

## Reporting to UKVI Policy

### Attendance

Students on visas must be aware of their attendance. Any issues with attendance will be reported to UKVI. Please see Attendance and Absence Policy for more information.

### Visas and certificates

Students on continuous enrolment courses can take holiday. Please see Holiday Policy for more information.

**Students who are on dependant visas and sponsored by their embassy in the UK can take a planned absence of minimum two weeks. This can only be arranged outside of bookings. Please speak to inlingua Leeds management if you need to leave a course for an emergency.**

In order for a student to be eligible for a certificate, she/he has to attend at least 80% of the duration of the course.

### Absence

Absence from classes does not give the student the right for a refund of the course fees for the previously agreed duration of the course.

If you cannot attend the classes because of a serious issue such as health problems or loss of a relative, then you can cancel your course. You may not be able to get a refund. Please see the Cancellation and Refund Policy for more information.

Persistent late arrival or absences will be recorded and taken into account by teachers when they are evaluating the students. If you are more than 15 minutes late, you may be denied entry to class. Continuous lateness will be treated as absence.

### Reporting to UKVI

When contacted by UKVI, inlingua Leeds must give full answers correct to the information that you have given us. If you do not give us the correct information, or give us incomplete information (for example, not giving your correct address in your country or in the UK or failing to send us accurate information about you), then your visa may be rejected.

If we have any reason to believe that your visa is not genuine, or you cannot provide us with a copy of your visa for our records, we will inform UKVI. inlingua Leeds will comply with all UKVI regulations and laws at all times.

inlingua Leeds will not give refunds or take responsibility for students who have their visas rejected. Students who are unsure about how to apply for a visa should get help from a visa agency in their country.

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Management

## Student tracking

inlingua Leeds has a responsibility to track students, especially those on visas, to check that they are adhering to the conditions of their stay.

All students are required to give up to date information on their addresses and ensure that all contact details are correct on our systems. As well as being friendly, all staff take an active interest in students' lives and ask questions about their free time, their hobbies and life. This allows staff to monitor general welfare and also check if students are reporting activities (such as work) that are prohibited by their visa or changes that may need reporting to inlingua Leeds.

However, inlingua Leeds recognises that students might not always be forthcoming with information, especially if they know what they are doing is wrong. Therefore, all staff are urged to report any of the following signs to the Administrator as these could be signs of misconduct:

- Frequent lateness or absence
- Appearing tired
- Complaining of no free time
- Not completing homework or missing class deadlines
- Seeming overwhelmed
- Reluctant to discuss free time activities or life outside the school
- Inability to concentrate in class
- Not attending Afternoon Clubs or outside of class activities
- Reluctant to make friends
- Reluctant to join in with other students and their plans
- Changes in behaviour/mood
- Complaining of money worries
- Questions about work in the UK that seem personal
- Questions about public funds in the UK and how to get these

The Administrator will then organise a welfare meeting with the student and Welfare Officers to see what the issues are. If a student is found to be breaking the terms of their visa, they will be reported to UKVI immediately.

Please see Student Welfare Policy for additional information.

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