



Student Visa Policy

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STUDENT VISA POLICY

1. Introduction

Point Blank is an international institution based in London. The school believes that opportunities to participate in higher education should be provided to all who demonstrate potential to successfully complete their chosen course of study regardless of their background. Point Blank recognises the benefits to the school and to the wider community, of recruiting a diverse population of students and we aim to widen access to higher education.

1.1. Aims

- 1.1.1. All students requiring a Student Visa or Standard Visitor Visa to study in the UK, and any institution wishing to enrol a student requiring a visa, are required to follow the guidelines as stipulated by the UK Visas and Immigration department. This policy is subject to change in line with updates from the Home Office. International students wishing to study a full-time course for longer than 6 months may be eligible to apply for a Student Visa. International students wishing to study a course shorter than 6 months may be eligible to apply for a Standard Visitor visa.

1.2. Authority

- 1.2.1. Point Blank has been awarded “Educational Oversight” by the Quality Assurance Agency. You can view the latest QAA report [here](#). This fulfils the current Home Office requirements for our licence to sponsor international students for student visas. We are listed as a Student Visa Sponsor by the Home Office. This means that if you are a student from outside the European Union you can apply for a student visa to study at Point Blank in London.

2. Student Visa Sponsorship

2.1. Confirmation of Acceptance of Studies (CAS)

- 2.1.1. A CAS is a unique identifier number which is issued by Point Blank, to applicants requiring a Student Visa, via the UKVI's electronic sponsor management system (SMS). It contains information relating to both the applicant, and the course of study.
- 2.1.2. A CAS can be issued on any course at Point Blank that is full time and deemed suitable for international study.
- 2.1.3. Point Blank will only issue a CAS to students who hold an unconditional place for an approved course. Point Blank issues a CAS to applicants on internally approved courses which are:
 - a. Full-time
 - b. Longer than 6 months
 - c. At FHEQ Level 4 or above

2.2. Sponsor Responsibilities

- 2.2.1. Under the Student Visa sponsor system, Point Blank accepts a range of responsibilities and duties regarding the recruitment and sponsorship of genuine students, and the monitoring and reporting of said students whilst enrolled on programmes of study at Point Blank.
- 2.2.2. Point Blank is fully committed to discharging its duties as a Student Visa sponsor and as illustrated in the relevant Home Office guidance documentation. Point Blank undertakes to establish effective and appropriate mechanisms to assure itself that it is discharging these duties for international students in line with published guidance regarding:
 - a. Recruitment
 - b. Enrolment
 - c. Registration
 - d. Attendance and Engagement
 - e. Withdrawal/changes of circumstance

3. International Admissions

3.1. Applicant Responsibilities

- 3.1.1. To operate the CAS approval process in a fair, effective manner, we place certain obligations upon the applicant, detailed in 3.1.2 – 3.1.11
- 3.1.2. Applicants must provide complete and accurate information as requested through the application process, to ensure the application is properly assessed
- 3.1.3. Applicants must provide all relevant documents as requested by Point Blank against UKVI regulations, (the documents are outlined to applicants through the CAS Guidance for Student Visa applicants which is sent to all overseas applicants)
- 3.1.4. Applicants must update us as soon as possible if personal details or study intentions change, (this includes during the application process, once a CAS has been issued but before the arrival of the applicant, and once the student arrives and is enrolled on the course)
- 3.1.5. Applicants must provide any additional information required to support the approval process which may be requested by Point Blank
- 3.1.6. Applicants meet all requirements for entering the UK as stipulated by the UKVI, such as registration with the police. The student registration will not be fully completed until physical copies of all necessary visa documents have been checked by members of staff (scans will be accepted in very exceptional circumstances when permitted by UKVI)
- 3.1.7. Applicants must declare any previous study in the UK which the applicant has undertaken
- 3.1.8. Applicants must declare any previous applications for a UK Student Visa and the outcome of any applications made to update us on any changes to their contact details, residency details and terms of their stay

3.2. CAS Issuance

- 3.2.1. During the application process for international students wishing to apply for a Student Visa, Point Blank will ask to see all the applicant's documents required for a Student Visa in line with UKVI guidance. Documents may include (without limitation):
 - a. Passport
 - b. Birth Certificates
 - c. Academic Qualifications,
 - d. English Language qualification,

- e. Financial statements,
- f. Sponsor Letters
- g. TB test and translations (if applicable).

