GREENE'S COLLEGE OXFORD

# International Student Policy

**This policy was adopted in August 2026.**

**This policy is due to be reviewed in August 2027.**

**The person responsible for the implementation of this policy is the College Principal.**

**It is the responsibility of the College's Governing Body to ensure that this policy is reviewed and updated annually.**



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**Right to Study**
Irrespective of your nationality or place of residence, we require a copy of any prospective student's passport and visa (if applicable) to confirm their right to study in the UK. (If they do not have a passport we will require a copy of their Birth Certificate.) We will hold the copy (and any renewals you send us from time to time) for the duration of the child's time at Greene's. Please check the following link to see whether a visa to study in the UK is required: www.gov.uk/check-uk-visa

**International Students**
Greene's welcomes students from all over the world and is proud of its international outlook and diverse community.

In order to cope with the academic and social demands of Greene's, students must be sufficiently competent English speakers. Normally students should have been educated in the English medium for at least 2 years before coming to the College or achieve an IELTS score of 5.5. English is assessed as part of our Admissions process.

Any student who does not hold a UK Passport or settled or pre-settled status in the UK must apply for a visa in order to study at Greene's. The Admissions Team will assess the visa needs of each student entering Greene's. Greene's is a registered Student Sponsor (via the Home Office's UK Visa and Immigration (UKVI) unit). The College retains full discretion over any decision on whether to sponsor the student.

Greene's supports Student Visas which are typically aimed at students over the age of 16/17. In these circumstances Greene's will issue a Student CAS (Confirmation of Acceptance to Study) to a student who meets Greene's admission requirements.

**Holmes & Partners**
As a registered Student Sponsor, Greene's holds a Student Sponsor license that allows us to sponsor international students to come and study in the UK. With this comes a wide range of sponsor duties and regulatory obligations that incur significant costs to the College extending well beyond the student visa application process. International students are hugely important to the community at Greene's College and as such we take steps to ensure our Student Sponsor licence is protected and we can focus more on our true priorities as educators.



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UK Visas and Immigration inspect sponsors on a regular basis and Greene's must be able to demonstrate full compliance in order to continue to sponsor international students. Visa refusals of applications are monitored and recorded by UKVI so there is a vested interest in ensuring all compliance duties and student applications are supported by expert knowledge and guidance. The UKVI compliance regime is also becoming increasingly punitive, and a loss of the Student Sponsor licence would be highly detrimental to both the College and a student's study in the UK.

For these reasons we have instructed Holmes & Partners to process all Student Visa applications for students attending Greene's and to act as the custodians of the College's Student Sponsor licence. This provides reassurance that the visa application process will not cause students unnecessary difficulty and that the College is well placed to meet its legal obligations as a sponsor. We require students and their parents applying for a student visa to work with the account management team at Holmes & Partners who will discuss their application and visa requirements and provide all relevant information and support.

**Early termination of Sponsorship**

If a student leaves Greene's before the natural end of an approved course of study or Greene's ceases its sponsorship of a student such that the student must leave the UK or obtain a new sponsor, we are required to collect the following data from the parent/s or from the student themselves if they are over the age of 18:

<u>Either:</u>

Proof of departure from the UK, clearly identifying the child as the passenger. For example:

- Flight Ticket - Scan/Photo/E-Ticket
- Boarding pass - Scan/Photo/E-Pass
- Entry stamp on passport confirming re-entry to the child's home country

<u>Or:</u>

For students moving to a new immigration sponsor, contact details of their new sponsor for our records. The College will then contact the new sponsor and ask for their written confirmation of sponsorship.

**Application Procedure**

To demonstrate the College's role as sponsor, Greene's will issue a CAS (Confirmation of Acceptance for Study).

The following key information is of note:

1) To allow a CAS to be issued, the process will begin with the College preparing a CAS instruction. This will be sent to Holmes & Partners.



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This will be issued only once an offer of a place has been made to a student and this offer has been accepted.

2) Holmes & Partners will issue to parents or students over the age of 18 a pre-CAS questionnaire and a letter of parental consent, both of which will need to be completed and returned.
3) Parents or students over the age of 18 will be required to provide evidence of funds sufficient to pay one year's fees at Greene's or the balance due if a deposit of a term's fees or more has been paid to Greene's.
4) Some visa routes require additional evidence of funds to support maintenance, or living costs, and this requirement will be made clear to you by Holmes & Partners if applicable.
5) Where a document is not in English, the document must be accompanied by a full translation that can be independently verified by the Home Office. The translation must contain confirmation from the translator/translation company that it is an accurate translation of the document, the date of the translation, the translator/an authorised official of the translation company's full name and signature, and the translator/translation company's contact details.
6) An international student moving from GCSE to A level will be required to renew their visa as they will have completed one course (GCSE) with a view to commencing another (A Level).
7) A visa supplement charge is made in respect of all applications and renewals. This charge is added to the students' tuition fees. The charge is £1,975.
8) Holmes & Partners will conduct a compliance check on all mandatory documents necessary for the visa application before producing a draft CAS which will be sent to the student and/or parent/s and/or agent to check the details, and confirm they are correct, prior to assignment. The application for the CAS is made on-line by Holmes & Partners and, when approved, Holmes & Partners will add the CAS number to the on-line application. Holmes & Partners will then contact the student and/or parent/s and/or agent to assist them in making the relevant statutory payments on-line and booking the appointment for the visa.
9) Students are advised to not book flights before confirmation of the visa decision has been received.

