



## SCHOOL POLICY DOCUMENT

### UKBA Notifications and Visa Management

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The following policy document has been written to show under which circumstances Select English will inform the UKBA of student absence and the duration of time that needs to have expired.

Select English will inform the UKBA if a student misses 10 expected contacts. This will normally be where the student has missed two weeks of a course. At St. Andrew's, 'expected contacts' include:

- attendance at any lesson, tutorial or seminar (as relevant to the level of study);
- attendance at any test, examination or assessment board;
- submission of assessed or un-assessed coursework;
- attendance at any meeting with a supervisor or personal tutor;
- registration (matriculation/enrolment); and
- attendance at an appointment with a welfare adviser or an international student adviser.

It will also be the responsibility of Select English to inform the UKBA if a student is a 'no show', i.e. they fail to turn up for the first date (as published) of their course.

This list is not exhaustive - other types of interaction with students may also count as expected contacts.

Select English will inform the UKBA by email ([migrantReporting@UKBA.gsi.gov.uk](mailto:migrantReporting@UKBA.gsi.gov.uk)) of any student who fails any of the above. The student will also become part of the internal disciplinary process. A file will be kept in date and last name order of all e-mails sent to the UKBA.