

Admissions Policy

2019

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1. Admissions Policy Statement

WE Bridge Academy (the academy) is dedicated to the delivery of the best support and the development of its students; thus, it operates with the principal aim to bring success to all students of the academy irrespective of gender, age, nationality, ethnicity, religion, sexual orientation, physical capability or social background.

WE Bridge Academy offers several different types of courses. How the academy deals with entry into each course depends on the level and length of the intended course of study.

The minimum age that a student can be admitted into the academy is from the age of 16 years. The academy will consider the applications of all students provided they are eligible for study in the UK, including those that require the academy to provide a Confirmation of Acceptance of studies (CAS) or a visa letter.

Prospective students are encouraged to visit the school, although the Academy realises that for international students, this is not always possible. Many of the overseas admissions are made via agents/partners/tour operators. The Academy also encourages visits from agents and the marketing/admissions team will always endeavour to meet the agents during visits to discuss courses and admission procedures. Whilst we welcome collaboration with international agents, the decision regarding recruitment will always rest with the Academy. Alongside this student admissions policy the Agent Policy is a related document.

2. Courses and Admissions Requirements

2.1 International Foundation Programme (IFP)

Sept to June (Full Programme)

January to June (Intensive Programme)

January to August (Full Programme)

The IFP at WE Bridge Academy can be awarded either by NCC Education or by our internal brand of examinations. The level of the course is equivalent to NQF Level 3 of the national qualification framework.

Students are accepted onto this course from the age of 17, although on occasion an exception may be granted to a 16 year old if they are gifted or have completed the secondary school early. The academic team (Director of Studies/Assistant Director of Studies) or Admissions Team will authorise such cases.

There are different entry points on this course as listed above and the course offered will be dependent on the student's background, English Level and point of application.

WE Bridge Academy accepts students from many different countries all with different qualifications. To ensure that students are at the appropriate level for study of the International Foundation Programme (IFP) and not at a disadvantage, admission onto the IFP is conditional on the following:

- Completion of Academy application form either in paper format or by completing the online application form
- Copy of passport data page
- For Visa applicants - Copy of any previous visa(s) used to study in UK (immigration history). If the student has ever been refused entry to the UK, they should submit full details of any refusal.
- Evidence of the student's successful completion of their secondary school education. The student needs to have successfully completed all their high school education in their country (at least 12 years of school in total). Exception may be considered on certain occasions on occasion for example 'the student has special circumstances for finishing High School early or the student is a gifted and talented student'.
- International students having previously completed a course of study in the UK as a Tier 4 student will be expected to show progression of study in line with UKVI rules and requirements

- Evidence of English Language Ability as follows:

Non-EU students who require a Tier 4 General Visa must complete a UKVI IELTS (Or SELT as listed by the UKVI). The overall IELTS score must be at least 4.5 with a minimum of 4.0 in each component for September entry. In addition, an intention to study interview will be conducted in person or online with the Director of Studies, or an appropriate member of the senior management team. The admissions team will check all UKVI SELTS using the IELTS online verification system.

Non Tier 4 students will be assessed by their academic background showing any previous English results they have or any often acceptable English Exam Certificates. These do not have to be a secure UKVI IELTS. The academic team may request in cases where the English Level is not transparent that the student have an interview over the telephone or by skype.

2.2 Pre-sessional (Pre-Foundation)

For those students who do not meet the requirements to be offered a place on the IFP programmes (section 2.1 above) a Pre-sessional/Pre-Foundation course can be offered. This course is up to 12 weeks between September to December. On satisfactory completion of this course students can automatically be offered a place on either the January to June Intensive IFP or the January to August full IFP

Usually students who are offered this course have a slightly lower English or Academic Level than expected or they require some preparation for the IFP programme or studying in the UK in general. It is a separate course to the IFP and it should not be confused as being part of the IFP, although in most cases students do go on to study IFP. For the case of visa applicants a separate visa will be issued. Firstly, a short-term study visa will be issued for the Pre-sessional course. Upon successful satisfactory completion of the Pre-sessional course, the student will be issued a further study visa if he/she joins the IFP.

2.3 English language courses

For the purposes of the Academy's English language courses, the admission policy considers students as two distinct groups: Tier 4 students and Non-Tier 4 students. The requirements for entry onto an English language course are an Academy completed application either on paper or online. The application is completed and returned with a copy of the passport page and:

Tier 4 students

A secure English Language Test (SELT) in the form of IELTS or any of the approved qualifications on the UKVI's approved list, with an overall score appropriate to the level of study with the minimum acceptable level being CEFR level B1 (IELTS score of at least 4.5 overall with a minimum of 4.0 in each component). The academy will not accept any student who has not achieved the minimum B1 level of English language proficiency required by the UKVI to study in the UK under the relevant Tier 4 category.

Non-Tier 4 students

Upon arrival at the academy, all students are issued an English placement test to place them onto the appropriate level course in the academy. During the application process students are also asked about their current English level, which also gives the academic staff an idea of the level.

2.4 Teacher training and teacher refresher courses

The academy offers several courses that are for professional clients.

- **Teacher refresher courses**

Participants should have a level of English of at least CEFR level B1 and should provide all documents required for general admission.

- **Trinity Cert TESOL**

Participants should provide the following (which are in line with Trinity College London requirements): Trinity CertTESOL application form, copy of passport/ID, proof of level of education (minimum of A level or equivalent).

Participants must also attend an interview (in person, over the telephone or online). As part of this interview, participants need to complete a pre-interview questionnaire.

Participants on this course must be at least 18 years old (21 is recommended) and have a level of English of CEFR level C1. The level of English will be assessed during the interview.

2.5. Further conditions

For students requiring a Confirmation of Acceptance for Studies (CAS), this will only be issued once a student has met the admissions requirements of the academy, and has provided the necessary paperwork as per the offer letter from the academy.

Tier 4 students must be able to demonstrate in advance that they can finance themselves (e.g. through parental funds) or demonstrate that they have financial sponsorship for their entire course without needing to undertake paid work. Students requiring a visa for study (Tier 4 or other) should also read the academy's terms and conditions.

The academy reserves the right to verify any information provided during the application / admission process with the appropriate organisational / accrediting bodies.

Although the aim of the academy is to provide students access to all the courses it delivers there may be times when there is insufficient student subscription to a course. In this instance, the academy may not be able to offer the required programme and may either withdraw the course completely for that session or offer an alternative.

The academy will expel a student, should it find that the student has acted in a dishonest manner during the admission and enrolment process. In this situation, any fees paid to the academy may not be returned. The relevant authorities such as UKVI will also be informed.

The academy reserves the right to make exceptions to the entry requirements and additional criteria for any of its courses under exceptional circumstances and this will occur on a case-by-case basis. However, the academy will always operate in line with the requirements of its accrediting bodies and the UKVI.

3.0 Admissions Procedures

An application to study at WE Bridge Academy is usually proceeded by an enquiry either from the student or representative. Information should be provided by the academy within 24 hours of receiving an enquiry. If a request for a brochure is made this is usually sent via email. If a student or representative requests a brochure via post, this is usually dispatched within 24 hours; however, the time to receive it will vary.

