

## REGULATIONS FOR OVERSEAS (NON-EEA) STUDENTS

1. Nottingham Trent University is a United Kingdom Visas and Immigration (UKVI) approved sponsor of International Students. As such, the University is obliged to operate within the requirements of the relevant Immigration legislation and formal regulations for Sponsors. These include:
  - Ensuring that a record of passport and visa documentation is held for each International Student.
  - Ensuring that contact details are maintained and up to date for every student.
  - Ensuring that students are meeting the attendance criteria for their Course of study.
  - Reporting any non-compliance to the UKVI within their mandatory timescales.

If you are a non-EEA student who requires formal student visa entry clearance from the UK authorities to enter or remain in the UK for the purpose of undertaking study, there are obligations you must meet as a student at this University, described in the following sections (2 to 4).

2. When you arrive at the University to start your Course of study:
  - You will be invited to attend a face to face session which you **must** attend bringing with you your passport and your visa documentation for inspection. Only original documents will be accepted. The University is required to take and retain a copy of those documents for its records.
  - You will not be able to fully enrol onto your Course of study until you have satisfied this requirement.
  - If you do not have your full documentation you **must** still attend the face to face session and provide evidence of your progress with the visa process.
  - Until you are able to provide us with your passport and visa documentation, you will be enrolled on a temporary basis only.

Failure to produce the required documentation within 10 working days of your course start date will lead to you being withdrawn from your course and your non-compliance being reported to the UKVI, in line with the [Tier 4 responsibilities](#).

3. During your Course of study:
  - You must re-enrol at the start of each academic year and make suitable arrangements to pay any Fees due, in accordance with the University's Fee Payment Conditions
  - You must inform the University of any changes to your personal and/or academic circumstances which might have an impact on your visa status, including any part-time employment during term time.
  - Any change of your address, visa status or passport details **must** be reported promptly by you to the University.
  - You are responsible for ensuring that your visa remains valid from the commencement of and for the duration of your Course and that you apply for any necessary extension/renewal in good time.

- You will be expected to meet all the attendance and submission dates relevant to your Course of study.
  - Failure to comply with these requirements may lead to your suspension from the University and ultimately the cancellation of your place on a Course at the University with your non-compliance being reported to the UKVI.
4. If your place on a Course is terminated by the University for any reason:
- Your contract with the University will terminate.
  - You will not be permitted to attend any lectures, tutorials or classes nor receive supervision or use any University services or facilities which are normally available to students.
  - The University will report the cancellation of your place on a Course to the UKVI who may take action under the relevant legislation, which may include cancellation of your student visa.
  - You will no longer be sponsored by the University and you may have to seek sponsorship from another institution if you wish to continue your studies in the UK.
  - You may not be entitled to a refund of fees that you have already paid. Any refund of fees already paid will be given in accordance with our refund policy described in the [fee payment conditions](#).
  - The University will not be prevented from taking any action available to it against you to recover any fees which remain outstanding on the date of termination.
  - Any licence agreement for University student accommodation to which you are subject will terminate and you will have to vacate your student accommodation and pay any fees which apply on termination of the licence.