



## CAS Policy

This document sets out Northumbria University's policy regarding the issuance of CAS (Confirmation Acceptance of Study) to continuing students. This CAS policy has been created and is regularly updated in accordance with the UKVI's [Student Route Guidance](#) and [Appendix ST](#).

Students are required to ensure that they continue to hold valid immigration permission during the entire period of study in the UK. It is also one of the university's sponsor licence duties to ensure that all students, who are subject to immigration control, continue to hold valid immigration permission through the duration of their period of study in the UK.

**This policy applies to:**

- students who wish to return to their studies after an interruption or break in studies
- continuing students, where the university has confirmed that further time is required for the student to complete their course

It should be read in conjunction with the University's [Attendance and Engagement Policy](#):

Continuing students include those who:

1. began studying with valid permission under a different immigration category and now wish to switch to apply for Student Route permission.
2. have been approved to incorporate a work placement, or study abroad period into their original course, and so the course will be longer in duration than originally intended.
3. have been elected to undertake a post as a Sabbatical Officer within the Students' Union or are returning to complete their original course after having completed a period as an elected Sabbatical Officer.
4. have had their transfer to a new course academically approved, and the new course has a duration which will be longer than their original course.
5. have been informed by the university that they need further time in the UK to complete their course.

Assigning a CAS to any student (continuing or returning) is at the discretion of the university. All CAS requests will be assessed on their own merits and in line with the Immigration Rules in place at that time.

The university reserves the right not to issue a CAS to anyone who remains in the UK and has overstayed their previous immigration permission. Only in exceptional circumstances will a CAS request be considered from a student whose previous immigration permission has already expired, and who is able to submit a valid immigration application within 14 days of their previous immigration permission expiring. Such CAS requests will be considered on a case-by-case basis along with any evidence to support the exceptional circumstances.

**Timeframes for requesting a new CAS**

Continuing students should request a new CAS as soon as it has been confirmed by the university that their original course end date has changed, and they will require additional time studying in the UK.

CAS requests will not be processed if the new course end date has already passed. It is not possible for any sponsoring institution to issue a new CAS where all of the academic commitments have already been completed.

If a returning student is eligible to submit an immigration application from within the UK, the CAS request can be submitted up to 3 months before the intended return date to the course. Ideally the CAS request will be submitted to the university no later than 14 days before the intended return date to the course and the immigration application should be submitted

before the student will be allowed to re-enrol on the course. All attempts will be made to issue CAS up to and including the day of a deadline but this cannot be guaranteed.

Where a student is applying for entry clearance the CAS request can be submitted up to 6 months before the intended return date to the course. However, such CAS requests should be submitted no later than 8 weeks before the intended return date, in line with entry clearance processing times. Requests submitted later than 8 weeks before the return date will be deferred to the next intake.

Where a student is adding a placement to their studies the CAS can be requested either before or after the placement, provided that their current visa does not expire before the placement end date.

### **Processing CAS requests**

All CAS requests will be assessed against the Immigration Rules detailing the Student Route and the associated Student Sponsor Guidance which are in place at the time it is received. This usually means that students will be assessed in terms of:

- Academic progress (as defined by the Immigration Rules)
- Financial requirements, if applicable (will apply to all EC applications and some in-UK applications)
- Limits on study period, if applicable (applies to qualifications at RQF levels 6 or below, and to time spent as an elected Sabbatical Officer)
- ATAS requirements, if applicable
- Official financial sponsorship, if applicable
- Current immigration status (if student intends to apply for further immigration permission from within the UK)

### **Applications requiring entry clearance applications**

In some cases, students may be advised that they do not meet the requirements in order to submit an immigration application from within the UK, and so will need to return home to apply for entry clearance. In such cases, the university will not issue a new CAS until the student has provided satisfactory evidence to confirm that they have returned home, and can evidence that they meet all of the requirements for an entry clearance application.

This will normally apply where:

1. the university is unable to confirm a student's current immigration status in the UK and their ability to meet the Student Route requirements to submit an immigration application from within the UK.
2. where a student holds immigration permission for the UK which does not permit switching to the Student Route from within the UK.
3. where a student does not meet the academic progress requirement (as defined in the Immigration Rules) and one of the exceptions or exemptions to this requirement as listed in the Immigration Rules and associate Student Sponsor Guidance does not apply.

### **Refusal of a CAS request**

In some instances it will not be possible to issue a new CAS. These may include:

1. where it has been confirmed by the university that there are no further academic commitments which require the student to remain in the UK and complete their course
2. where a new ATAS clearance certificate has not been issued by the Foreign & Commonwealth Office
3. where a student's Official Financial Sponsor (as defined in the Immigration Rules) has failed to provide approval for the student to remain in the UK and complete their course
4. where a student has been permanently financially excluded and tuition fees are still outstanding
5. where a student has a financial debt outstanding with the university, payment of all financial debts must be made to the university before a CAS request will be considered
6. where a student has been permanently excluded from their course due to academic misconduct
7. where a student has submitted a fee waiver application
8. where a student has failed to provide the necessary documentation, as requested by the university
9. where a student has been found to submit documentation to the university which are deemed fraudulent
10. where there are credibility concerns
11. where a student has overstayed in the UK and is subject to an entry clearance ban (until such a ban has expired)
12. where a student is known to have breached the conditions of their previous immigration permission

### **Post CAS issuance**

Students who continue to remain in the UK will be required to submit evidence upon re-enrolment that they have submitted their immigration application in order to continue on their course. Students who do not provide this evidence within the required timeframes will be excluded from the course and the CAS will be withdrawn / sponsorship withdrawn unless completion from overseas can be facilitated.

Students must inform the university of any communication received from UKVI regarding their application, and specifically provide the university with evidence of their new immigration permission once it has been granted.

Once a new CAS has been issued, and the immigration application submitted, students will be subject to the university's academic engagement policy for the continued / new period of sponsorship. Monitoring of the academic engagement of all sponsored students will continue to be carried out by the university during this time until the new course end date.