

## STUDENT route / Tier 4 Terms and Conditions

### Enrolment/re-enrolment

#### New Students

- All new STUDENT route visa students sponsored by Ravensbourne University (Ravensbourne) must provide Ravensbourne with originals documents to confirm their qualifications, identity and status, **unless the requirement to do so is waived** (e.g. Ravensbourne is able to verify the particular document online via an official verification system), before they can be fully enrolled. **Failure to do so could prevent you from being able to fully enrol at Ravensbourne.** Photocopied or electronic ID and immigration documents are not normally accepted unless you have been given permission by Ravensbourne to do so. If you do not have your Biometric Residence Permit (BRP) at the time of enrolment, you will only be fully enrolled if you provide us with your Home Office decision letter and/or short term visa vignette/ or UKVCAS/SCC receipt for the submission of a valid application for STUDENT route immigration permission or other correspondence from the Home Office/UKVI.

**Please note that where you have been granted permission to submit copies/scans of your immigration and other documents as part of the enrolment process you will be expected to provide the originals at a later date, unless this requirement is waived, when circumstances permit. Ravensbourne will advise you of the deadline by which the relevant original document(s) is/are required.**

- During in-person enrolment (online during the COVID-19 period) you should normally provide originals (electronic or photocopies will be permitted in certain circumstances) of the following documents (depending on your specific circumstances):
  - current and valid passport(s);
  - 30 day/90 days (during COVID-19 period) short term visa vignette and Home Office decision letter/ UKVCAS/SCC receipt of a valid STUDENT route application (in country-applicants only);
  - biometric residence permit (BRP), if available;
  - academic certificates/transcripts, **unless verified by Ravensbourne online;**
  - English language test results, if applicable; and
  - copy of your offer letter from Ravensbourne.
- If you are unable to arrive in the UK by the in-person enrolment deadline you must inform the Admissions department/UKVI compliance team as soon as reasonably possible by emailing: [international@rave.ac.uk](mailto:international@rave.ac.uk). **Please note: that if you fail to enrol and/or arrive in the UK by the relevant deadline, and do not receive permission from Ravensbourne to do so, your VISA sponsorship could be withdrawn and a report will be made to the Home Office to cancel our sponsorship of your STUDENT route visa.**
- Aim to attend all course related and University induction events including the session for STUDENT visa holders.

## Returning (current) students

- STUDENT route/Tier 4 students returning to continue their studies at Ravensbourne must complete the online re-enrolment task by the specified deadline, unless granted permission to re-enrol later. If required, you should provide Ravensbourne with originals of your current passport, visa and/or BRP or evidence of submission of a valid application for STUDENT route immigration permission (if you have applied to extend your visa), unless given permission to provide electronic or photocopies, which will be checked by Ravensbourne to confirm your identity and valid UK immigration permission.

## Tuition Fees

- STUDENT route/Tier 4 students' tuition fees and other charges must be paid in full in advance of or by the relevant enrolment deadline (if applicable), unless given permission to pay at a later date, in order to be fully enrolled at Ravensbourne. New students must pay any tuition fees (first year amount for undergraduate students) that remain outstanding, less the £5,000 non-refundable CAS deposit, by the in-person enrolment deadline (if applicable). The £5,000 non-refundable CAS deposit already paid will be credited to your total tuition fees. Please refer to the [CAS deposit and fee refund policy](#) on our website for more information.

Currently returning students are not normally able to arrange payment of their tuition fees by instalment, however, request to pay tuition fees by instalments will be assessed on a case by case basis and will depend on the student's prevailing circumstances.

## STUDENT route/Tier 4 Responsibilities (all visa students)

As a STUDENT route/Tier 4 Student, the Home Office and Ravensbourne expect you to meet the terms and conditions of your immigration permission as well as any specific expectations set by Ravensbourne. It is your responsibility to comply with these requirements and failure to do so may result in Ravensbourne withdrawing its sponsorship of your STUDENT route/Tier 4 visa.