Once the student has made the initial application:

The administration team enters the student details into the student checklist spreadsheet and the current management information system CLASS.

Before any offer letter or booking confirmation is issued by the Academy, all application documents are checked and students must meet the conditions of section 2. If all conditions are met for then a unconditional offer will be made (UOL), if all conditions are not met the a conditional offer will be made (COL). For short term study courses, such as general English programmes, a booking confirmation or acceptance visa letter will be issued.

For International Foundation Programmes the student must accept the offer and meet any conditions required. All documents will be checked before issuing any visa letter including Tier 4 CAS.

Under 18 students must also in addition provide:

- A completed copy of the academy's Parental Permission and Medical Consent Form. This form must be completed by the student's parent or legal guardian
- Homestay application Form (*unless they have a direct relative in Cardiff i.e. brother, sister, aunt, uncle or parent)
- Proof of identity of parents/guardian who have sole responsibility

For students requiring a CAS, for the International Foundation Programme (IFP), the academy arranges the following:

- A credibility interview either by telephone or online.
- Proof of Finances as per UKVI policy rules

The credibility interview should be carried out by the Director of Studies (DOS), Assistant Director of Studies or the Registrar.

If a student fails to satisfy the academy's questions during the credibility interview the academy will withdraw its offer for the programme.

Once all of the relevant documents have been received, checked and the student has satisfactorily met the academy's admission criteria, the student is informed of their successful application.

The student's visa letter or CAS is then issued.

The student's information is updated on the academy's management systems by the administration team.

3.1 CAS

Tier 4 of the Points Based System is the primary immigration route for non-EEA students who wish to study full-time in the UK. An education provider that holds a Tier 4 licence must sponsor these students. We-Bridge Academy holds a Tier 4 Sponsor Licence and can sponsor students under the Tier 4 (General) student route. This route is for migrants aged 16 or over who come to the UK for their post-16 education.

When the Academy is satisfied that an applicant meets the requirements of sponsorship, the Academy will assign the student a CAS. The CAS is not a paper certificate or document, but a virtual document, like a database record.

The CAS is assigned through the Sponsor Management System (SMS), which is the UK Border Agency's online tool. This allows sponsors to assign a Confirmation of Acceptance for Studies (CAS) to students who wish to come to the UK to study. It is also the tool used to fulfil the Academy's reporting duties for sponsored students.

Only the Academy's SMS users can issue a CAS. The SMS users are persons in the school who have access to the SMS. The SMS allows users two levels of access – 'Level 1' and 'Level 2'. The level decides the type of access (permissions) the user has to the system and the functions they can perform.

Assigning a CAS involves working through a short online form giving information about the student that the school wants to sponsor and the course of study they will follow.

Once the student has been assigned a CAS, the SMS system will produce a CAS number for the student.

The admissions team will then put this CAS number on a CAS Letter (see Appendix C for example) and this letter is sent to the student. (See Appendix D- CAS Cover letter)

Once the student has received the CAS they can then apply for their visa.

The admissions team will then keep in contact with the agent/student and will monitor the visa progression.

3.2 Short Term Visa Letters

When the Academy is satisfied that an applicant meets the requirements and the required fees have been received for short term courses, the admissions team will issue a visa letter. We issue 6 or 11 month letters dependant on the type and length of the programme. (Example of short-term visa letter at Appendix E. The visa letter will be issued no longer, than 3 months before the course start date due to UKVI regulations).

4. Arrivals and registration

Students must start their course on the start date given on the offer letter, or by the latest start date agreed.

If for any reason, there is a delay in a student starting at the academy, the student, or their representative, must inform administration team as soon as possible.

If an exception is made, the academy can issue a new COL with a revised start date; however, this does not apply to Tier 4 students.

The administration team updates any late arrivals on CLASS and the Director of Studies (DOS) can check this information on CLASS when required. They can then ensure teaching provision is adjusted accordingly.

The administration team also ensures that the housing officer is informed of any changes to arrivals where applicable.

The administration team in most cases decides if the change of start date is acceptable. However, if the situation is deemed complex or for a prolonged period, then the senior management team is consulted.

4.1 Registration

Upon the student's arrival at the academy, the administration team follows one of three procedures:

Students – EEA(Europeans)

- Check and copy the student's ID/passport to make sure it corresponds with the initial application.
- Sign and date the copy of the ID/passport used in the student's application.
- Complete the student registration and induction forms, ensuring that the student has received relevant briefings and documents from the relevant members of staff.
- Input on class all the information confirming passport/visas details, personal contact details and emergency details. If any medical condition would be reflected on class too.
- On the student checklist spreadsheet, transfer the student from prospective students to current students.
- Ensure all applicable fees have been paid.
- For sponsored students, check and make a copy of the financial guarantee letter.
- Inform the finance department of arrivals

Students – Short Term Study Visa(SVV)

- Check student's passport and visa to ensure it corresponds with the initial application.
 - Copy, Sign and date the copy of the student's passport/ID used in the application.
 - Verify the student's visa:
 - ensure the visa vignette/ passport is stamped accordingly.
 - The academy will take a copy of the visa and/or BRP, sign and date the copy and place it in the student's file.
 - Complete the registration and induction forms, ensuring that the student has received relevant briefings and documents from the relevant members of staff.
 - Input on class all the information confirming passport/visas details, personal contact details and emergency details. If any medical condition would be reflected on class too.
 - Make sure if the student needs to register with the police and if needed a police registration letter would be issued for the student to register or Ensure the student registered with the police where applicable
 - On the student checklist spreadsheet, transfer the student from prospective students to current students.
 - Ensure all applicable fees have been paid
 - Inform the finance department of arrivals
-
- For sponsored students, check and make a copy of the financial guarantee letter

Students – Tier 4 General Visa

- Copy, Sign and date the copy of the student's passport and BRP (all pages)
- ensure the visa vignette and BRP details are correct
- The academy will take a full copy of the visa BRP and passport, sign and date the copy and place it in the student's file.
- Complete the registration and induction forms, ensuring that the student has received relevant briefings and documents from the relevant members of staff.
- Ensure the student registered with the police where applicable
- Copy flight arrival details and entry/exit stamps
- On the student checklist spreadsheet, transfer the student from prospective students to current students.
- Ensure all applicable fees have been paid
- Inform the finance department of arrivals
- For sponsored students, check and make a copy of the financial guarantee letter
- Proof of address copy
- Tier 4 agreement

All the above are recorded on CLASS or in the paper file

Under 18s

WE Bridge Academy takes special care when dealing with students who are under 18. During the registration process, students who are under 18 are given specific advice in line with the academy's Safeguarding policy and procedures.

All students

If a student does not have a correct visa or registration documents, the student will not be allowed to complete enrolment and start any course until the issue has been resolved. This will be dealt with on a case-by-case basis.

