arrives in the UK and is a student of the Abbey College. It will be available for collection from the College as long as the student used the alternative location collection code when completing the visa application. The Alternative Location Code for Abbey College Students is 3SC577. Students are advised about the alternative location code in the CAS Cover letter (Appendix E).

If the alternative code was not used, the student will have been advised by the UKVI where to collect the BRP from (Usually Gloucester Post Office) and arrangements will be made by the College on student arrival for collection, if the student is under the age of 18 years. For students over 18 they can collect it themselves.

BRPs that arrive by at the College will be issued during registration.

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Police Registration

Students of certain nationalities who come to the UK for more than six months must register with the Police and receive a Police Registration Certificate. The list of countries whose nationals must register with the Police on the following website: <https://www.gov.uk/register-with-the-police>. Abbey College arranges appointments for the students to go to the Worcester Police Station and register students as soon as they arrive.

Student and Child Student Visa Compliance

A significant proportion of students studying at the College have “leave to study” under the students’ route of the UK Visas & Immigration’s (UKVI’s) rules, either with a Child Student Visa or a Student Visa. Abbey College is committed to implementing a policy of complying fully with the UKVI’s requirements with regard to the sponsoring of visa-dependent students under the newly updated regime as defined in the Guide to Sponsoring Students under the student route of the Points-Based System.

As Sponsors we are expected to play a part in ensuring that the system is not abused and the College must therefore fulfil certain duties, in order to ensure that immigration control is maintained. The College must be able to show that it can fulfil, and are fulfilling, these sponsor duties in order to retain their Student Route licence.

The College has responsibilities in respect of all Visa students from the moment it assigns a CAS to the student until:

- it withdraws sponsorship from the student;
- the student leaves the UK; or
- the student is given permission to stay in the UK with a different sponsor or in another immigration category

Principal areas:

- Issuing a CAS
- Checking academic qualifications
- Checking English Language qualifications and levels
- Confirming financial status
- Reporting via the SMS system
- Monitoring attendance
- Record-keeping and documentation
- College staff
- Maintaining Educational Oversight

Issuing a CAS

When allocating CAS’, the College will comply with the UKVI, including, but not limited to:

- Only issuing CAS’ to those students who can provide academic evidence of their likely ability to complete the course offered.
- When a student has previously studied in the UK a course will only be offered to a sponsored student if it represents academic progression from the previous studies the student undertook.
- A CAS will not be assigned for more than one course (excluding pre sessional courses when the pre-sessional course directly precedes the academic course).
- A UKVI IELTS at the appropriate level will be required for all Sponsored Students.

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Checking Academic Qualifications

Students are asked to submit copies of their home country qualifications and certified translations as scanned copies by e-mail or by mail. Students are advised that original copies of the documents must be submitted with their visa applications. Students renewing visas in the UK must show that academic progression has been made. If there are any questions of the originality of any qualifications or references submitted, the College will contact the education provider directly to confirm the documents.

Reporting Via the SMS System

Any change in circumstance to the student's course is reported via the SMS system on the UKVI's website. These changes can be reported by the Level 1 or Level 2 users. These include:

- Student does not arrive for their course/fail to enrol (including visa refusals).
- Student is absent for 10 consecutive days without permission/student contact stops.
- Student leaves the course earlier than expected.
- Student is asked to leave the course.
- Student moves to a different course but of the same level.
- Student moves to a different sponsor.
- Significant change in circumstances.

Other changes to be reported on the SMS by the Level 1 user of the College includes any changes to the organisation as listed in the UKVI policy guidance documents.

Monitoring Attendance

- Students studying on visas are required to attend for a minimum of 20 hours per week of classroom based, daytime study. Students at the Abbey College have a full timetable.
- All students will be registered each weekday morning to track attendance. Children residential on campus are also registered each evening last thing at night. This is recorded via a paper system. In addition, attendance for each lesson is recorded, although this is mainly for internal purposes.
- Any single absence is followed up by a designated senior member of staff (see procedure in College staff handbook).
- Unresolved child absences are reported to the police within 3 hours, unresolved adult absences are reported to the police within 24 hours. The policy is laid out in the staff handbook.
- Any sponsored student continued absences will be reported to UKVI after ten days, unless the College is aware of exceptional circumstances.
- The College will keep records demonstrating where sponsored students are during holidays and when they leave the country.
- The College will keep electronic copies of entry and exit flight tickets when sponsored students leave/enters the country.

