

POST-OFFER GUIDANCE NOTES



STEP 1

Make a decision whether to accept the offer

If you would like to accept our offer, please promptly send the completed **Acceptance Form** which is attached to the offer letter to admissions@leedstrinity.ac.uk. Please note that if you applied through UCAS, you will also need to accept through UCAS by their deadline.

If your offer is conditional, you will be required to meet your entry conditions in order to be issued with a Confirmation of Acceptance for Studies (CAS). You must provide your results to us by no later than 30 August.

Once you've accepted your place you must pay a minimum of 50% of your academic tuition fee. Your Confirmation of Acceptance of Studies (CAS), which is required to apply for a Student Route visa, will not be issued until we receive this payment.

Option 1: by Bank Transfer

Leeds Trinity's bank details are as follows:

Account: Leeds Trinity University

Bank: Barclays

Sort Code: 20 48 46

Account No: 20083925

IBAN: GB88BARC 2048 4620 0839 25

Swift: BARCGB22

Please quote your student number when making the payment.

Option 2: payment online

<http://epayments.leedstrinity.ac.uk/open>

If you wish to apply for campus accommodation, you can also pay the required rent/deposit using one of the payment methods above.

More accommodation information can be found at:

leedstrinity.ac.uk/accommodation

If you wish to decline the offer, please notify us promptly by emailing us on admissions@leedstrinity.ac.uk. If you applied through UCAS then you will also need to decline through UCAS within their set deadline.

Leeds Trinity University Tuition Fee Refund Policy

Following any fee payment, no refund will be allowed for any reason other than your being refused a visa to study in the UK. Upon receiving visa refusal documents, we will refund* you either the pre-payment minus £150 administrative fee if you have not enrolled or the fee proportionate to the remaining untaught part of the programme if you have enrolled. (*Please note that even if there is a visa refusal, we will **not refund** you any fees if there is any **illegal, fraudulent** or **dishonest** activity on your part).

STEP 2

Deal with immigration matters

On receiving the completed Acceptance Form and the required fee prepayment, once your offer is unconditional we will send you a CAS request form and immigration questionnaire. You will need to complete and return them to us by email with your TB certificate (if required) so we can issue your Confirmation of Acceptance for Studies (CAS).

Leeds Trinity University CAS Procedures

Our sponsor licence can be put at risk by visa refusals so we reserve the right not to issue any CAS if we are not satisfied with the documents received. If we are concerned that you may not be complying with the relevant immigration rules or may not have a realistic chance of getting a student visa in time for the intended programme, we will not issue you a CAS or we will cancel the CAS, if issued. We will notify you if this is the case and will refund you according to our refund policy. If we are satisfied with the information received, we will input your data onto the Home Office online system to generate a CAS. This will then be sent to Eversheds Sutherland International LLP so they can check your documents for your visa application, assist you in submitting your visa and paying the visa application and Immigration Health Surcharge fees and arrange a visa appointment for you.

You will need to show you have money to cover your living costs and any unpaid tuition fees. You'll need to submit a bank statement to Eversheds Sutherland International LLP confirming that you have the correct amount of money for each month of the course up to a maximum of nine months. The bank statement must cover a period of more than 28 days.

For more information please visit the following website and put in place steps to ensure that you can demonstrate that you are holding the funds: [gov.uk/student-visa](https://www.gov.uk/student-visa)

Eversheds Sutherland LLP will also provide you more information on this.

If unfortunately your visa application is **refused**, we will **refund** you according to our **refund policy**. Please email admissions@leedstrinity.ac.uk for further information.



Health and Insurance

Under the National Health Service (NHS) if you are applying for a Student Route visa, you must pay an NHS charge at the time of submitting your visa application. This is applicable to students submitting their visa application both inside and outside the UK.

For further information and to calculate how much you will have to pay, please see the following website: [gov.uk/healthcare-immigration-application](https://www.gov.uk/healthcare-immigration-application)

Responsibilities under Student Route visa (UKVI), following programme registration

Main duties of the student:

You must ensure you are legally allowed to study in the UK and comply with all the relevant immigration rules. If your status is changed in any way, whenever you receive any document from the Home Office, you must bring all the relevant original documents to Student Administration. You must keep the University updated with your contact details through e:Vision at all times, attend all timetabled sessions and maintain the required contacts with the University. We expect our students to live and commute within a reasonable distance from the University.

Main duties of Leeds Trinity University:

We must keep an updated record of your immigration status, qualifications and contact details, etc. We must monitor your attendance and progression. We must report you to the Home Office on "no shows", absences, unauthorised leave, temporary or permanent withdrawal, change to a shorter course, breaching conditions of your visa, not submitting the appropriate immigration documents after a reasonable period of time, etc. The reporting will lead to visa curtailment, if applicable.

STEP 3

As soon as you have obtained a visa please let the Admissions Team know by emailing admissions@leedstrinity.ac.uk. You should also make the appropriate travel arrangements so you can arrive in time for registration.

Register on the programme

In August you will be sent details about programme registration and how to access our online e:Vision registration facility as you will need to register for your programme prior to arriving at the University.

You will be given a Provisional Registration status as staff in Student Administration will need to see your original documentation as outlined in your offer letter when you arrive at the University. You will also need to pay the remainder of your first year academic fees before your status can be changed to Full Registration.

First Few Days:

As part of the INTRO programme in September you will spend time with your academic course leaders and tutors, fully register as a student and be able to attend support sessions that will help with; collecting your BRP, police registration and opening a bank account. There will also be a range of social activities on offer for you to enjoy.

Biometric Residence Permit

You will need to collect your Biometric Resident Permit (BRP card) within 10 days of arriving in the UK and before your visa vignette expires and bring it to Student Administration (AM36) as soon as possible. You should check that all the details shown on it are correct. You must report any problems with your BRP within 10 days via the following website otherwise you may have to apply and pay for a replacement:

gov.uk/biometric-residence-permits/report-problem

Police Registration

If you are studying with us for more than six months you may need to register with the police on your arrival. Your visa will include a stamp if you need to register, you will then have seven days on arrival to complete this registration process. More details on this are at: leedstrinity.ac.uk/study/international-students

Working in the UK

Most students, with a Student Route visa, studying on a full-time degree course, are entitled to work during their studies. Your visa will state if you are allowed to work but please note the maximum number of hours is limited to 20 per week during term-time and full-time during holidays. Working more than the permitted hours may affect your immigration status.

Opening a bank account

You should check with your home bank if it is possible to open a UK account from abroad. Most students open an account when they get to the UK but this can take some time so please bring enough cash or have access to funds to cover food and essentials during the first two weeks.

Airport Collection Service

During INTRO we can arrange to collect you from Leeds Bradford International Airport and bring you directly to Leeds Trinity University where we will help you to collect your temporary student card and settle into your accommodation. Please visit leedstrinity.ac.uk/study/international-students/travel-and-arrival to complete the booking form when you have details of your arrival date and flight time.

We look forward to welcoming you to Leeds Trinity!



Information correct at time of publication, October 2020.

The information in this publication can be supplied in alternative formats. Please call 0113 283 7150 or email hello@leedstrinity.ac.uk