If it is found that the student has supplied false information (despite the academy's best efforts during the application stage to ensure that this is not the case) the student will not be allowed to enrol and will be reported to the relevant authorities such as the UKVI. The academy will update all relevant systems including those of the UKVI.

4.2 BRP (Biometric Resident Permits)

All migrants coming to the UK for more than six months will be issued with a Biometric Residence Permit (BRP). This BRP will hold the students biometric details and will be the proof of valid leave whilst in the UK. The BRP will only be available for collection once the student arrives in the UK. It will be available for collection from a local Cardiff post office.

4.3 Police Registration

Students of certain nationalities who come to the UK for more than six months may need to register with the Police and receive a Police Registration Certificate. It will say in the student's visa vignette in their passport whether they need to do so. On arrival to registration, the admin team will make an online appointment for students requiring police registration and will issue a letter that is required. As long as the appointment has been made, students can attend classes, but student should bring the registration police certificate as soon as issued by the police.

5. Non-arrivals and cancellation procedure

If a student fails to enrol by the start date (or latest start date), the administration team will cancel the booking unless the delay is agreed/authorised. The student may not be entitled to any refund. The academy will consider each failure to enrol on a case-by-case basis. In the case of Tier 4 visa the Academy will inform the UKVI accordingly by reporting on the SMS (Student Management System). The administration team makes the cancellation when:

- The student fails to register with the academy and has not satisfactorily responded to any contact from the academy.
- Where a student notifies the school that they wish to defer the commencement of their classes.

Students failing to register on arrival in the UK will be contacted over the next 10 working days, by email and telephone, either directly or through an appointed representative.

On the tenth working day, the administration team will cancel the student's enrolment on CLASS and in the student checklist spreadsheet, transferring them to the cancelled student's tab on the checklist.

**See GDPR Policy regarding keeping student data

6. Homestay accommodation procedure

Students have the option of choosing to stay with one of the academy's homestay providers. Under 18s must stay with a homestay provider, unless they are living with a parent, close relative or responsible adult nominated by

the parent / legal guardian, and the academy has received prior written permission from the student's parent/guardian to do so.

Students must complete a homestay application form before the academy can begin to make homestay arrangements.

A request needs to be completed at least two weeks before the student's arrival. If a request is received any later than this, the academy may not be able to offer homestay accommodation in time for the start of the student's course.

Homestay applications are normally received by the administration team along with the student's application. These applications are forwarded to the housing officer once the registration fee to study at the academy is received.

The housing officer will contact the student and/or their representative to inform them that the form has been received. If further information is required or missing, the student or their representative will be asked for the information at this stage.

The housing officer will confirm that four weeks' payment in advance is required for each student prior to the booking being confirmed.

The student will receive accommodation details a week before their start date provided all necessary documents have been received and all relevant fees have been paid.

Payments for homestay accommodation can be made in the following way:

Online

1. Visit webridgeacademy.flywire.com and choose your country & the amount you are paying in GBP.
2. Choose your payment method & make your payment to Flywire.
3. Enter your details and those of the WE Bridge Academy student you are paying for.
4. Track and confirm your payment by email, SMS or by logging into webridgeacademy.flywire.com.

Bank transfer – full account details are on invoices, website and offer letters

Proof of payment should then be emailed to the housing officer. Once the payment has been received, the housing officer will process the booking.

The homestay booking will then be added to CLASS by the housing officer and confirmation will sent to the student and homestay provider. Templates for both confirmation letters are generated from CLASS and stored on the system by the Housing Officer.

For students that have commenced their studies at the academy and decide to apply for homestay during their course:

- Once accommodation has been found, four weeks' payment in advance will be required.
- The housing office will confirm the booking with both the student and the homestay provider once all arrangements have been made.

7.1 Change of address, contact and emergency contact details procedure**A. Purpose**

Students entering the UK using a visa are required by the UKVI to notify the academy of any change to their UK abode and contact details. The Change/confirmation of address form is used for this purpose. The academy's policy sets no distinction between the types of students attending the school. ALL STUDENTS are required to complete a new Change/confirmation of address every time there is a change in their contact details.

B. Procedure

1. The administrator responsible for the monitoring and logging of student contact details should be known to both staff and students. Policy and reporting procedures should be fully explained to staff and students at induction, and the academy noticeboards.

2. The form has been designed to check/monitor student change of address, contact and emergency contact details.

The form includes the following additional information:

a) First name, last name, student reference number, Student class ID, date of birth, date of change, previous/current address, and previous/current email address

b) Student's new details (if required)

New address and post code

New telephone number

New mobile number

New email address

c) Emergency contact details

Contact name

Relationship to student

Do they speak English? Yes/No?

Address

Telephone number

Mobile number

Email address

d) Declaration

e) Signature

f) Date

3. Student change of address information will be monitored by the Admin Team, who will issue Change/confirmation of address form any time that a student change any of their contact details.

Any student on a Tier 4 visa issued by the school and who has changed their address details will be advised to notify the police station where they are registered.

4. It will be the responsibility of the Admin Team to update any of the changes of contact details on class and attach the forms to the student's personal file. Previous address details are not to be removed from the student's file; however, on class we will keep the most recent one. This is required to show a full and complete record of abode and contact details during the student's stay in the UK.

5. It is the responsibility of the administration team to ensure that all new student information is entered onto CLASS. The role is responsibility of the administrator as part of their duties to enter change of address and contact details. This information is completed when a student notifies one of the administration team of any change.

6. During enrolment every student has to complete a “registration form” where they will fill all their contact details and the admin team will input the information on class.

7. All forms should be filed in a secure manner either electronically or in the paper file, complying with the Data Protection Act 1998, and are to be presented to any member of the UKVI upon request. (See separate GDPR Policy)

7.2 Monthly UKVI checklist procedure

A. Purpose

The checklist is used to compile monthly information of student details and ensure required checks are carried out in full.

This is a compliance document and a requirement of the UKVI.

B. Procedure

1. It is the sole responsibility of the administrator, and in their absence, a designated person, to compile the monthly UKVI checklist.

- The list is to be completed every month
- All students are to be entered on to the register regardless of visa status.
- All required student information is to be recorded; there should be no blank entries.

2. The checklist contains sections for the following information:

- Student ID number (CLASS number)
- First name(s)
- Surname(s)
- Age
- Sex
- Country
- Enrolment from date
- Enrolment to date
- Passport number
- Passport expiry date
- Passport checked (Y/N)
- Visa type name
- Visa number
- Visa start date
- Visa expiry date
- Visa checked (Y/N)
- Enrolment booking status name
- Notes (If a reminder visa or passport is issued or any other comments regarding the intention of the student to leave the country).

3. A reminder visa/passport letter will be issued to the student at least 30 days in advance or the administrator will speak with the student in question to confirm their intentions to applying for a new visa/passport. The intention will be record on the monthly checklist in the “notes” section.

4. The checklist and attachments are to be filed in a secure manner, complying with the Data Protection Act 1998, and are to be given to the UKVI upon request.

7.3 Tier 4 Compliance

A significant proportion of students studying at the Academy have “leave to study” under Tier 4 of the UK Visas & Immigration’s (UKVI).