Maintaining Educational Oversight

- An education provider wishing to be a sponsor must demonstrate it meets acceptable educational quality standards. Ofsted is the body that inspects The Abbey College and makes this assessment.
- The Abbey College must maintain the standard in Educational Oversight throughout the duration of the Visa licence.

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Record Keeping and Documentation

All documents are kept for the duration the student is sponsored. All electronic and paper files also have to be available to the UKVI until they give permission for the documents to be got rid of.

The following are kept in the student's paper file or electronically:

- A copy of evidence used as part of the process of making an offer to the student (references, exam certificates, application form, SELT certificate, Skype interview sheet etc.). (Paper file)
- A copy of each student's current passport to show personal ID details, leave stamps, period of leave to remain, showing student's entitlement to study with a licensed sponsor in the UK. (Full paper copy in paper file and copy of data page stored on class)
- A copy of the Biometric Card. (Paper copy and electronic copy)
- A record of attendance/absence. (Electronically and manually)
- A history of contact details including residential address, telephone number and mobile telephone number. (Electronically and on registration forms in paper copy)
- A copy of all entry and exit flight tickets. (Electronically on class)
- Progress reports. (Electronically on class)
- Student Destination. (Electronically on class)

Students are registered on arrival at the College and the following will be included in the process:

- The photo page of their passport will be scanned and stored on CLASS.
- The visa page (if applicable) in their passport will be scanned and stored on CLASS.
- The front page and every other page with entries of sponsored student's passports will be photocopied and stored in their paper file.
- UK Residence Permit's (if appropriate) will be scanned and stored on CLASS.
- BRP's will be scanned on CLASS and put in the paper file.
- A record of the expiry date of any current UK visa will be entered onto CLASS.
- CLASS automatically keeps a record of which member of staff inputted this data and the date they did so.
- The original certificates use to assess the student's ability for the course are seen and a paper copy is put in the students' file.

These records will be checked at the start of each term when students return to the College and new documents or addendums to those documents will be scanned and stored on CLASS.

College Staff

The College will ensure it only employs staff who are legally entitled to work in the UK by seeing the passport of all potential employees and taking a copy of the front page, photo page and any UK visa page to keep in their file, the copy will be signed and dated by the member of staff taking the copy. For staff who are visa nationals, the College will also take a copy of the leave stamps and any supporting immigration status documents, including evidence of their entitlement to work in the UK and the period of this permission. These copies will also be signed and dated by the member of staff copying the documents and placed in their staff file.

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Appendix A

Parental Consent Form

Student's Name: _____

Please tick either YES or NO where appropriate.

MONEY

Pocket Money – <i>Pocket money should be sent in advance to the college for the college to distribute.</i>			
1.	<input type="checkbox"/> I have set a limit of _____ per week.	<input type="checkbox"/> There is no limit, my child can decide.	
Bank Account			YES ✓
2.	My child may have a bank account.		NO ✓

TRANSPORT

3.	My child may travel in the college minibus.		
4.	My child may be transported by college staff or by arranged taxis.		
5.	My child may be a passenger in a friend's car.		

ACADEMIC - Curriculum (Subject Choices)

6.	The school Progress Report should be sent to: Parents / Agent / Guardian (Circle)
7.	Sports/Activities – I DO NOT WISH MY CHILD TO TAKE PART IN THE FOLLOWING SPORTS: _____ _____ e.g. rugby, martial arts, horse riding, football etc.

BIRTHDAYS

		YES ✓	NO ✓
8.	Do you want the college to organise birthday celebrations for your child? If Yes – amount to be spent on celebration: £25 / £50 / £75 Other _____ Do you have any special requests for the celebration?: _____		

EXEAT (Overnight Leave)

		YES ✓	NO ✓
9.	I need to give my permission for any overnight EXEAT.		
	My child may decide once they reach the age of 18 years old.		



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HALF TERM

There are two half terms per academic year – in October and February. Each lasts 4 days and 3 nights. Students can stay full board on campus for £150 per half term, or leave the college completely and return for the second half of term. They do not normally need to vacate belongings from their rooms.

		YES ✓	NO ✓
10.	I would like my child to stay on campus for the October half term; please invoice me accordingly.		
11.	I would like my child to stay on campus for the February half term; please invoice me accordingly.		

