

CAS policy

Owner: *Jack Williams*
Head of Student Immigration & Compliance

Approved by: *UKVI Authorising Officer – Professor Geoff Smith*
Approval date *30 June 2023*

Review date: *25 February 2026*

Next review due date: *30 June 2027*

Version: *1.2*

Policy reference number *I&C 01*

Introduction

A Confirmation of Acceptance for Studies (CAS) is a unique code shared between Regent University London and UK Visas & Immigration (UKVI). It confirms that the University sponsors an individual to apply for a Student Visa to study in the UK. A CAS number is linked to an individual for the duration of a specific course of study at Regent's.

The ability to issue CAS is afforded to Regent's University London by UKVI under its sponsor licence obligations as a Higher Education provider with a track record of compliance. Under these responsibilities the University is required to ensure that the immigration route is not abused and sponsorship is only provided in circumstances permitted by UKVI. This policy sets out when CAS can be issued for applicants and existing students to ensure consistency when considering eligibility for sponsorship.

The intention is for this policy to:

- Provide consistency where deciding if a student is eligible for further sponsorship.
- Provide clarity in regards to when we will carry out reporting duties.
- Set out where we do not wish to sponsor further in cases of poor attendance.
- Affirm that we are not obliged to sponsor anyone and reserve the right to withhold or withdraw sponsorship.
- Not to become overly prescriptive in regards to our operations, only to set out policy where issues have previously been contentious.

Overview

UKVI requirements

The contents of this policy do not supersede or contradict direction by UK Visas & Immigration set out under the Student Visa sponsor guidance, the Immigration Rules or other official Government direction. This policy is established in accordance with existing requirements and is subject to change according to changes directed by UKVI.

Applicants to study

The University provides sponsorship where it is satisfied an applicant is able to successfully obtain a Student Visa from UKVI and where it is satisfied the applicant has genuine intention and ability to undertake their studies. Sponsorship is only provided when applicants have met all conditions of their offer. Receiving an academic offer to study does not guarantee that sponsorship will be provided.

Approach to existing students

Break in Studies

Students who require further sponsorship to extend their visa or return to their studies following a break may be eligible for further CAS. Sponsorship will only be provided where the student is required to be present in the UK for the purposes of their studies.

Teaching requirement

Where there is no taught content or assessments to attend in person then CAS will not be provided to students, apart from those undertaking their dissertation according to the dissertation guidance section below.

CAS cannot be provided for the purposes of awaiting academic results or to attend Graduation.

Resits

Regent's does not provide further sponsorship for students to return to or extend their studies solely for the purposes of a resit, as resit students do not have taught content or assessments which require them to be present in the UK, unless your course requires on campus attendance.

Work placement

If the remaining study requires the student to undertake a work placement, then sponsorship can be offered to ensure the student is able to complete this element of study.

Dissertation

Students undertaking their dissertation can be sponsored to extend their visa or return to their studies for their first attempt only following resits, retakes or a break earlier in their studies that prevented them from progressing. Further attempts will be considered on a case-by-case basis.

Course completion

Students whose course end date has changed can request a CAS to reflect their revised course end date, even where their existing visa covers the full duration of the course. This request can only be approved whilst the student still has taught classes to attend.

The University will not provide further sponsorship where students' overall attendance or attendance for the most recent term is below 75%. Students who have been delayed completing their studies due to misconduct will also not be offered further CAS.

The University reserves the right to withhold CAS in this circumstance according to CAS availability to the University.

Student obligations

Regent's University London will undertake checks prior to issuing a CAS to ensure that students and applicants are suitable for sponsorship and meet the requirements to receive a Student visa from UKVI.

Students will be asked to provide their passport and supporting visa documentation, including immigration, finance, medical and academic documentation. Where Regent's is not satisfied that the documentation provided is sufficient or a true or accurate representation of an individual's situation then this issuance of CAS may be withheld. It is the student's obligation to provide a true and honest account of their situation.

Debt

Sponsorship will not be provided where a student has debts owed to the University.

Previous visa infractions

Regent's will not sponsor where an individual has overstayed a visa in the UK, unless there are exceptional circumstances leading to this. Any occurrences of overstaying will be considered on a case-by-case basis by the Visa Compliance team.