Successful applications will result in the student being issued with a Biometric Residence Permit (BRP) which is linked to the student's passport. It is, therefore, imperative that Greene's is alerted to any passport renewals or changes. Information on how and where the BRP is issued can be found below under 'BRP Collection Point'.

If a visa application is refused, a copy of the refusal letter must be sent to the College prior to the issue of a new CAS. In line with our duties as a Student sponsor, we reserve the right to withdraw or refuse to issue a CAS.

**Ongoing obligations**



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1) The College must keep independent visa files on each international student which may be inspected by the UKVI at any time; specifically, the Admissions Team will make copies of the passport and visa for the student's file and add the details to Greene's Online (the College's database) in order to monitor passport and visa expiry dates. The Admissions Team also makes copies of the main visa holder's documents for dependent visas or Parent of Student visas.
2) As a Student Sponsor, the College has a duty to the Home Office to record all travel arrangements for each sponsored student and as such, parents/guardians have an ongoing obligation to ensure that the College has full details of travel at the beginning and end of each Term and Half Term.
3) Unauthorised absence of more than 10 contact points must be reported to UKVI.
4) When a student leaves the College before the scheduled end of course date, this will be reported to the UKVI and the information referred to above under 'Early Termination of Sponsorship' will be requested. We are not required to report to UKVI that a student has finished their course and the student may have a certain amount of time to stay in the UK after their course has finished and before their visa expires.
5) The College must be notified if the student has obtained a new passport and a copy provided as soon as possible.

## Guardians

Parents of students who are resident outside the UK must appoint a Guardian for the student who is based in the UK. The guardian's role is to support the child and to deputise for the parents when they are unavailable. A guardian can be a relative or a friend whom the parent knows and trusts or a guardian appointed and monitored by a reputable guardianship agency. The Association for the Education and Guardianship of International Students (AEGIS) or Boarding Schools' Association (BSA) can provide details of accredited guardianship organisations if required.

Guardians are in a responsible position and children should be able to feel respect for them and for their opinions, therefore it is recommended that guardians should be at least ten years older than their charges and have reached the age of 25.

In an emergency the College will always make every effort to contact parents by telephone or email. If it proves impossible to reach a parent, the College will contact the guardian for advice on action to be taken.

Guardians should communicate with the College through the Deputy Principal who will pass on information and deal with issues as appropriate. The College



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will write to all guardians to provide information about School contacts, confidentiality and emergency procedures.

The College must be provided with details of the student's Guardian prior to arrival by completing the Guardian form. Greene's must be promptly notified of any change of guardian or guardian's address.

The College will monitor the success of the guardianship relationship and intervene if it appears that there are difficulties in the relationship. The Deputy Principal liaises regularly with any guardian agencies and follows up on any concerns from the students following leave or holiday periods.

**UK Passport Control: student arrival guide**

Guidance to help students understand what they need to do to make their journey through the UK border easier can be found here: www.gov.uk/government/publications/student-arrivals- 10-top-tips

**BRP Collection Point**

Holmes & Partners are registered as an Alternative Collection Location (ACL), ACL code **2LR442** should be used, so that the BRP card is delivered to their office where they can check it for errors before sending it to the College for the student to collect it.

**Request for Leave**

Unauthorised absence of more than 10 continuous days must be reported to UKVI. This includes students who arrive late at the beginning of term or leave early at the end of term. Parents are requested to adhere to the term dates when booking international flights.

**Agent Feedback**

If an agent was used during the application process, parents are asked to provide feedback about the agent:

- Did the agent provide all the information needed in relation to the College?
- Did the agent provide assistance with the visa application?
- Would the parent recommend the agent to other students considering Greene's?
- Is there anything the agent did particularly well or could have done better?

**Visa Expiry Monitoring**

International students are required to bring their original passport and visa (if applicable) to College on their first day of College and we will take a copy if we do not already have one. If the BRP has not been collected this should be brought in as soon as possible following collection.



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The passport must be checked to ensure the date of the student's entry to the UK is within the validity dates of their Entry Vignette (this is evidenced by the Immigration Officer's entry stamp in the passport). If the Immigration Officer's stamp is on a page other than the page with the Entry Vignette, a copy of this page must also be made. If a student has arrived and entered the UK using the e-gates, evidence of their flight itinerary must be provided.

Holmes & Partners are responsible for ensuring that all documents have valid expiry dates and will contact parents directly on Greene's behalf to obtain any further in date documentation required. Parents are asked to provide documents in a timely fashion.



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