LOCAL TRAVEL

		YES ✓	NO ✓
12.	I give my child permission to travel to local towns and villages (10km radius) unaccompanied by a member of staff at appropriate times.		
13.	I give my child permission to travel to local towns and cities (20km radius) unaccompanied by a member of staff at appropriate times.		
14.	I give my child permission to travel to towns and cities (100km radius) unaccompanied by a member of staff at appropriate times.		

15. CONTACT INFORMATION (Parent/Guardian)

Please give your current e-mail address. Regular communication from the school will normally be by e-mail.

NAME: _____

ADDRESS: _____

PHONELANDLINE (plus country code): _____

MOBILE (plus country code): _____

EMAIL: _____

Would you like us to send correspondence to your Agency? YES / NO

Other contact such as UK Guardian:

I am the parent/sponsor/guardian of the above named student. The following sample signature will be checked against any future correspondence giving consent for your child.

Name Printed:

Signature:

Date:

*Note: Any changes to the information on this form may only be made by the parent/guardian/agent who appears on this form. This form should be returned along with the separate Student Medical Form.

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Appendix B Student Medical Form

This form must be completed before any student commences a course at Abbey College

MEDICAL FORM - TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN

All information on this form is confidential and will remain with Abbey College unless required by UK law. The information is required to ensure all relevant people are aware of any medical conditions which might affect your child's well-being, safety or academic progress and how best to support them in the unlikely event of an emergency.

Please return this form completed to Abbey College via email to registrar@abbeycollege.co.uk.

Student Details

First Name		DOB	
Last Name			
Nationality		Gender	

Medicine

Does your son/daughter take regular medication? Yes No

If yes, please name all medication, including dosages, and instructions for use in English (please ensure your son/ daughter carries their medication in their hand luggage while travelling). Prescription/letter from specialist/doctor is **compulsory**; otherwise, the medicine will be confiscated.

Medical Allergy? Yes No

If yes, description _____

Emergency Medication _____

Food Allergy? Yes No

If yes, description _____

Emergency Medication _____

Dietary Requirements? Yes No

If yes, description _____

Travel Sickness? Yes No

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Previous GP Registration/ Family Doctor (If registered in the UK)

Doctor's name _____ Phone Number _____
Address _____

Previous Dentist/ Orthodontist (If registered in the UK)

Dentist/ Orthodontist's name _____ Phone Number _____
Address _____

Is your son/daughter currently receiving any dental care? (i.e. Braces) _____

Do you consent for your child to have regular dental check-ups? Yes No

Vaccination Dates

Polio		Mumps	
Tetanus		Hepatitis B	
Measles		BCG	
Rubella		Typhoid	
Cholera		Yellow Fever	
Diphtheria		Influenza	
Hepatitis A		Covid-19	

I agree to my child being given preventative treatment against any of the aforementioned diseases, as and when it is recommended.

Name _____ Relationship to Student _____

Signature _____ Date _____

MEDICAL HISTORY

Has he/she suffered from any of the following?

	Yes	No		Yes	No
Measles/Mumps			Eczema/skin problems		
Whooping Cough			Anorexia/Bulimia		
Covid-19			Conditions eye/ear		
Chicken Pox			Psychological problems		
Meningitis			Blood disorders		
Asthma			Emotional Problems		
Epilepsy			Operations		
Diabetes			ADHD/Dyslexia		
Heart Condition			Bed wetting		

If yes, please give details: _____

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Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



ABBHEY COLLEGE IN MALVERN

Details of any other major illnesses and operations: _____

Permission for Emergency Medical Care

We will make every reasonable effort to contact you should a medical emergency arise. In case we cannot contact you quickly enough, we must have your consent to your child receiving urgently needed treatment. I give consent for the student named above to receive treatment which is, in the opinion of the United Kingdom National Health Service professionals, urgently necessary, including the administration of a local, general or other anaesthetic, operations, optical and dental care.

Name _____ Relationship to Student _____

Signature _____ Date _____

Permission for Non-Prescription Medicines and First Aid

Please give your consent for your child to receive simple non-prescription medicines and First Aid whilst in the care of Abbey College staff. These may include Paracetamol, Ibuprofen, Cough Mixtures, Antihistamines and wound dressings.

I give consent for the student named above to receive non-prescription medicines and First Aid at the discretion of an Abbey College Trained First Aider. I certify that my son/daughter has not had an adverse reaction to any aforementioned medications.

Name _____ Relationship to Student _____

Signature _____ Date _____

Further Information

Is there anything else we should know about your child which might affect their care during their course?

