

INTERNATIONAL STUDENT RECRUITMENT POLICY & PROCEDURE

APPROVED BY Academic Board ON 21 July 2025

| Applies to: | |
|--|---|
| Harrogate College | |
| Keighley College | |
| Leeds City College | |
| Leeds Conservatoire | X |
| Leeds Sixth Form College / Pudsey Sixth Form College | |
| Luminate Group Services | |
| University Centre Leeds | X |

CHANGE CONTROL

| | | |
|--|---|----------------|
| Version: | 1.2 | |
| Approval route | | |
| Approval committee (ELT, SELT, Board) | Date approved | Version |
| PM's | 20/05/25 | 1.2 |
| HOD's | 20/05/25 | 1.2 |
| Academic Board | 21/07/25 | 1.2 |
| | | |
| Name of author: | Admissions & Registry | |
| Name of responsible committee: | Academic Board | |
| Related policies: (list) | Attendance Policy Academic Engagement Policy Support to Study Policy HE Fees, Academic Related Charges and Refund Policy | |
| Equality impact assessment completed | Date: | 30/06/25 |
| | Assessment type | |
| | <input checked="" type="checkbox"/> Full <input type="checkbox"/> Part <input type="checkbox"/> Not required | |
| Environmental Impact Assessment Completed | Date: | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not required | |
| Policy will be communicated via: | CECIL, Committee Structure, Staff and Student websites, VLE | |
| Next review date: | June 2027 | |

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1. SCOPE AND PURPOSE

- 1.1 For the purposes of this Policy, University Centre Leeds and Leeds Conservatoire will be known as 'The Provider'.
- 1.2 The Provider aims to recruit genuine international students who are academically and financially capable of completing their course of study and who will benefit from studying at The Provider. It is expected that students will fully comply with the terms of their immigration status, whether on the Student Visa route or any other acceptable visa category.

2. POLICY STATEMENT

- 2.1 The Provider has an inclusive culture and will ensure that all applications are dealt with individually and fairly in line with the Providers' Equality Diversity and Inclusion Policy and Equality Act (2010). Individual adjustments or Provisional adjustments will be made at any stage of the recruitment process to ensure equality of access for all. These adjustments may be necessary at various stages, including advertisement, information, invitation, open day, interview, and enrolment.

3. POLICY/PROCEDURE

- 3.1 Undergraduate applications may be submitted via UCAS, UCAS Conservatoires or through an approved educational agent. Applications for Postgraduate courses can be submitted via UCAS Conservatoires be made directly to The Provider by the student.
- 3.2 Regardless of the application route, applicants will be assessed on their merits based on academic suitability, English language ability, intention to complete the course, and UK immigration history where appropriate.

3.1. General Admission Procedure (Student)

- 3.1.1 Undergraduate applicants applying for an undergraduate course would do so through UCAS or UCAS Conservatoires. International applications can also be made through an approved educational agent, a list of which can be found here:

[For University Centre Leeds](#)
[For Leeds Conservatoire](#)

- 3.1.2 Applications for Postgraduate courses would be done so through UCAS, UCAS Conservatoires, or directly to the provider by the individual student. Information relating to specific locations can be found below:

[For University Centre Leeds](#)
[For Leeds Conservatoire](#)

- 3.1.3 The following documents are also needed to support the application:

- All relevant academic documents (certificates if qualification is complete or most recent academic transcript for pending qualifications) and certified translation(s) if necessary.
- English Language test results. The accepted tests and scores required can be found here:

[For University Centre Leeds](#)
[For Leeds Conservatoire](#)

- Passport and any previous UK visas, plus associated Consolidated Account Statement (CAS) Statement(s) for any previous Tier 4 / Student visa(s) and details of any previous UK visa refusals.

- 3.1.4 Copies or originals where possible of any evidence assessed by you as part of the process of making an offer to the applicant; this could be copies of references, or examination certificates. Higher Education Providers with a track record of compliance must keep records of the documents used to obtain the offer for their students at degree level or above but these documents do not need to be submitted with the student's visa application. Applicants are required to submit verifiable documentary evidence of achieved qualifications.
- 3.1.5 Applicants are responsible for any financial charges incurred, e.g. replacement copies or obtaining certified English translations. The Provider reserves the right to verify all qualifications declared on an application.
- 3.1.6 If the Provider has any reason to believe that an applicant or referee has left out any information, given false or misleading information, or supplied a personal statement that the applicant has not written themselves, The Provider may take any necessary steps to check whether it is accurate or complete.
- 3.1.7 The Provider has the right to cancel the applicant's application if it is found to contain fraudulent information.
- 3.1.8 The Provider has the right to withdraw an offer of a place if the applicant is found to have omitted key information from their application.