As Sponsors, we are expected to play a part in ensuring that the system is not abused. The Academy must therefore fulfil certain duties, in order to ensure that immigration control is maintained. The Academy must be able to show that it can fulfil, and are fulfilling, these sponsor duties in order to retain their Tier 4 licence.

The Academy has responsibilities in respect of all Tier 4 students from the moment it assigns a CAS to the student until:

it withdraws sponsorship from the student;

the student leaves the UK; or

the student is given permission to stay in the UK with a different sponsor or in another immigration category

Reporting Visa the SMS System

Any change in circumstance to the student’s course is reported via the SMS system on the UKVI’s website. These changes can be reported by the Level 1 or Level 2 users. These include:

Student does not arrive for their course/fail to enrol (including visa refusals).

Student is absent for 10 consecutive days without permission/student contact stops.

Student leaves the course earlier than expected.

Student is asked to leave the course.

Student moves to a different course but of the same level.

Student moves to a different sponsor.

Significant change in circumstances.

Other changes to be reported on the SMS by the Level 1 user of the Academy include changes to the organisation as listed in the UKVI policy guidance documents.

7.4 Monitoring and Attendance – please see separate attendance policy

7.5 Maintaining Educational Oversight

An education provider wishing to be a Tier 4 sponsor must demonstrate it meets acceptable educational quality standards. ISI is the body that inspects We-Bridge Academy and makes this assessment.

We-Bridge Academy must maintain the standard in Educational Oversight throughout the duration of the Tier 4 licence.

Application Form

// For office use:

Reference Number: _____ Date Received: _____ Date processed: _____

You can also apply on our website www.we-bridge.co.uk

// Personal Details

Title: _____ First Name: _____ Surname: _____

Home Address: _____ City: _____

Post Code: _____ Contact Number: _____ Date of Birth: _____

Age: _____ Email Address: _____ Nationality: _____

// Agent/Representative (if applicable)

Agent Name: _____ Agent Contact Number: _____

Agent Email Address: _____

Your agent/representative cannot be changed once nominated.

// Emergency Contact Details (must be a member of your family)

Title: _____ First Name: _____ Surname: _____

Address: _____ Post Code: _____

Relationship to Student: _____ Do They Speak English? _____ Contact Number: _____

Email Address: _____

// Previous English Studies

Have you previously studied English? **YES NO** If YES, give details:

How would you describe your level of English? (E.g., Intermediate)

Have you studied and/or lived in Cardiff/South Glamorgan before? If so, provide dates and place of study _____

// Course Information

Course Name: _____ Hours Per Week: _____ Course Length (weeks): _____

Start Date: _____ End Date: _____ Are you a sponsored student? **YES NO**

// International Foundation Programme (IFP) September Intake January Intake

Choose your pathway: Business Computing Engineering Science

Have you completed secondary education (12 years)? **YES NO** Do you have UKVI IELTS? **YES NO**

Have you previously studied a Foundation Programme? If so, please provide details

Please tell us the name of university and degree you would like to progress to after completing the IFP _____

// Other Information

Do you have any medical conditions? (e.g. diabetes) **YES NO** If yes, please give details below:

Do you have any requirements you would like us to take into consideration before you arrive? These may include poor hearing or sight, or physical needs that may restrict participation in activities:

// Airport Transfers

Do you require a transfer from your arrival airport to Cardiff? **YES NO** *Please see our website for prices.*

If YES, please provide flight details:

Do you require a return transfer? **YES NO**

In our commitment to safeguarding, all students aged 16 and 17 are advised to use our airport transfer service.

// How will you be paying?

By bank transfer Through and agent/Representative

By credit card or cash (on arrival at the academy) Sponsored by Embassy

For details of how to pay, please visit www.we-bridge.co.uk/we-study/how-to-pay/

// Declaration

By ticking 'YES' I confirm that I wish to apply for a course at WE Bridge Academy, I agree to your Terms and Conditions (available on our website) and I have read and agree to the ways we use your personal data for the purpose of processing your application to study (below), and for homestay accommodation (if applicable). A parent or legal guardian will need to sign for anyone aged under 18.

YES NO

Print Name: _____ **Signature:** _____

Date: _____

// General Data Protection Regulation (GDPR)

WE Bridge Academy will always be transparent with you about how we use, store and share your personal data. We only use your personal data for the purpose it was intended.

Why we need your personal information:

To process your application to study at WE Bridge Academy, and issue you with an offer letter, we ask for your personal details and additional documentation to support your application. We use your passport to ensure the information in your offer letter is accurate and to verify your identity at enrolment. We may use your personal details to contact you about your application. The personal information we request from you may vary depending on the type of course you apply for. For example: to apply for our International Foundation Programme, we need to see evidence of your secondary education and IELTS. If your application is being made through an agent, we will send your offer letter directly to them. Your offer letter will contain personal information such as your date of birth and passport number. If you are applying for homestay accommodation, we share key information with your homestay provider to find you the most suitable accommodation.

How we use your personal data:

We use your personal data to process your application to study with us and to issue your offer letter. We collect other information about you, such as medical information and emergency contact details to see if we need to make any special arrangements for you. The information you provide will only be shared within WE Bridge Academy if we feel there is a legitimate reason to do so. For example: we

may pass your phone number to our Academic team if they need to carry out a phone interview with you as part of the course you are applying for.

How your data is stored:

All of your information is stored on a secure student database used solely by WE Bridge Academy and we also hold this information within your personal student file, which is also held securely. If you do not enrol at our academy, we will securely destroy the information we hold about you after 1 calendar month and you would then need to reapply if you later decide you wish to study with us. You can request to see the information we hold about you at any time. We will acknowledge your request within 48 hours and provide access to the information within one calendar month from the date the request was received.

Homestay Application Form

// For office use:

Date Received: _____ Date processed: _____

Please note that accommodation is subject to availability and we require at least 2 weeks' notice to find accommodation for you. Homestay will only be secured once payment for the first 4 weeks is received in advance. Most homestay providers have pets.

يرجى الملاحظة

بأنه يتعذر علينا اعداد ترتيبات السكن ما لم نستلم منكم مبلغ الايداع للشهر الاول

Add

photo

here

(optional)

You can also complete this form on our website www.we-bridge.co.uk

// Personal Details

Title: _____ First Name: _____ Surname: _____

Home Address: _____ City: _____

Contact Number: _____ Date of Birth: _____ Age: _____

Email Address: _____ Nationality: _____

// Travel Information

Date of arrival to the UK/Cardiff: _____ Departure date: _____

How will you travel from the airport to Cardiff?

Homestay start date: _____ Homestay end date: _____ Total (weeks): _____

Please provide flight details:

// Is there anything you would like us to consider when allocating your homestay?

// Do you have any allergies?

Please indicate here: **YES NO**

If YES, please give details:

// Do you smoke?

Please indicate here: **YES NO**

// Is there anything you do not eat?

Please indicate here: **YES NO**

If YES, please give details:

// Can you eat...