Yes

No

If yes, please give details _____

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In the event of an emergency, who should the college contact? (Name, Address, Phone Number)

Does the emergency contact speak English? Yes No

I declare that all information given is correct and that I have read and understood all sections of Medical Form, and that it is my responsibility to notify the college of any changes/additional information that may have an effect on my child's health during the course.

Signature _____ Date _____

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Appendix C New Student Application Checklist

- Check name
- Check DOB
- Check address
- Check picture/ ID passport
- Country of Origin
 - Qualifications
 - Start date due to end of normal school years
- Age – related to the course and Academic age limit for DfE
- Transcripts
 - Check all present
 - Check no missing semesters/ years/
 - Check consistency of grades?
 - Check specific subjects for required course
- Previous academic establishment high school/ Pre Uni?
- Qualifications
 - Country
 - High school
 - Grade boundaries
 - Poor/Good/Outstanding pupil?
- English IELTS/Secure IELTS/Skype English?
- Previous course taught in English /native language?
- Why have they chosen Abbey College?
- What course do you wish to follow and why?
- What subjects do you want to do?
- What have you already covered, academic background?
- What skills are you missing?
- What can you do to catch up prior to the start of the course?

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ABBHEY COLLEGE IN MALVERN

Appendix D - CAS Letter

CONFIRMATION OF ACCEPTANCE OF STUDIES

This is to certify that the undermentioned student has submitted an application for admission on a **fully residential course** at this College at the above address and has been accepted.

CATEGORY: **Child or General Visa**

SPONSOR DETAILS: **The Abbey College**

SPONSOR LICENCE NUMBER: **5V6YHTUN4**

CONFIRMATION OF ACCEPTANCE FOR STUDIES (CAS): **XXXXXXXXXX**

NAME OF STUDENT:

DATE OF BIRTH: GENDER:

NATIONALITY OF APPLICANT:

PASSPORT NO:

ADDRESS OF APPLICANT:

NAME OF PARENT/GUARDIAN & CONTACT DETAILS:

NAME OF COURSE: **IGCSE or A Level or Foundation (FOR EXAMPLE)**

ACADEMIC LEVEL: **RQF Level 2/3**

STUDY HOURS PER WEEK: **Minimum 20 hours**

DATE COURSE COMMENCES: **03/01/2021**

LATEST ARRIVAL DATE: **03/02/2021**

EXPECTED END DATE: **24/06/2022**

FIRST YEAR FEES: **£29,200**

ACCOMMODATION: **All course fees are inclusive of tuition, food and accommodation (which is on campus at the above address).**

FEES PAID TO DATE: **We can confirm that we have received the £29,200.**

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LETTER OF ACCEPTANCE Cont...

The above course includes a minimum of 22 hours of lessons per week. All course fees are inclusive of tuition, food, accommodation (which is on campus in a residential boarding house), transfers to and from the airport on official travel days (where college employees meet the students) and many other incidental expenses. If a student cannot arrive on the specified travel day or arrives at an alternative port of entry, once the college is notified of the travel arrangements, we are able to arrange a private transfer to meet the student and transport them to the college. As many students do not purchase airline tickets until visa has been granted, it is not possible to be more specific at this time.

The College has a thorough induction programme at the beginning of every course, which prepares the students socially, culturally and academically for the forthcoming course. All students who require English language support are given the appropriate amount following an English language test given on arrival. Students may join the course up to 30 days after the published start date – extra tuition and support will be given in this event. Students who are unable to meet these criteria will automatically be accepted for the next published intake. Courses of English leading to an Academic Programme will be gradual by introduction of more and more Academic subjects as the student’s English improves (see main prospectus). Fees for such courses will be charged on the same basis as academic courses.

DOCUMENTS SUBMITTED AND USED TO ASSESS THE STUDENTS SUITABILITY FOR THE COURSE OF STUDY:

Evidence of Academic Proficiency:

R Copies of School Transcripts/Graduation Certificate –

The document(s) as listed above were used to assess the academic ability and suitability of the course. The original document(s) must be provided when applying for visa and the translated English version.

Evidence of English Proficiency:

R Student was interviewed by the Principal, Mr Booker, on xxxx. No evidence required – child visa.