3.2. General Admission Procedure (Staff)

- 3.2.1 Once an application is received, it is recorded within the Student Records System (SITS). The applicant's education history is assessed against the course entry criteria. Qualification certificates will be checked from those applicants that have already stated that they have achieved the entry criteria.
- 3.2.2 Applicants that have achieved/are predicted to achieve the course entry criteria will then be sent information about how to set up an accepted account*. This account will notify the applicant about the interview process, portfolio submission requirements and/ or audition process that they will need to complete by a defined date.
- 3.2.3 Once these files have been uploaded, they are checked by the admissions department and the application is then assigned to the academic department to which the course application has been submitted to for consideration.

**The Provider has the discretion to vary the standard offer. It may be appropriate to judge talent and potential to succeed in ways other than by academic achievement, for example performance at audition or prior practical experience or achievement. The decision to make an applicant a non-standard offer will be authorised by the Head of Department/School. This is exceptional practice and is not a means to circumvent the published admissions criteria. Instead, it is designed to ensure that we do not turn away prospective students with the potential to succeed who have demonstrated this in other ways than by being able to meet the standard entry requirement. The ability to cope with both the academic and practical aspects*

of the programme will be evaluated when considering making an exceptional prospective student a non-standard offer.

- 3.2.4 All applications are assessed individually and equitably; the provider considers applications from all applicants who meet or have the potential to meet the course entry requirements and who therefore have the potential to complete their course successfully.
- 3.2.5 When considering an applicant's suitability for their chosen course, The Provider will consider the following:
- Achievement in awarded qualifications
 - Predicted achievement in qualifications still in progress
 - Personal statement, or statement of purpose, for evidence of the reason they wish to study the course and their career aspirations
 - References
 - Interview (where applicable)
 - Portfolio (where applicable)
 - Audition (where applicable)
 - Intended direction of study and example of critical writing (postgraduate only)
- 3.2.6 The Provider recognises that it may need to be flexible during the recruitment process to provide fair and equal access to all applicants. The provider also recognises the need to make reasonable adjustments for individual applicants where appropriate.
- 3.2.7 The Vice Principal /Dean of Higher Education is the final arbiter in any unresolved application. If an applicant wishes to inform the provider confidentially of key issues not outlined in their application, they may contact the Admissions Team.
- 3.2.8 Undergraduate auditions/interview held in person will, where appropriate, will be conducted by a minimum of two members of staff (e.g. one specialist and one academic staff member). Online interviews will normally be conducted by one member of staff.
- 3.2.9 Applicants who do not attend an audition and/or interview, fail to submit a portfolio by the deadlines set by the provider, or repeatedly fail to engage with The Provider will receive an unsuccessful decision on their application.
- 3.2.10 Once a decision has been made about making an offer to the applicant or rejecting the application by the academic department, the Admissions team will check that the applicant has achieved the required the English language test result, passport and any previous UK visas, plus associated CAS Statement(s) for any previous Tier 4 / Student visa(s) and details of any previous UK visa refusals.
- 3.2.11 It is at this point that the Admissions team would accept the application and make the applicant an offer or reject the application through UCAS or UCAS Conservatoires.
- 3.2.12 For Postgraduate applicants entering through direct entry application pathway, the application would be received by the provider and processed following the same procedure as an applicant applying through UCAS Conservatoires. The decision would then be communicated through the SITS portal account the applicant would have created in the direct entry application process. For applicants that are offered a place on a course, a CAS reference number will be allocated to the applicant once they have paid 50% of the course fee for the year of study they would be enrolling on. A CAS cannot be allocated to an applicant more than 6 months prior to the start date for their course. Prior to the CAS being assigned, a CAS Checklist will need to be completed and evidence provided by the applicant and saved to the

applicants file in SITS. A Bank Statement Checklist will also be completed and saved to the student's file in SITS for students who are required to submit financial evidence in support of their visa application.

- 3.2.13 Applicants will be notified of the visa application process, and information about working while in the UK on a Student Visa. Applicants cannot apply for a student visa more than 6 months prior to the start date for their course. Applicants will not be able to complete the visa process without paying the UK Government Healthcare Surcharge, information relating to this can be found through the following link:

[Pay for UK healthcare as part of your immigration application: How much you have to pay - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/pay-for-uk-healthcare-as-part-of-your-immigration-application)

- 3.2.14 Where the visa application is declined, approved too late, or the applicant does not meet the offer conditions, the amount paid will be refunded, after deduction of an administration fee.
- 3.2.15 International applicants will be required to pay their tuition fees in full at or before enrolment, unless otherwise agreed. Any currency conversion or bank charges are the responsibility of the student and cannot be deducted from the fee payable. Self-funded applicants' fees must be paid by the applicant or a family member. The Provider does not accept payment of fees from 3rd parties, such as friends and Agents. This is due to the UK Proceeds of Crime Act 2002 (POCA 2002), the Terrorism Act 2000 and the Money Laundering, Terrorist Financing and Transfer of Funds (2017).
- 3.2.16 If the applicant has paid 100% of the tuition fee and decides to withdraw there would be no refund. If they choose to suspend before 1st December in the year they enrolled 50% of the fees would be charged and 50% retained for return. If they choose to suspend after 1st December no refund or pro rata of fees.
- 3.2.17 Further information relating to fees for International Students can be found in the HE Fees, Academic Related Charges Policy and Refunds Policy.
- 3.2.18 Pre-Arrival information will be sent to applicants before they travel to the UK, including information on travelling to the UK and more about their course and the enrolment and induction procedures. Applicants who do not meet the entry requirements and are not made an offer, or who decline their offer, will be rejected/ withdrawn on SITS and their file will be moved to the Withdrawals folder.