Yes 😊

No 😞

Chicken

Pork/ham/bacon

Lamb

Beef

Fish

Eggs

Milk

Cheese

// Medical Information

Do you have a current medical condition or illness? **YES NO** If YES, give details:

Have you had any medical conditions or illnesses in the last three years? **YES NO** If YES, give details:

Are you currently taking any medication? **YES NO** If YES, give details:

- ✓ Have you signed the declaration on page 2?
- ✓ Are you under 18? Please ask your parent/guardian to complete the Parental Permission section on the next page
- ✓ If you require homestay accommodation, please ensure the form is fully completed

Parental Permission and Medical Consent Form for Students

(To be completed by the parent/guardian for students aged under 18)

// Student details

First name and last name

Date of birth

Course dates (start and end date)

Mobile phone number

Email address

// Contact details of parent or legal guardian

First name and last name

Relationship to my son / daughter

Address

Home telephone number

Mobile phone number

Email address
Level of English

// Emergency contact details (if the parent/legal guardian cannot be reached, the following person should be contacted)

First name and last name
Relationship to my son / daughter
Address
Mobile phone number
Email address
Level of English

You must tell us immediately if your son's / daughter's emergency contact details change.

// Travel documents

I confirm that my son / daughter has all the required travel documents to enter the UK as required by the UK Border Agency. *(Please tick the box to confirm).*

// Accommodation

All students aged under 18 must (in accordance with UK law) either stay with one of our homestay providers, a responsible family member or a nominated adult who is over the age of 18.

My son / daughter will be staying in homestay provided by WE Bridge Academy:

Yes No* *(Please tick a box)*

***If NO, please provide the following information:**

// Name of responsible family member / nominated adult in the UK who my son / daughter will live with during their stay

First name and last name
Date of birth
Relationship to my son / daughter
UK Address
Length of time at this address
UK telephone number
Email address
Level of English

I confirm that I give my consent as the parent / legal guardian for my son / daughter to live with the person, and at the address, named above during their stay with WE Bridge Academy.

(Please tick the box if you agree).

// Studying at WE Bridge Academy

I understand that all courses at WE Bridge Academy provide an adult-learning environment with students aged 18+, and students aged 16 or 17 will be less closely supervised than if they were on a junior course.

(Please tick the box if you agree).

// Supervision

a) I understand that my son / daughter will travel to and from WE Bridge Academy and their accommodation without any supervision. *(Please tick the box if you agree).*

b) I understand that my son / daughter will not be supervised during their free time (e.g. before and after lessons, and during break times and at lunchtimes). *(Please tick the box if you agree).*

// Times for students to be home by (curfew)

All students under 18 years of age must be home by 10:30pm on Sundays to Thursdays, and by midnight (00:00) on Fridays and Saturdays.

I understand that my son / daughter must be home by 10:30pm on Sundays to Thursday, and by midnight (00:00) on Fridays and Saturdays. *(Please tick the box if you agree).*

If you wish your son / daughter to be home before the above times, please indicate the time(s) below:

• Time to be home (Sundays to Thursdays): _____

• Time to be home (Fridays and Saturdays): _____

// Weekends and going away

If your son / daughter wants to stay overnight, or spend the weekend, at any other location than their usual accommodation, then we must have written permission from you at least one week in advance.

I agree to provide written permission for my son / daughter to stay overnight or spend the weekend at a different location from their usual accommodation at least a week in advance. *(Please tick the box if you agree).*

If we do not receive your written permission, then your son / daughter will not be allowed to go.

// Social programmes

WE Bridge Academy's social programme is not compulsory and it is not specifically designed for 16 and 17 year olds. Certain activities may not be suitable for students under 18 and under 18s will not be allowed to attend these activities. Staff will advise students on which activities they can take part in. WE Bridge Academy also occasionally has whole-day excursions. You can see examples of social programme on our website (www.we-bridge.co.uk).

I understand that WE Bridge Academy's social programme is not specifically designed for 16 and 17 year olds, and some activities will not be suitable. Students will be advised on which social activities they can take part in. *(Please tick the box if you agree).*

I give permission for my son or daughter to go on whole-day excursions. Yes No *(Please tick a box).*

// Travelling around Cardiff

We strongly advise all students to travel together in groups of 3 or more, and to go by taxi, particularly in the evening when it is dark.

If your son or daughter needs a taxi, please ask them to use **Dragon Taxis +44 (0)2920 333 333** whenever possible. This company has ensured all their drivers are checked by the police and they operate a safe taxi scheme, where your son / daughter can still use them even if they do not have any cash with them. More information will be given to your son and daughter at enrolment. Please tell your son or daughter to look for this sign on the side of the taxi:

// Airport transfers

Students under 18 should book an airport transfer via WE Bridge Academy. If not, you must provide us with written confirmation of alternative arrangements before your son / daughter leaves their home country.

Please note: If your son's / daughter's transfer arrangements do not meet the required UK Border Agency requirements, then they might be refused entry into the UK.

My son / daughter requires an airport transfer booked via WE Bridge Academy: Yes No*

(Please tick a box).

***If NO, please provide information in the box below regarding the alternative transfer arrangements.**

I confirm that I give my consent as the parent / legal guardian for my son / daughter to travel to WE Bridge Academy from the airport via the alternative travel arrangements as recorded above.

(Please tick the box if you agree).

// WE Bridge Academy rules

I agree that my son / daughter must attend all scheduled lessons. Students can be absent only when they are unwell. In such cases, the student must telephone the school as soon as possible on the day of the illness.

(Please tick the box if you agree).

I understand that if my son / daughter does not inform WE Bridge Academy of their absence, then I will be contacted via telephone, as well as the relevant agent and embassy. If my son / daughter cannot be contacted, then the local police will be informed. *(Please tick the box if you agree).*

I understand that the school has the right to terminate the course of any student who seriously or persistently does not follow WE Bridge Academy rules. In such cases, I understand that there will be no refund of their course fees, and I will be responsible for my son's / daughter's return journey and the associated costs.

(Please tick the box if you agree).

// Homestay accommodation rules (if your son / daughter is staying in homestay)

I agree that my son / daughter must follow homestay accommodation rules and requirements. This includes use of the home telephone, TV and computer, having visitors, meal times, smoking, noise, use of the bathroom, cleanliness and tidiness, safety and security of the property, and observing the under 18s curfew.

(Please tick the box if you agree).

I agree that my son / daughter will be responsible for any damage that they may cause in the homestay accommodation. *(Please tick the box if you agree).*

// Photographs and Video

On occasions, WE Bridge Academy will take photographs and video to promote the academy. These images may be used across social media, within marketing material for the academy and on our website. Before using the image of anyone aged under 18, a General Data Protection Regulation (GDPR) Permission Form will need to be completed by the student once enrolled. However, we need your initial consent to do this.

Do you consent to the image of your son/daughter being used for the purposes described above? For more information, please contact our Data Protection Officer.

No Yes

// Medical details and parental consent

Does your son / daughter have a medical condition or illness that requires medical treatment? *(Please tick a box for each question).*

No Yes If **Yes**, please give details:

Does your son / daughter have any allergies?

