

TIER 4 RESPONSIBILITIES

Under Tier 4 of the Points-Based System, students and universities must comply with certain responsibilities. These responsibilities apply wherever you study, and are not specific to the Rambert School of Ballet & Contemporary Dance.

Please take care to read this information carefully so you're aware of what you and the University are required to do.

YOUR RESPONSIBILITIES

Remember that your immigration permission (visa) is your responsibility. If there is any change to your studies (including date changes, suspension or temporary leave and changes of programme) you must get advice about any effect this will have on your visa.

As a Tier 4 student, the Home Office expects you to meet the following conditions:

- Remain registered as a full-time student and attend all of your classes. If you are not able to attend then you should complete an absence form on Teams as you must not have any unauthorised absences.
- Register with the police if it states on your visa that you are required to do so. You must also make sure that your police certificate is kept up-to-date with any changes which are listed on <https://www.rambertschool.org.uk/wp-content/uploads/2020/09/Police-Registration-.pdf>
- If you will be studying using a Tier 4 visa, you must complete the full course for which you have been issued your Tier 4 visa. Failure to complete your course may have impact upon future visa applications.
- You must leave the UK if you stop studying (for example if you interrupt your studies). You should always seek advice from Head of Admissions Registry & Student Support if your registration status is about to change. Some changes reported to UK Visas and Immigration (UKVI) will result in visas being curtailed (shortened). UKVI may attempt to inform you of a curtailment but they may not have your most recent address or other contact details. To avoid refusal of entry at the border it is essential that you check, in good time, whether you need to make a fresh entry clearance application before returning to the UK.
- Do not breach the conditions of your visa. This includes ensuring that you do not work more hours than you should. Before you apply for a job, check whether you've got permission to work or volunteer in the UK and any restrictions on working or volunteering that apply to you. Please remember that if you're applying for a visa to come to the UK to study, you can't use potential earnings from work to satisfy the funds requirements of the immigration rules.

- Inform the school if you renew or update your passport by bringing the new/updated document to the admin office in school so that we can take a copy.
- Ensure we hold up-to-date contact details for you by updating your details on a change of personal details form , which can be found on Teams
- Inform the school if your application to the UKVI is refused.

You can do simple things to protect your immigration status in the UK. Please read the [UKCISA webpage](#) about protecting your Tier 4 status for more details.

Please note if you overstay your visa without having made a new immigration application before your visa expired, you no longer have permission to study in the UK. If you become an overstayer you can no longer engage in study at the School and you can no longer access any School facilities. If you find yourself in this position, please contact Head of Admissions Registry & Student Support.

For more information about your rights and your responsibilities while you're in the UK visit the [Home Office website](#).

OUR RESPONSIBILITIES

As a Tier 4 Sponsor, the Home Office requires us to:

- Ensure that we have up-to-date contact details for all Tier 4 students.
- Ensure we have a copy of all students' current Tier 4 visa.
- Inform UKVI of any students who fail to register for their programme of study.
- Inform UKVI of any students who interrupt or withdraw from their programme of study and confirm the date that they intend to leave the UK.
- Monitor the attendance of Tier 4 students and report to UKVI any students who fail to meet UKVI requirements.
- Inform UKVI about any significant changes to a student's circumstances or programme of studies (eg. if a student completes the programme early).