

Enrolment Policy

PART 1

British/Domestic Students

1.1 All Domestic students must provide proof of their identity and nationality to enrol at college. This must be an original document which is brought in to college and verified and copied by a member of staff. The copy must be signed and dated on each page. The hard copy is to be kept in the student's file, an electronic copy attached to SIMS and passport or identity details should be entered.

1.2 All students should be asked to provide their current passport as proof of their identity and nationality. In lieu of this the following can be accepted for domestic students:

- An expired British passport
- A naturalisation certificate

1.3 If a student has none of these documents, then the following can be accepted to prove identity:

- Birth Certificate
- UK Driving Licence or Provisional Licence

And to prove nationality:

- A parent's British passport
- A parent's Birth Certificate

1.4 If a copy is provided, the student should be contacted during enrolment/induction week and given a deadline of 2 weeks from the start of their classes in which to provide the original document to be verified and copied by a member of staff. Non-compliance with this requirement after the deadline has passed will result in the student's suspension from classes until the document is produced.

1.5 If no document or copy is provided, the student should be contacted during enrolment/induction week and a copy must be provided in lieu of the original before the student can start classes. Thereafter the above-mentioned two week deadline is imposed in which to provide the original document.

1.6 Students of compulsory school age can be exempted from full suspension from classes and afforded a week longer than other students in their category (Domestic, EEA or non-EEA) to provide the required document and thereafter can attend supervised study at the college but not timetabled classes while suspended.

1.7 If a student has an outstanding passport application pending proof of this application must be provided. The accepted documents are:

Screenshot or confirmation email showing that application has been submitted

- Correspondence from UKPA
- Copy of application form (if available)
- Proof of postage of application

1.8 The student must be reminded to bring in their passport every two weeks by email until the document is produced to be verified and copied by a member of staff.

1.9 There is no need for further checks or a new passport to be seen by the college if the above-mentioned requirements are met. Once satisfied the above-mentioned document will serve as proof of the student's identity and nationality for the duration of their studies at the college.

1.10 The following nationalities are not included under this section and should be considered non-EEA students.

- British overseas territories citizen
- British overseas citizen
- British national (overseas)
- British protected persons
- British subject

EEA Students

2.1 All EEA students must provide proof of their identity and nationality to enrol at college. This must be an original document which is brought in to college and verified and copied by a member of staff. The copy must be signed and dated on each page. The hard copy is to be kept in the student's file, an electronic copy attached to SIMS and passport or identity details should be entered.

2.2 Nationals of the following countries are included under this section:

Austria	Greece	Norway
Belgium	Hungary	Poland
Bulgaria	Iceland	Portugal
Croatia	Ireland	Romania
Cyprus (Republic of)	Italy	Slovakia
Czech Republic	Latvia	Slovenia
Denmark	Liechtenstein	Spain
Estonia	Lithuania	Sweden
Finland	Luxembourg	Switzerland
France	Malta	
Germany	Netherlands	

*Switzerland is not an EEA member but is part of the single market - this means Swiss nationals have the same rights to live and work in the UK as other EEA nationals.

2.3 All students should be asked to provide their current passport as proof of their identity and nationality. In lieu of this the following can be accepted for EEA students:

- An official national identity card

2.4 All EEA students are expected to have one of these documents which they will have used to travel to the UK. If an EEA student has been resident in the UK for a long time, then an expired passport or official national identity card can be accepted.

2.5 If a copy is provided, the student should be contacted during enrolment/induction week and given a deadline of 1 week from the start of their classes in which to provide the original document to be verified and copied by a member of staff. Non-compliance with this requirement after the deadline has passed will result in the student's suspension from classes until the document is produced.

2.6 If no document or copy is provided, the student should be contacted during enrolment/induction week and a copy must be provided in lieu of the original before the student can start classes. Thereafter the above-mentioned one week deadline is imposed in which to provide the original document.

2.7 Students of compulsory school age can be exempted from full suspension from classes and afforded a week longer than other students in their category (Domestic, EEA or non-EEA) to provide the required document and thereafter can attend supervised study at the college but not timetabled classes while suspended.

2.8 There is no need for further checks or a new passport to be seen by the college if the above-mentioned requirements are met. Once satisfied the above-mentioned document will serve as proof of the student's identity and nationality for the duration of their studies at the college.

PART 3

Non-EEA Students

3.1 All non-EEA students must provide proof of their identity, nationality and right to remain and study in the UK to enrol at college. This must be an original document which is brought in to college and verified and copied by a member of staff. The copy must be signed and

dated on each page. The hard copy is to be kept in the student's file, an electronic copy attached to SIMS and passport or identity details should be entered.

3.2 Nationals of all countries apart from the UK and all countries listed in the EEA section above fall under this section.