No Yes If **Yes**, please give details:

Is your son / daughter taking any medication at present?

No Yes If **Yes**, please give details:

Can your son / daughter be given over-the-counter medicine (e.g. paracetamol, cough medicine)?

Please tick a box.

No Yes If **No**, please give details:

I agree that in case of illness or medical emergency, give permission for my son / daughter to be attended to by a doctor, or hospitalized, and operated on in an emergency. I agree that they may be given medication according to a qualified doctor's advice. *(Please tick the box if you agree).*

I agree to inform WE Bridge Academy any change in our son's / daughter's medical condition before their arrival at WE Bridge Academy. *(Please tick the box if you agree).*

// Additional comments (if applicable)

To be completed if you have any additional requests or information that is relevant to your son's / daughter's stay at WE Bridge Academy:

// Declaration

This under 18 consent form must be completed and, a) proof of your identity and, b) your son's / daughter's birth certificate need to be provided before they arrive in the UK and before any visa letter is issued.

I have read and understood the above information. *(Please tick the box if you agree).*

Name of parent / legal guardian: _____

Signature of parent / legal guardian: _____

Date signed: _____

Example IFP Offer letter (Conditional)

CONDITIONAL OFFER LETTER
INTERNATIONAL FOUNDATION PROGRAMME
 NOT SUITABLE FOR VISA PURPOSES

[Special Fields.Todays Date (Long)]

Dear [Student.txtForename],

I am pleased to confirm that WE Bridge Academy is able to make you a conditional offer onto the course as described below:

STUDENT DETAILS:

Student Name:	[Student.txtForename] [Student.txtSurname]
Passport No.	[Student.txtPassportNumber] Expires: [Student.dtePassportExpiryDate]
Date of Birth:	[Student.dteDOB] Age: [Student.intStudentAge]
Student nationality:	[Student.txtNationalityName] [Student.dtePassportExpiryDate]
Student Reference:	[Student.txtAnalysis4] Payment ID: [Enrolment.intStudentId]

COURSE INFORMATION:

Course Name:	[Course-Header.txtPriceltemName/1]
Start Date:	[Course-Header.dteFromDate/1]
End Date:	[Last-Course-Booking.dteToDate]
Latest Start:	[Enrolment.txtAnalysis1]
Hours of study:	21 hours per week
Duration:	[Course-Header.intNumberOfUnits/1] weeks
Course Fees:	£14,000.00
Deposit:	Full payment in advance or financial guarantee letter

Please carefully check the details of your offer and inform us as soon as possible if you believe anything is incorrect or if any of your personal details have changed:

Your offer has been made based on the information you provided at the time of your application to WE Bridge Academy **and is subject to you satisfying the following conditions:**

- ✓ UKVI IELTSs or equivalent, minimum overall grade of 4.5, with no individual element lower than 4.0.
- ✓ Evidence of a successfully-completed secondary education (12 years) in an appropriate range of subjects.

If you accept this offer, you will need to have met all conditions (and provided evidence of this) prior to a CAS being issued.

Duplicate Applications

Should more than one application be received for the same student from more than one agent/representative, the application will be processed and allocated to the representative for the application that was received first. Once the student has nominated their agent, this cannot be changed for the entire duration of the course. Please visit our website to see our full Terms and Conditions.

Academy Information:

This Academy has been accredited by the British Council, ISI, and it is on the list of sponsorship schools with the UKVI, holding a Tier 4 sponsor licence number HPQKRVDV8.

Tier 4 Students:

If you require a TIER 4 (general) student visa you may be required to undertake an interview with the Academy to assess your intention to study, ability to complete the course and meet TIER 4 and academic requirements.

WE Bridge Academy reserves the right to withdraw your offer at any stage if we are not satisfied that you meet all requirements.

WE Bridge Academy reserves the right to refuse to issue a CAS where an individual's circumstances may compromise or pose a risk to its Sponsor License.

*Your offer is subject to verification of your qualifications and supporting documents, meeting all UKVI Tier 4 visa regulations and academic requirements.

We will only issue your Confirmation of Acceptance of Studies (CAS) a maximum of 3 months before the start date of your course and once we receive a CAS Request form completed and additional documentation for Tier 4 Applicants. We will send this to you.

If you need further information regarding Tier 4, please visit the website [Tier 4 policy guidance](#).

Once you have received your visa please email us a scan of it to enable us to check that you have been issued with the correct type of visa. WE Bridge Academy cannot be held responsible for any errors made during the visa application process.

Accommodation:

If you require accommodation, you must complete a Homestay application form at least 2 weeks before arrival. Accommodation will not be secured until a completed form is received and payment for the first 4 weeks is paid. This payment is non-refundable. All accommodation must be paid in addition to course fees.

Tuition Fees:

You will be responsible for the payment of tuition fees unless the whole amount is to be paid by a sponsor. In this case, you will need to provide evidence of your sponsorship in the form of a Financial Guarantee Letter.

Deposit:

You will be required to pay a deposit to be able to enrol on your programme of study. This does not apply to sponsored students, they will need to provide a Financial Guarantee letter.

Payments:

Payments can be made in the following way to: WE Bridge International Ltd.

To pay online:

1. Visit webridgeacademy.flywire.com and choose your country & the amount you are paying in GBP
2. Choose your payment method & make your payment to Flywire
3. Enter your details & those of the WE Bridge Academy student you are paying for
4. Track & confirm your payment by email, SMS or by logging into webridgeacademy.flywire.com

Via bank transfer:

WE Bridge International Ltd. - HSBC Bank PLC -
Sort Code: 40-16-15 - Account number: 53984982
IBAN: GB75HBUK 40161553984982
Swift Code (BIC): HBUKGB4B

We will need proof of payment emailed to info@we-bridge.co.uk or rebeca@we-bridge.co.uk

You are responsible for any additional charges incurred. Please use your Payment ID as a reference in your transaction.

Students Aged Under 18:

All Students aged under 18 must (in accordance with UK law) either stay with one of our Homestay providers or with a responsible adult, who has been nominated by the parent or guardian.

Any one aged under 18 will be sent a Parental Permission form. The parent / guardian must complete this form with proof of identity. This needs to be completed before the student arrives in the UK. Please be aware we cannot enrol any student aged under 18 without all the necessary documentation.

Special Requirements

If you have a disability or medical condition which requires special attention or facilities and you have not yet discussed your requirements, please contact us.

Term and Conditions:

In accepting your offer, WE Bridge Academy will take this as acknowledgement of the acceptance of our Terms and Conditions, including our cancellations policy which clearly states that no refunds will be given once the course has started unless due to an unsuccessful visa application. Please visit <http://www.we-bridge.co.uk/legal/terms-conditions>

General Data Protection Regulation (GDPR) 2018

WE Bridge Academy will always be transparent about how we use your personal information. We are required under the General Data Protection Regulation (GDPR) to tell you about the ways in which we use, store and share your personal data. We will always gain your consent before processing your personal data, which is detailed on our course and homestay application forms.