By completing the online enrolment all new and returning STUDENT route/Tier 4 students sponsored by Ravensbourne for visa purposes, are confirming that they will adhere to the following responsibilities:

### Personal Information

- Ensure that you provide Ravensbourne with your most up to date contact details and inform the Registry department and UKVI compliance as soon as possible of any changes to your:
  - address in the UK;
  - permanent residential (overseas) address;
  - personal and institutional email address; and
  - UK telephone/mobile number
- You agree to stay in London or within reasonable distance of the Ravensbourne campus during term time.

Ravensbourne University London, 6 Penrose Way, Greenwich Peninsula, London SE10 0EW,  
UK T: +44 (0)20 3040 3500, E: [info@rave.ac.uk](mailto:info@rave.ac.uk) W: [ravensbourne.ac.uk](http://ravensbourne.ac.uk) @RavensbourneUK

A specialist creative university. Designed for industry.



- You also agree to inform the Home Office/UKVI of any changes to your UK contact details, if applicable.
- If you are required to register with the police you must also inform the OVRO office of any changes to your UK address or other relevant personal details.

## UK immigration permission and passport

- Provide Ravensbourne with your current passport and UK immigration permission upon request and in the form specified. You should also update us if your passport and/or immigration documents are lost or stolen or you replace them.
- Always ensure that your UK immigration permission and passport remain current during your studies and renew them before they expire.
- Inform Ravensbourne of any changes to your documents or immigration status e.g. if you obtain a new passport or new Biometric Residence Permit (BRP) or move to a different immigration category.
- Leave the UK within 60 days of Ravensbourne making a report to UKVI or the date detailed on the curtailment letter you receive from UKVI if your STUDENT/Tier 4 sponsorship is withdrawn by Ravensbourne for any reason including: interruption of studies (deferral), withdrawal from your course or you need to re-take course units.

## Police registration

- Register with the UK Police, **or** make attempts to do so by visiting the relevant office, within 7 days of your arrival in the UK (or when restrictions permit during the COVID-19 period). The requirement to register with the UK Police applies to some nationalities ([check whether your country is listed](#)). Please note that due to COVID-19 Police Registration services may be temporary suspended please check the [OVRO](#) website once you arrive in the UK for further guidance regarding the resumption of Registration

## Attendance and Engagement

- Attend scheduled classes, meetings with tutors or supervisors, credited placements and all other required course and University contact points. Ravensbourne is required to monitor attendance and engagement of all the STUDENT route/Tier 4 students it sponsors and report persistent unauthorised absences and poor academic engagement to the Home Office. If you are unable to attend your classes or other required course events due to illness or other reasons you must inform your course team/tutor in advance, to avoid your absence being recorded as unauthorised. **Please read the attendance and academic engagement policy on the student intranet for more information.**
- Enrol/re-enrol within the specified period (this forms part of your responsibility to attend and engage with your course.

Please refer to the UK Council for International Student Affairs (UKCISA) guidance on [Protecting your STUDENT status](#) for some useful tips.

## Work Conditions

- Only work the number of hours permitted on your STUDENT/Tier 4 immigration permission. Further Education (FE) students are currently permitted to work 10 hours per week during term time. Postgraduate and Undergraduate students are currently permitted to work 20 hours per week during term-time. All students are permitted to work full-time (approx. 40 hours) during official Ravensbourne vacation periods. Please check Ravensbourne's website and the student internet for official term dates.
- Postgraduate students **must** adhere to the 20 hours per week rule during their summer term.
- Ensure that you comply with the working conditions of your STUDENT route/Tier 4 (General) leave as set by the Home Office/UKVI.

Please refer to the UK Council for International Student Affairs (UKCISA) information on [Protecting your STUDENT status](#) for more guidance.

## Communication

- Ensure that you check your Ravensbourne email regularly so that you can respond appropriately and in a timely manner to any communication related to your STUDENT route/Tier 4 Student status. Ravensbourne will normally use this email to contact you during your studies.

**The above terms and conditions which apply to sponsored STUDENT route/Tier 4 students studying at Ravensbourne University London are subject to be amended in line with changes to the UK Immigration policies, rules and regulations that apply to sponsored STUDENT route/Tier 4 students.**