- 3.2.2. The applicant must ensure that tuition fees for either the full course (course of one year or less) or the first year's tuition fees (for courses of more than one year duration) are paid in full. The CAS will not be issued prior to full payment being received. Applicants should ensure they are familiar with Point Blank's Finance & Refund Policy – Higher Education Courses prior to making payment of their fees.
- 3.2.3. Students can apply for their Student Visa up to 6 months prior to the course start date.
- 3.2.4. Point Blank will not issue a CAS to an applicant if the school believes the applicant does not meet the Student Visa requirements outlined by the Home Office.

4. Student Responsibilities

4.1. Attendance and Engagement

- 4.1.1. Applicants must be aware of the required attendance and engagement levels for their course and the mandatory 10 consecutive contact points in accordance with Point Blank's Attendance Policy

4.2. Continuing CAS

- 4.2.1. If a student is applying for a student visa mid-way through a course of study, the student must be in good academic standing before a CAS can be issued.
- 4.2.2. Those students who are resitting or retaking modules must wait until that module/s has been passed to a satisfactory level before receiving visa sponsorship. For example, this would be applicable for students who have completed Level 4 online and wish to come to study Level 5 at the London campus.

4.3. Working Restrictions

- 4.3.1. Applicants must be aware they are eligible to work up to a maximum of 20 hours per week during term time

4.4. Student Record Keeping

- 4.4.1. Students must provide copies of their visa documents to staff members throughout their study period at any time for audit. This must be done in a timely manner

5. Refusal and Withdrawal of Sponsorship

5.1. Refusals

- 5.1.1. Point Blank reserves the right to refuse sponsorship for an applicant where:
 - a. the applicant has exceeded the maximum time allowed for study in the UK.
 - b. the applicant has studied previously in the UK on the same or higher-level qualification and cannot show sufficient justification for the application.
 - c. the applicant has provided false or misleading information as part of their application to the course, including the audition.
 - d. the applicant has failed to provide permission to undertake a Home Office Immigration History check.
 - e. the completed Home Office Immigration History check presents information that suggests high risk of a visa refusal.
 - f. a first CAS application has been refused based on documents provided to the UKVI, which were not provided to Point Blank prior to the application.

5.2. Withdrawal of Sponsorship

- 5.2.1. Point Blank reserves the right to withdraw its sponsorship of a Student Visa applicant once a CAS has been issued should the applicant:
 - a. not enrol for their course, or subsequent year of a course.
 - b. withdraw themselves from the course.
 - c. not make satisfactory academic progress whilst studying on their course.
 - d. owe fees for any part of their course.
 - e. breach the terms and conditions of their stay as set out by UKVI, including exceeding their maximum working hours allowance.
 - f. breach the terms set out in their programme handbook.
 - g. fail to maintain a satisfactory level of attendance and engagement, in line with Point Blank's Attendance & Engagement policy.
 - h. take an unauthorised leave of absence from the course.
 - i. move to another institution.
 - j. fail to adhere to the student code of conduct.
 - k. fail to produce evidence of valid visa documents in a timely manner at Registration and audit points throughout the full duration of their studies.

- 5.2.2. When withdrawing an applicant who has been issued a CAS, Point Blank will notify UKVI via the Sponsor Management System.
- 5.2.3. Where an applicant transfers to another UK-based institution, Point Blank will notify UKVI via the Sponsor Management System with details of the applicant's new course and institution, if known.