ADDITIONAL DOCUMENTS RECEIVED:

- R** Completed Application form
- R** Copy of student’s passport page
- R** Copy of parents’ passport pages
- R** Signed conditional offer letter
- R** Proof of payment of fees
- R** Parental Consent Form
- R** Parental Consent letter

3rd Party/Agency used to recruit student

Name of agency, if applicable

Abbey College can confirm that the documents listed above were received.

Signed: **Date:**

Selena Fortey
Academic Registrar

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Appendix E - CAS Covering Letter

Dear Agent,

Please find attached the CAS for the above student who should apply under the Student Route of Child or Student category.

The CAS number is a unique reference number, not a paper document. The Abbey College issues the CAS once the student has accepted the offer, and all documents and payments as stipulated in the offer have been received.

It is extremely important that when making the visa application that you put the Abbey Colleges' alternative BRP Collection code which is 3SC577. This will allow the BRP to be delivered to the Abbey College. Failure to put this code will result in the BRP having to be collected in Gloucester which is quite far away and students will incur costs for collection.

When students apply for the visa they will need to supply the original documents/qualifications that they sent to the Abbey College with their application. We have listed these documents on the CAS letter. The student must present these **original** documents to the visa office when applying or the visa will be refused. All translated documents must be verified and also presented. I also recommend to parents and possibly students to ask for a copy of their creditability interview to be emailed to them so that they have a record of what was said at interview. This can be useful if the Visa is refused.

Please note that students must also bring these original documents to the UK with them and show them at enrolment/registration at the beginning of their course.

Students must arrive on the start date of their course as stipulated on the CAS Letter. If the student is going to be late **for any reason** we must be informed immediately of the reason and the new arrival date. If a student has a visa and does not arrive within 10 days of the course start date we must report this to the UKVI.

The CAS number on the attached letter expires within 6 months of today's date. If the student fails to submit the visa application and the CAS expires, or if they do not use the CAS, all deposit fees paid to date will **not** be refunded. If the student is not granted a visa because of insufficient funds then again the deposit is not refunded. You must ensure that any outstanding fees owed for the first year studies are shown in the correct bank account. All monies should have been in the account for at least 28 days. The fees should also **not** be in a business account.

Please let me know as soon as the student has submitted the visa application and as soon as the visa has been granted. Once the visa has been granted please send me a scanned copy of the visa page and also a copy of the BRP collection letter that the student will receive. The original BRP collection letter must be with the student when enrolling for the BRP collection.

If you have any questions please do not hesitate to contact me.

Selena Fortey
Academic Registrar

Abbey College in Malvern

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Appendix F - Credibility Letter

Credibility Interviews for General Students

As part of the visa application process, student visa applicants may be asked to undertake a credibility interview, either in person, or on the telephone.

If, as a result of this interview, UK Visas and Immigration is not satisfied that you are a genuine student, or that you cannot speak English to the required standard, your application can be refused.

This document covers some of the key questions that Abbey College's student applicants may be asked.

These questions may also be asked on entry at the UK border.

The list is not exhaustive – there are other related questions that applicants may be asked. Students should be able to give confident and satisfactory answers to all questions asked, answering truthfully and fairly. If you are uncertain about any of these questions, you should contact us immediately for clarification before the interview.

Applicants should also be familiar with information they have provided in their visa file.

1. What is the name of your sponsor? (school).
2. Where is the sponsor based? In which town?
3. In which region of the UK is the town located?
4. What is your current occupation?
5. Why do you want to study in the UK?
6. Why did you choose to study at Abbey College?
7. How did you find out about the college?
8. Do you know approximately how large the college is?
9. Did you consider any other colleges or courses for admission?
10. Do you know anyone who has already studied there?
11. Do you have relatives who have studied abroad?
12. Why do you want to go to the UK for a course, rather than take a course locally?
13. What are the benefits of studying in the UK compared to other countries?
14. What is the name of your course?
15. Why did you choose this course and how does it relate to your previous study?
16. What is the duration of your course?
17. When does your course start?
18. What qualification will you receive?