3.3. Enrolment Process

- 3.3.1 All new international applicants and students returning for their subsequent years must provide evidence of the following during their designated induction session:
- Passport
 - e-visa / BRP card/vignette
 - Date of entry to the UK
- 3.3.2 The following information will be recorded in SITS each year:
- A copy of the applicant's passport
 - Visa type
 - Visa validity dates

- Information relating to official sponsorship (e.g. overseas governments)
- CAS number
- Latest date for enrolment which is stated on each CAS (usually 19 days after the course start date)

Reports will be generated from SITS to enable this data to be effectively managed and regularly monitored to ensure Student Sponsor compliance – for example, to ensure that there are no missing visa types. If the Admissions department receives notification that a student will be delayed, they may, at their discretion, extend this date via a sponsor note or report the student's CAS on the SMS.

The student's electronic file will then be moved from Admissions to the Enrolments section of SITS.

3.4. Use of Agents/Partners

- 3.4.1 The Provider will use approved overseas and UK-based representatives to assist with recruitment which will involve marketing the Provider and its programmes overseas and helping students with their course and visa applications. An Agent Consent form will be agreed and signed by the Agent/Partner and the recruited student. The Agent/Partner will submit this with the application documentation at the appropriate time.
- 3.4.2 Where applications are attributable to the Agent/Partner, the commission will be paid at 15% for the student's first year. Where the Agent/Partners provide help with only the Visa application the commission will be paid at 5% for the students first year.

3.5. Selection of Agents/Partners

- 3.5.1 The Provider will use strict criteria to ensure that overseas representatives are appropriate based on their recruitment territory, ability to promote the Provider, and overall reliability. A risk assessment will be completed for each potential agent or partner prior to any formal agreements. The Provider will endeavour to maintain manageable levels of overseas representatives per the providers International priority markets.
- 3.5.2 Agents and Partners will be selected based on information about the company and references. Established agencies will be expected to provide the details of referees from two UK institutions, ideally, who are also Student Sponsors. New companies, agencies, or partners that are not established in the UK market may be accepted on the basis of references from relevant institutions in other countries or personal references.
- 3.5.3 The Provider recognises that high quality student recruitment agencies will be equally selective in their choice of educational institutes. The Provider will therefore aim to deal with agents and partners promptly and effectively, ensuring that a high level of customer service is maintained.

3.6. Agent/Partner Management

- 3.6.1 All agents and partners will be expected to possess and adhere to a valid and in date contract. Agents/Partners will be offered a 3-year contract before renewal if they are experienced within the industry. New providers would be offered a 1-year contract initially if they have limited

experience within the industry. All Agents/Partners must complete mandatory training with the Provider before commencing their position.

- 3.6.2 It is anticipated that a contract should be issued or declined within six months, beyond which applications will not be accepted. Severe breaches of the contract will result in the immediate termination of the representation agreement. Contract expiry dates will be monitored, and new contracts will be issued as appropriate.
- 3.6.3 Agents and Partners will be supported by providing the appropriate marketing materials and updates about the Provider and other recruitment issues (e.g., immigration policy). The Provider will schedule overseas visits to agencies as appropriate.
- 3.6.4 Representative performance will be reviewed annually, and underperforming agents and partners will be contacted to discuss ways to improve student numbers. Application source will be recorded on SITS to facilitate monitoring.

3.7. Recruitment Visits

- 3.7.1 In addition to the role played by agents and partners, representatives from The Provider may travel overseas as appropriate. Visits will involve meeting with established agents and partners to refresh their awareness of The Providers portfolio and attending recruitment fairs or other activities arranged by agents and partners – e.g., school/academy visits and/or selection trials.
- 3.8. Overseas visits will be evaluated individually and annually to ensure the optimum use of resources and maximise return on investment.

Owner: HE Registry

Introduced: HE Registry

Last review: June 2025

Next Review: June 2027

The Provider reserves the right to review the policy at any time. This policy is reviewed regularly to ensure it remains effective and inclusive.

| Change Summary | | |
|----------------|----------|-----------------------|
| Version | Date | Summary of Changes |
| 1.2 | 12/08/25 | Updates based on UKVI |
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