Study cap limits

UKVI set limits on how long a student can study at a particular academic level under the Student Visa route. Regent's is not able to sponsor students when the remaining course cannot be completed within the study cap limits determined by UKVI.

Visa refusal

Regent's is not responsible where a visa is refused for reasons beyond its control.

Progression and attendance

Regent's will only consider further sponsorship for existing students who are engaged and progressing with their studies. Students who have sustained poor attendance prior to requesting a CAS will not be considered eligible for further sponsorship.

Poor attendance is considered a total attendance of less than 75% over the previous semester, where no justification has been provided. Students suspended under the Attendance Policy will only be offered one further instance of sponsorship.

Maximum number of CAS for students

Where a student requires further sponsorship to complete their course, either following disruption to their studies or where they are required to retake further work, then Regent's may offer additional CAS to allow students to extend or apply for a further Student Visa. Further CAS will only be issued where the existing sponsorship or immigration permission does not enable them to complete their course. To ensure sponsorship by Regent's Student Visa route is not used for purposes other than study, the University limits the number of CAS a student can receive to complete their course.

For a Bachelor's course, including those with a Foundation year, the University will offer no more than four CAS for a student to complete their course.

For a Master's course the University will offer no more than three CAS for a student to complete their course. There is no limit on the number of CAS the University can issue to students studying above Master's level.

The limits established above do not include any separate CAS provided to undertake a stand-alone pre-sessional English language course or where additional sponsorship is required to add a Study Abroad or work placement post-enrolment.

Where exceptional circumstances apply, the University may issue further CAS than the limits cited above at its discretion.

The limits established are a maximum number of periods of sponsorship that a student can receive rather than a commitment to sponsor up to the number cited. The University is not obliged to sponsor in any circumstance and issuance of CAS is at the sole discretion of the University, as set out in this policy.

Withdrawal of sponsorship

Student visa sponsorship can be withdrawn at any time following CAS issuance by Regent's. Where students are suspended or withdrawn from their studies, the University will notify UKVI of the change even where an appeal is outstanding. The University is obliged to notify UKVI of any changes to study within 10 working days of the change taking effect.

Legal obligation

The issuance and continuation of immigration sponsorship under the Student Visa route is entirely at the University's discretion. This policy does not commit the University to sponsoring any individual or withholding the revocation of sponsorship. Regent's reserves the right to withdraw sponsorship from students at any time. Regent's will not unduly withhold or withdraw sponsorship from eligible students without due cause. The University's Student Visa sponsor licence Authorising Officer retains ultimate jurisdiction over the matter of sponsorship.

Collaborative Provision

The applicability of this Policy under the University's Collaborative Provision arrangements is detailed in Schedule A.

Schedule A

The applicability of this Policy under the University's Collaborative Provision arrangements is detailed below.

Where the Regent's University London Policy applies, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

Domus Academy

This policy does not apply to Domus Academy students. Students should refer to Domus Academy's policies for the applicable policy.

Istituto Marangoni (London)

This Policy is not applicable to students studying at Istituto Marangoni London. Students should refer to Istituto Marangoni London's Policies for the applicable Policy.

Istituto Marangoni (Paris)

This Policy is not applicable to students studying at Istituto Marangoni Paris. Students should refer to Istituto Marangoni Paris' Policies for the applicable Policy.

Liverpool Media Academy (LMA)

This policy is not applicable to LMA students. Students should refer to LMA's policies for the applicable Policy.

Macromedia

This policy is not applicable to Macromedia students. Students should refer to Macromedia's policies for the applicable policy.

Policy version tracking

Version Number	Date	Revision Description	Editor	Status
1.0	30.06.23	<i>Policy first approved</i>	<i>Head of Student Immigration & Compliance</i>	<i>Published</i>
1.1	October 2024	<i>Addition of Schedule A clarifying applicability of policy to collaborative partners. Approved by Academic Committee October 2024.</i>	<i>Collaborative Provision Manager</i>	<i>Approved</i>
1.2	March 2025	<i>Amendment regarding sponsorship for course completion and resits.</i>	<i>Head of Student Immigration & Compliance</i>	<i>Approved</i>
1.3	February 2026	<i>Amendment regarding using the Visitor route to complete a course.</i>	<i>Co-Head of Student Immigration & Compliance</i>	<i>Approved</i>