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19. Do you know what level your course is at?
20. Do you think your course is appropriate for someone your age?
21. What subject or subjects will you study during your course?
22. How is your course assessed? (This is a question where students frequently make errors)
23. What will this qualification allow you to go on to do after the course?
24. What facilities are you expecting at the college?
25. What are your plans after completion of the course?
26. Are you thinking of transferring to another institution when you complete your course?
27. What are your accommodation arrangements in the UK during your studies?
28. Do you know how much your living expenses will be?
29. Do you intend to return to your country after your studies have finished?
30. (If applicable) How can you explain any long-term gaps in your studies?
31. (If applicable) Why do you want to resume studying after a long absence? What has changed?
32. What type of visa are you applying for?
33. What qualifications did you use to secure your offer?
34. Do you intend to find work during your course?
35. Do you know whether you are entitled to work part-time in the UK?
36. Do you know how many hours you are allowed to work?
37. How reliant are you on being able to work?
38. Do you understand the responsibilities of students entering the UK under Student Route entry?
39. From where did you get the money to show you have your UK living expenses covered?
40. Who is paying for your course and supporting you financially?
41. How are you related to the person or people funding your studies?
42. What is the profession of your financial sponsor?
43. What is their approximate income?
44. Where have they got the money from to be able to financially sponsor you?
45. Why is the person (or people) funding you?
46. Would you be able to pay your tuition fees in full up front?
47. Have you checked the college's refund policy?
48. Who prepared your visa file?

Notes:

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Appendix G - Offer Letter

Ref: [Student.intStudentId] /SF
Date: [Special Fields.Todays Date (Short)]
Dear [Student.txtForename] [Student.txtSurname]

OFFER LETTER

I am pleased to offer you a place on the following programme.

Student: [Student.txtForename] [Student.txtSurname]
Date of Birth: [Student.dteDOB]
Passport No.: [Student.txtPassportNumber]
Nationality: [Student.NationalityName]
Course: TBC
Mode of Study: Full Time (20 hours per week)
Start Date: TBC
End Date: TBC

1st Year Course Fees: £175 Registration Fee, £750 Expense Account, £750 Damage Deposit (Refundable) and £29,200 Fees.

This offer is conditional on the following:

1. **Signed offer letter**
2. **Payment of £175 registration fee and a minimum deposit of £3000 towards the fees**
3. **If paying the minimum deposit, we require bank statements translated into English from the person responsible for paying the balance of the fees. The money in the account must show that the balance of the first year fees plus any maintenance allowance is in the account for 28 days before the visa application is made - as per UKVI guidance https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/477366/T4_Migrant_Guidance_No_v_V1_0.pdf**
4. **Completed Medical Parental Consent Form (attached)**
5. **Letter from parents agreeing to students living arrangement as a residential student at the Abbey College and independent travel to the UK (sample letter enclosed)**
6. **If your parents are paying your fees please send evidence showing that you are related to them. This can be in the form of your birth certificate showing the names of your parent(s)/legal guardian(s); or your certificate of adoption showing names of both parent(s) or legal guardian(s); or a Court document naming your legal guardian(s). The document must be the original legal document or a notarised copy.**

This offer will be valid for a period of 4 weeks from the date of this letter, during which time the deposit must be paid to secure your place. Should you wish to take up the offer by paying the deposit after 4 weeks then you will first need to check with us that we still have places available and that we wish to extend your offer.

Abbey College Bank details:

Bank Lloyds Plc
Branch Queen Sq., Wolverhampton
A/C Name Abbey College in Malvern Ltd
A/c No 81808260
Sort Code 30 99 83

International Number:

SWIFT BIC LOYDGB21114
IBAN GB85 LOYD 3099 8381 8082 60

When making a deposit please quote your reference number and student's name on the bank transfer form. Please also notify us immediately once payment has been made with a scanned copy of the payment evidence. On receipt of the conditional items above your CAS and receipt will be sent to you.

Yours sincerely,
Daniel Booker, Principal

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ABBHEY COLLEGE IN MALVERN

Ref: Malvern Offer Non EU.doc

Date: 26/02/2024

TERMS AND CONDITIONS:

1. A £175 non-refundable registration fee is charged on all courses.
2. A charge is made by UKVI for the issuing of a Confirmation of Acceptance for Studies (CAS), currently £21.
3. A deposit is required towards tuition fees prior to the issuing of a CAS. This amount is shown as a condition of acceptance on the first page of this Offer letter. The deposit must be paid to the college within the time specified, after which time the offer is no longer guaranteed.
4. If paying all fees in advance, the remaining fees after the deposit payment are due prior to enrolment. If fees are paid in two/three instalments, the balance of the first instalment is to be made prior enrolment, and the second/third payment is due as per the dates stated on the Fees List.
5. If a visa is rejected the college must be informed immediately and a copy of the refusal must be sent to the college. Failure to do this within 5 days of the refusal will result in the deposit being non-refundable.
6. The college reserves the right to insist that in cases where a visa has been rejected that the case is taken to appeal or to administrative review, or to insist upon a fresh visa application where the college feels it appropriate, prior to any refund being given. The college also reserves the right to pass the appeal or administrative review to an immigration solicitor when the college at its own discretion feels it necessary, which costs around £400. This amount will be deducted from the deposit or charged to the student via the expense account. If the student refuses to take the case to administrative review, appeal or to a new application when suggested by the college, any deposits and fees paid will not be refunded. The college must see the application for the appeal or administrative review and approve of it before it is submitted to the UKVI by the student or the immigration solicitor. The final approval of the review/appeal application must be done by Abbey College staff, rather than any local representative, and in cases where there may be disagreement on the wording of the review/appeal it will be the Abbey College-approved version which must be submitted. Failure to do so will result in any deposits and fees paid not being refunded. It is up to the student to ensure that the Abbey College has directly approved the review.
7. If deception is listed as a refusal or if the previous immigration history was not presented or disclosed to the college or the UKVI, or if the UKVI suspects that documents are fraudulent, and this is included in the reasons given for rejection of an application, full fees are retained by the college. The onus is on the student to prove they are genuine through appeal or administrative review.
8. Whether the administrative review is accepted or rejected, the result should be sent to the college within 5 days.
9. The student must ensure that the balance of the first year fees less the deposit paid are in an applicable bank account and for the correct period of time (at least 28 consecutive days), in a way that can be demonstrated by looking at the bank statements. If the visa is refused because of incorrect bank statements or insufficient fees then the deposit will not be returned. Please read UKVI guidance for details on requirements.
10. If the student has accepted an offer but cancels their course prior to the issue of the CAS then 10% of the first term's fees are payable. If Abbey College has already issued a CAS for visa purposes for any course, and the visa has been granted, then the withdrawal policy would apply as per the student guide on the Abbey College website (1 full terms notice is required in writing). The return of the Deposit for cancellations is at the discretion of Abbey College.
11. Payment can be made by credit or debit card.
12. Textbooks and exam entry fees are not included in tuition fees; these will be charged to the expense account.
13. Insurance is not included in fees; please refer to the Student Guide for full details.
14. Students must send a copy of arrival details, including electronic or scanned ticket, at least 72 hours prior to arrival in the UK.
15. Except in exceptional circumstances, students will not be allowed to transfer from one programme to another once they have accepted a place on the programme or programmes offered.
16. If a student decides to leave the college, then notice of at least one full term must be given, as per the Student Guide.
17. Students must ensure that they maintain an attendance rate of at least 80%. Students who fail to maintain this level will be reported immediately to the UK Visa and Immigration.
18. A £350 administration fee will be deducted before any refunds are made.

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UNDERTAKING FROM PERSON RESPONSIBLE FOR PAYMENT OF TUITION FEES

I undertake to pay all tuition fees as they become due and undertake to give the required notice of cancellation or payment of fees in lieu of notice. I also accept the terms and conditions as stated above and in the Student Guide.

Please sign if you agree:

Signature:

Date:

Print Name (if another person is paying fees on behalf of the student)

Relationship to student

NOTE: Please return ALL PAGES OF THIS LETTER by e-mail/post to the College with signature.

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Appendix H – Sample Interview Questions

1. Where are you speaking from today?
2. In which town/city is your home?
3. Have you lived there all your life?
4. Tell me about your home. Is it large/small? How many rooms has it got? How many people live there?
5. Have you got any brothers or sisters?
6. Is he/she... / Are they older/younger than you?
7. How old are you? When is your birthday? How did you celebrate your last birthday?
8. What do your parents do? What is their profession?
9. Do you want to be a... (parent's profession)? If yes, why?
10. Why do you want to study on... (name of course)?
11. What are your plans for when you finish this course?
12. Have you finished school in your country?
13. Which subjects do/did you study?
14. Do/Did you study any subjects in English?
15. How long have you been learning English?
16. What are your favourite subjects?
17. Can you describe your favourite teacher?
18. What do you like to do when you are not studying?
19. Do you play any sport / musical instruments?
20. How often do you do/play this/these?
21. Tell me about a typical school day in your country.
22. Tell me about a typical dish/meal in your country.
23. Have you ever visited England?
24. Which countries have you visited? / Which country would you like to visit and why?
25. Why do you want to study at Abbey College in Malvern?
26. What do you want to see / do / visit in England?

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