6. Visitor Visa

6.1. Acceptance Letters

- 6.1.1. Any international student wishing to apply for a course shorter than 6 months may apply Standard Visitor Visa. For this type of a visa the school will issue the applicant an acceptance letter to accompany their visa application.
- 6.1.2. To comply with UKVI guidance we may request to see certain documents as part of the application process. Documents may include (without limitation): passport, qualifications, English Language qualification, and translations (if applicable).
- 6.1.3. Point Blank reserves the right not to issue an acceptance letter to an applicant if the school believes the applicant does not meet the school's requirements or the requirements outlined by the Home Office.

6.2. Visitor Visa Application

- 6.2.1. It is the responsibility of the student to acquire their own Standard Visitor Visa. We will issue a confirmation of studies letter to accompany their application.
- 6.2.2. Students whose visitor visa applications are refused may not receive further sponsorship from Point Blank Music School

6.3. Successive Visits

- 6.3.1. Students must not intend to use the visitor visa routes to undertake frequent and successive periods of study and can be considered as intending to study in the UK for extended periods if:
 - a. Successively seeking periods of leave under this route for example, if less than 2 months have passed since last visiting the UK
 - b. Frequently seeking periods of leave under this route, for example, if the student has applied for more than 5 periods of leave within a 5-year period.

7. Right to Study

7.1. Pre/Settled Status

- 7.1.1. Any new international students from the European Union, European Economic Area (EEA) or Switzerland, from 1st January 2021 onwards wishing to study in the UK without a visa must have Pre-settled or Settled status granted via the European Union Settlement Scheme or a right to study via an appropriate alternative immigration route.

7.2. Student's Sponsored by other institutions

- 7.2.1. Students sponsored by another institution on a Student Visa may be eligible to study up to a maximum of two modules per term with Point Blank. Admission will be at the discretion of the Admissions Manager and Head of Registry.
- 7.2.2. Students will need to provide copies of the following prior to enrolment with Point Blank:
 - a. Valid passport
 - b. Valid BRP covering the whole duration of their chosen Point Blank course
 - c. Police Registration certificate (where applicable)
 - d. Confirmation of Studies from their sponsor institution, including their schedule or timetable
- 7.2.3. Point Blank will aim to provide classes on the days when students are not scheduled for activities at their sponsor institution, however this cannot be guaranteed. Point Blank reserves the right to withdraw a student sponsored by another institution if it is deemed that their Point Blank course will or is currently having a detrimental effect on their sponsored studies.

7.3. All Immigration Routes

- 7.3.1. Students must be able to confirm their Pre/Settled Status during the Registration Process and no later than 2 weeks after their chosen start date.
- 7.3.2. Point Blank will perform Right to Study checks in the first instance. In cases where Point Blank staff are unable to confirm the status remotely, students may be required to attend campus to provide documentary evidence.
- 7.3.3. Those students who are unable to prove their Right to Study status during the Registration period will be deferred to the following term until they can provide evidence of a valid Student Visa or alternative immigration route confirming their right to study in the UK. Deferrals will be permitted for up to one year after the original start date offered, after which the student must reapply for the course.

8. Programme Changes

8.1. Higher Education Programmes

- 8.1.1. Students studying a higher education programme at Point Blank are permitted to transfer to an alternative programme at Point Blank within the first two weeks of their first term.
- 8.1.2. Any programme transfers (internally, at Point Blank) will be subject to approval by the Programme Leader of the new programme. Approval may require a further interview, audition or review of a portfolio of work.
- 8.1.3. Students seeking to transfer to an alternative Point Blank programme will need to request to do so, in writing, by contacting the Student Experience team.

8.2. Unaccredited Courses

- 8.2.1. Students studying a practical course on a Standard Visitor Visa will be permitted to change courses, within the time limits of their visa.

9. Disclaimer

9.1. International Applicants and Students

- 9.1.1. Point Blank Music School are a licensed sponsor of international student mobility and are qualified to support applicants through the admissions process. While every care is taken to provide up to date accurate information, international applications should verify all information on the UKVI Website. No material or information provided by Point Blank Music School constitutes legal immigration advice. We are not registered with the Office of the Immigration Services Commissioner (OISC) and as such, and immigration information is for guidance only and based on open sources.