



Tier 4 Student Enrolment Terms and Conditions

All new Tier 4 students must provide Ravensbourne with original documents during the in person enrolment session to confirm their qualifications, identity and status. **Failure to do so will prevent you from being able to enrol on the day.** Photocopies, faxed or other non-original documents will not be accepted. If you do not have your Biometric Residence Permit (BRP), you will only be enrolled if you provide us with your Home Office decision letter and/or short term visa vignette/ or Post Office receipt of your valid Tier 4 application.

During in-person enrolment you must bring originals of the following documents:

- Current and valid passport(s);
- 30 day short term visa vignette and Home Office decision letter/Post office receipt of Tier 4 application (for in country-applicants only);
- Original educational certificates/transcripts;
- Original English language test results, if applicable;
- Police Registration certificate, if applicable; and
- Ravensbourne Offer Letter.

If you are unable to arrive in the UK by the in-person enrolment deadline you must inform the International Development Department as soon as reasonably possible by emailing: international@rave.ac.uk. Please note that if you fail to enrol onto your course by the published enrolment deadline, and do not receive permission from Ravensbourne to arrive later, your offer to study will be withdrawn and a report will be made to the Home Office to cancel our sponsorship of your Tier 4 visa.

New students must also attend the Tier 4 student orientation/induction programme as part of their enrolment requirements.

Continuing Tier 4 students must attend the in-person enrolment session and provide Ravensbourne with originals of the current and valid passport(s) visa or BRP (or Post Office receipt confirming submission of your visa application if you applied to extend your Tier 4 visa) which will be checked by Ravensbourne to confirm their identity and valid UK immigration permission.

Tuition Fees

Tier 4 student tuition fees and other charges must be paid in full in advance of or by the in-person-enrolment deadline 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 they would have already paid in order to be issued with a CAS, by the in-person enrolment deadline. The £5,000 non-refundable CAS deposit already paid will be credited to your total tuition fees. Please refer to Ravensbourne's **Tuition fee refund procedures for Tier 4 students**

policy on our website for more information on Ravensbourne's refund policy for Tier 4 students.

Please note that currently continuing 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.

Tier 4 Student Responsibilities

By completing the online enrolment form **all new and continuing** Tier 4 students are also agreeing to also agree to the following Tier 4 Student Responsibilities:

As a Tier 4 Student, the Home Office and Ravensbourne expect you to meet the terms and conditions of your Tier 4 (General) immigration permission as defined by the Home Office/UK Visas and Immigration (UKVI). It is your responsibility to comply with all your Tier 4 Student responsibilities and failure to do so may result in Ravensbourne withdrawing its sponsorship of your Tier 4 student visa.

Personal Information

Ensure that you provide Ravensbourne with your most up to date contact details and inform Registry and the International Development Department immediately of any changes to your:

Address in the UK;

Permanent Residential Address;

Personal and institutional email address; and

UK Telephone/Mobile number.

You agree to stay in London or within reasonable distance of the Ravensbourne during term time.

You also agree to inform the Home Office of any changes to your UK contact details, if applicable.

Immigration Permission

Provide the International Development Department with a scanned copy of your passport and immigration permission (Tier 4 short term visa and decision letter) by logging on to your HEapply (Admission Portal) account before you arrive at Ravensbourne.

Inform Ravensbourne of any changes to these documents e.g. if you obtain a new passport, get a new Biometric Residence Permit (BRP) or if you change your immigration status.

Register with the UK Police within **7 days** of your arrival in the UK, or visa approval letter if you applied from within the UK, if it is stated on your 30 day short term visa vignette or Home Office/UKVI decision letter.

Leave the UK within 60 days or the date detailed on the curtailment letter you receive from UKVI if your Tier 4 sponsorship is withdrawn by Ravensbourne in the event that you take an authorised leave of absence, defer, withdraw from your course or retake exams and you will not be attending during the year.

Communication

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

Attendance and Engagement

Attend all scheduled classes, contact points, work placements, meetings with tutors or supervisors and all other required contact points. Ravensbourne is required to monitor attendance of all Tier 4 (General) students and report any unauthorised absence to the Home Office. If you are unable to attend your classes or other Ravensbourne contact points due to illness or other reasons you must inform your tutor and the International Development Department in advance, as you must not have any unauthorised absences.

Please read the Tier 4 Attendance Policy and Monitoring Procedure, which is located in the Tier 4 information section of the student intranet, carefully.

You also agree to attend enrolment within the stated period.

Please refer to the UK Council for International Student Affairs (UKCISA) information on '[Protecting your Tier 4 immigration status](#)' for more guidance.

Work Conditions

Only work the number of hours as permitted by your Tier 4 (General) immigration permission. Further Education 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 student internet for official term dates.

Please note that 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 Tier 4 (General) leave as set by the Home Office/UKVI.