For full details about the ways in which we use your personal data, please refer to the Student Privacy notice, which can be found on our website at www.we-bridge.co.uk or it can be obtained by sending an email to our Data Protection Officer, Paul Stephens - paul@we-bridge.co.uk

Complaints:

WE Bridge Academy is committed to providing a high-quality educational experience, supported by a range of academic and administrative services and facilities. Details of our complaints procedure can be found on our website and is provided at enrolment in our student handbook.

Arrival:

On the first day of your course **you must** report to reception at 9.00 am for enrolment. Please ensure you bring all original documents as used in your initial application to secure successful enrolment. You must also bring the following documents:

- Certificate of Secondary School or equivalent (Original)
- Original passport and visa. BRP collection letter.
- Proof of address in UK, where you are going to live (if you don't stay in our Homestay accommodation).
- Copy of your flight details from your country to U.K.
- Proof of payment or Financial Guarantee Letter.

Accepting letter:

To secure your place you should accept your offer as quickly as possible as places may be limited.

You can accept our offer letter by signing and returning it to rebeca@we-bridge.co.uk or paul@we-bridge.co.uk.

If you have any queries regarding this offer or admissions process, please feel free to contact us either by email or by telephone on +44 (0)2920 225 656. Please quote your student number in any correspondence.

We would also like to invite you to join the WE Bridge Academy online community on social media.



We look forward to welcoming you to WE Bridge Academy.

Yours sincerely,



Rebeca Dios
Administrator

Example General English Offer letter

OFFER LETTER

[Special Fields.Todays Date (Long)]

STUDENT INFORMATION

STUDENT NAME: [Student.txtTitle] [Student.txtForename] [Student.txtSurname] D.O. B:
 [Student.dteDOB] AGE: [Student.intStudentAge]
 NATIONALITY: [Student.txtNationalityName] PASSPORT NO:
 [Student.txtPassportNumber]
 OUR REF: [Student.txtAnalysis4] CLASS ID: [Enrolment.intStudentId]

CENTRE INFORMATION This Academy has been accredited by the British Council, ISI, and it is on the list of sponsorship schools with the UKVI, holding a Tier 4 sponsor licence number HPQKRVDV8

Dear [Student.txtForename],

Thank you for your completed application for admission to WE Bridge Academy. I am pleased to confirm that you have been offered a place on the following course:

Course title	[Course-Header.txtPriceltemName/1]
Course duration	[Course-Header.intNumberOfUnits/1] weeks
Hours of study	[Course-Booking.decCourseNumberOfHours/1] per week
Start date	[Course-Header.dteFromDate/1]
End date	[Last-Course-Booking.dteToDate]
Latest Start date	
Course Tuition fee	
Course Registration fee	
Total course fee	
Accommodation fee	

Length of rent Subject to availability	
Airport Transfer/s:	
Total course + Accommodation+ Airport (If applicable)	
Deposit	Full payment in advance or financial guarantee letter

Personal details:

Please carefully check the details of your offer and inform us as soon as possible if you believe anything is incorrect or if any of your personal details have changed so that we can keep in touch with you until enrolment.

This letter is not valid for visa purposes and cannot be used to gain entry into the UK. Anyone attempting to use this letter to gain access into the UK must be reported to us and the appropriate authorities immediately.

Duplicate Applications

Should more than one application be received for the same student from more than one agent/representative, the application will be processed and allocated to the representative for the application that was received first. Once the student has nominated their agent, this cannot be changed for the entire duration of the course. Please visit our website to see our full Terms and Conditions.

Airport Transfer:

Please note: our prices are quoted to Cardiff city centre. If your accommodation is located outside of this area, additional charges will be incurred. There is a waiting charge of £15 per hour plus the cost of any parking ticket(s) in case the flight is delayed

Accommodation:

If you require accommodation, you must complete a Homestay application form at least 2 weeks before arrival. Accommodation will not be secured until a completed form is received and payment for the first 4 weeks is paid. This payment is non-refundable. All accommodation must be paid in addition to course fees.

Tuition Fees:

You will be responsible for the payment of tuition fees unless the whole amount is to be paid by a sponsor. In this case, you will need to provide evidence of your sponsorship in the form of a Financial Guarantee Letter.

Deposit:

You will be required to pay a deposit to be able to enrol on your programme of study. This does not apply to sponsored students, they will need to provide a Financial Guarantee letter.

Payments:

Payments can be made in the following way to: WE Bridge International Ltd.

To pay online:

1. Visit webridgeacademy.flywire.com and choose your country & the amount you are paying in GBP
2. Choose your payment method & make your payment to Flywire
3. Enter your details & those of the WE Bridge Academy student you are paying for
4. Track & confirm your payment by email, SMS or by logging into webridgeacademy.flywire.com

Via bank transfer:

WE Bridge International Ltd. - HSBC Bank PLC –
Sort Code: 40-16-15 - Account number: 53984982
IBAN: GB75HBUK 40161553984982
Swift Code (BIC): HBUKGB4B

We will need proof of payment emailed to info@we-bridge.co.uk or rebeca@we-bridge.co.uk

You are responsible for any additional charges incurred. Please use your Payment ID as a reference in your transaction.

Students Aged Under 18:

All Students aged under 18 must (in accordance with UK law) either stay with one of our Homestay providers or with a responsible adult, who has been nominated by the parent or guardian.

Any one aged under 18 will be sent a Parental Permission form. The parent / guardian must complete this form with proof of identity. This needs to be completed before the student arrives in the UK. Please be aware we cannot enrol any student aged under 18 without all the necessary documentation.

Special Requirements

If you have a disability or medical condition which requires special attention or facilities and you have not yet discussed your requirements, please contact us.

Term and Conditions:

In accepting your offer, WE Bridge Academy will take this as acknowledgement of the acceptance of our Terms and Conditions, including our cancellations policy which clearly states that no refunds will be given once the course has started unless due to an unsuccessful visa application. Please visit <http://www.we-bridge.co.uk/legal/terms-conditions>

General Data Protection Regulation (GDPR) 2018

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For full details about the ways in which we use your personal data, please refer to the Student Privacy notice, which can be found on our website at www.we-bridge.co.uk or it can be

obtained by sending an email to our Data Protection Officer, Paul Stephens - paul@we-bridge.co.uk

Complaints:

WE Bridge Academy is committed to providing a high-quality educational experience, supported by a range of academic and administrative services and facilities. Details of our complaints' procedure can be found on our website and is provided at enrolment in our student handbook.

Arrival:

On the first day of your course **you must** report to reception at 9.00 am for enrolment. Please ensure you bring all original documents as used in your initial application to secure successful enrolment. You must also bring the following documents:

- Certificate of Secondary School or equivalent (Original)
- Original passport and visa. BRP collection letter.
- Proof of address in UK, where you are going to live (if you don't stay in our Homestay accommodation).
- Copy of your flight details from your country to U.K.
- Proof of payment or Financial Guarantee letter.

Accepting letter:

To secure your place you should accept your offer as quickly as possible as places may be limited.