3.3 All students should be asked to provide their current passport and visa as proof of their identity and nationality.

3.4 All non-EEA students are expected to have a current passport which they will have used to travel to the UK. If a non-EEA student has been resident in the UK for a long time, then an expired passport can be accepted to prove nationality and identity but not the right to remain and study in the UK.

3.5 If a copy of the passport is provided, but the original visa has been seen the student should be contacted during enrolment/induction week and given a deadline of 1 week from the start of their classes in which to provide the original document to be verified and copied by a member of staff.

3.6 If a copy of the visa is provided, the student should be contacted during enrolment/induction week and given a deadline of the first day of classes in which to provide the original document to be verified and copied by a member of staff. Non-EEA students cannot attend classes without having shown the original document proving their right to remain and study in the UK. This is a strict requirement and subject only to the exception stated in section 3.8.

3.7 Non-compliance with the above-mentioned requirements after the respective deadlines have passed will result in the student's suspension from classes until the document is produced.

3.8 Students of compulsory school age can be exempted from full suspension from classes and afforded a week longer than other students in their category (Domestic, EEA or non-EEA) to provide the required document and thereafter can attend supervised study at the college but not timetabled classes while suspended. The one week extension only applies in the case of non-EEA students if a copy of the proof of right to remain and study has been provided.

3.9 Proof of identity and nationality:

There is no need for further checks or a new passport to be seen by the college if the above-mentioned requirements are met. Once satisfied the above-mentioned document will serve as proof of the student's identity and nationality for the duration of their studies at the college.

3.10 Proof of right to remain and study in the UK:

3.10.1 New Process from September 2015

Students who have a 30 day visa vignette can be enrolled on providing this original document to be copied by the college. They are given 10 days by the Home Office in which to collect their BRP from the Post Office and should be encouraged to bring in their BRP to be copied as soon as they have it, but they can remain enrolled until the expiry date on their vignette. They must provide their original BRP showing their full period of leave before their vignette visa expires to be able to continue classes. Failure to do so will result in suspension

under the same rules as listed above in sections 3.6-3.7. If their BRP has been lost by the Post Office then they must provide proof that this is the case in the form of confirmation from the Post Office in order to continue classes and this situation should be reviewed on a weekly basis until the BRP is provided.

There is no requirement for students to bring in the letter they received confirming their full grant of leave in order for them to enrol, the vignette is sufficient for them to start classes and attend until the expiry date on their vignette.

3.10.2 Renewals

If a student's renewal application is still pending when they wish to enrol, they must provide a document showing their current or expired leave to remain and any of the following documents to prove their right to rely on section 3C leave in the interim:

- Correspondence from the Home Office confirming receipt of the application
- Proof of postage (showing an in time renewal application)
- Cover sheet of renewal application
- Correspondence from their solicitor confirming that the application was made in time and is pending

The student or their parents/solicitor must be contacted every week by email to confirm the status of the application until the document is produced to be verified and copied by a member of staff.

3.11 Non-visa nationals

Nationals of some countries can travel to the UK for up to six months without needing to apply for a visa before travelling. These are called 'non-visa nationals'

Non-visa nationals are those that do not appear in the list of visa nationals in Appendix 2 of Appendix V of the Immigration Rules.

If you are a non-visa national, you can ask for permission to be admitted to the UK when you arrive at immigration control.

You will get a stamp in your passport that will allow you to stay in the UK as a short term student for up to six months.

Although these stamps will change, at the moment they are still the same as the previous student visitor visa stamps, so a student with either an old or new stamp can be accepted.

3.12 Electronic Visa Waiver (EVW)

Nationals of Oman, Qatar and United Arab Emirates can apply for a EVW and will then be treated the same as non-visa nationals and have the same stamp in their passport.

The stamp in the passport of a non-visa national or student with an EVW must state that their visa is a short term student visa, or a student visitor visa. If it does not they cannot enrol (subject to the exception below).

3.13 Standard Visitor Visa

A student who has entered the UK as a general visitor visa and not for the purpose of studying, on a Standard Visitor Visa, can complete 30 days of 'incidental study'. This cannot form part of a longer course.

A student can be accepted with this form of leave for the following:

- A course of less than 30 days
- A trial period of less than 30 days (pre-enrolment)

3.14 Short-Term Student Visa & Short-Term Student Visa (Child)

If a student is a visa national (full list to be found in Appendix 2 of Appendix V, Immigration Rules) they must apply for a Short-Term Student Visa or Short-Term Student Visa (Child). Their visa will be a vignette, and students with a visitor visa or child visitor visa vignette cannot be enrolled (unless under the circumstances listed above).

PART 4

Copying Visas and passports

Both sides of a BRP must be copied

All previous UK visas should be copied, including visitor visas and UK entry stamps

Biodata page must be copied for every student's passport

Signature page of passport should be copied if separate from biodata page

Police Registration Certificates should be copied for all students who have this requirement on their leave but enrolment is not reliant on having copied this document.

Copies must be:

1. In Colour
2. Expanded 125%