You can accept our offer by:

1. Following this link <https://we-bridge.co.uk/we-study/accept-your-offer/> or
 2. signing and returning the following documents to rebeca@we-bridge.co.uk or marta@we-bridge.co.uk.
- ✓ Offer letter signed
 - ✓ Completion of the Statement of Intent (If visa letter is required).
 - ✓ Completion of the Visa Questionnaire (If visa letter is required).
 - ✓ Completion of our on-line test (If applicable).
 - ✓ Payment of the deposit/s as stated in this letter or Financial Sponsorship letter for sponsored students).

Once we are satisfied and received all of the above documents signed, we will issue you with the required visa letter to use in your application for your visa. You agree that you fully understand the conditions of the visa that you will apply for.

We recommend that all applicants visit the UKVI website for information and guidance on the visa that they would like to apply for. This information can be found at <http://www.ukba.homeoffice.gov.uk>

Once you have received your visa, please send us a copy to enable us to check that you have been issued with the correct type of visa. WE Bridge Academy cannot be held responsible for any errors made during the visa application process.

If you fail to enroll after **the latest start date** stated in this offer, WE Bridge Academy reserves the right to reject your application and your course will be cancelled.

If you have any queries regarding this offer or admissions process, please feel free to contact us either by email or by telephone on +44 (0)2920 225 656. Please quote your student number in any correspondence.

We would also like to invite you to join the WE Bridge Academy online community on social media.



We look forward to welcoming you to WE Bridge Academy.

Yours sincerely,

A handwritten signature in blue ink that reads "Rebeca Dios".

Rebeca Dios
Administrator

[Student.txtForename] [Student.txtSurname]
 [Student.txtAddress1], [Student.txtAddress2]
 [Student.txtTown], [Student.txtRegion],
 [Student.txtCountry] [Student.txtPostalCode]

03 April 2019

Dear [Student.txtForename],

Confirmation of Acceptance for Studies (CAS)

This document contains all the information that we have passed onto the Home Office to support your visa application. This document is for reference only and should not be submitted with your visa application.

Your CAS number is xxxxxxxxxxxxxxxxxxxxxx

Category	General Student Visa (Tier 4)	
Student	Family name First name Date of birth Age Gender Nationality Country of birth Passport number Student Reference No.	[Student.txtSurname] [Student.txtForename] [Student.dteDOB] [Student.intStudentAge] Male/Female [Student.txtNationalityName] XXXXXXXXXX [Student.txtPassportNumber] [Student.txtAnalysis4]
Sponsor	Name Address Contact details Licence number	WE Bridge International 10 Floor Southgate House Wood Street Cardiff CF10 1EW T: +44 2920 225 656 E: rebeca@we-bridge.co.uk HPQKRVDV8
	Main place of study	WE Bridge Academy 10 Floor Southgate House Wood Street, CF10 1EW Cardiff
Course Information	Title Level Full time course Start date	[Course-Header.txtPriceltemName/1] RQF- level 3 Yes [Course-Header.dteFromDate/1] [Enrolment.txtAnalysis1]

	Latest start End date Hours per week	[Course-Header.dteToDate/1] 21 Hours per week
Previous UK Study History	Previously Studied in UK Previous Course Level Academic Level for Current Course Is current course higher, lower or at the same level as the previous course? If the same or lower supply justification text (1000 character limit):	YES/NO B1 OR N/A RQF- level 3 Higher N/A
SELT	Is SELT required? If Not required reason	Yes Not Applicable
Finance Information	Course Tuition Fee GBP Course registration fee GBP Total Course fee GBP Accommodation fee GBP Total Course + Accommodation GBP Total Course fees paid GBP	£[Student Coursing Total.curTotalDue] Not applicable £ £[Booking Totals.curStudentHost] £ £
<p>Students submitting their visa application on or after 12th November 2015 must ensure that any financial evidence submitted shows enough funds to cover the new increased monthly living costs as follows: Tier 4 General: Studying in London: £1265 per month (up to a maximum of 9 months) Studying outside London and elsewhere: £1,015 per month (up to a maximum of 9 months)</p>		
<p>The document(s) as listed below were used to assess the academic ability and suitability of the course. The original document(s) must be provided when applying for visa and the translated English version</p>		
Documents Assessed	<p>1. Completion Certificate of Secondary Stage</p> <hr/> <p>2. UKVI IELTS</p> <p>Test Centre Center Number Date taken Listening Reading Writing Speaking Overall band score</p>	

	TRF Number
Additional documents received:	<input checked="" type="checkbox"/> Completed Application form <input checked="" type="checkbox"/> Copy of passport page <input checked="" type="checkbox"/> Signed unconditional offer <input checked="" type="checkbox"/> CAS Requested form completed <input checked="" type="checkbox"/> Student immigration history: copies of previous UK visas. <input checked="" type="checkbox"/> evidence of previous English studies <input checked="" type="checkbox"/> Evidence of Financial Guarantee letter or Bank Statements
3rd Party/Agency used to recruit the student:	

EVIDENCE USED TO OBTAIN OFFER:

You do not need to print this statement for your visa application, however if you wish, you may print a copy for your records.

Further information on immigration and studying in the UK is available at:
<https://www.gov.uk/tier-4-general-visa> and <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements>

If you have any further queries, please do not hesitate to contact us.

Yours sincerely,

Rebeca Dios Garcia



Administrator

Confirmation of Acceptance for Studies (CAS) from WEBRIDGE ACADEMY

Please find attached your Confirmation of Acceptance for Studies (CAS). Please check the CAS statement carefully. If any of the details are wrong, please let us know immediately.

PLEASE NOTE THAT YOU CANNOT APPLY FOR A VISA UNTIL 3 MONTHS BEFORE YOUR PROGRAMME START DATE. PLEASE APPLY AS SOON AS POSSIBLE AFTER THIS DATE.

UK Visas and Immigration recommend that you allow a minimum of 4 weeks for your visa to be processed. Late arrivals may be refused a visa or may not be allowed to enrol on the course.

Why have I been sent a CAS statement?

As an international student, you will need a student visa to allow you to enter the UK to study. The CAS statement contains all of the information needed for you to obtain a visa (including the CAS number). You do not need an original copy of the CAS statement in order to apply for a visa.

What is the CAS statement used for?

The UK Government visa and immigration system is called the Points Based Immigration System (PBS). Student visas come under Tier 4 of the PBS. Under the PBS you must score 40 points to be eligible for a student visa. You will get 30 points for this CAS and 10 points for showing evidence of funds to pay your fees and living expenses in the UK.

It is very important that you check every detail on your CAS and contact the Admissions Office as soon as possible if you think any of the information is wrong.

Listed on the CAS are the documents we used to assess your suitability for the course offered. When applying for the visa you will need to supply the **ORIGINAL** documents/qualifications listed or the visa will be refused. All translated documents must be verified and presented.

Please note that you must also bring these original documents to the UK with you and show them at enrolment/registration at the beginning of your course.

Tuberculosis (TB) testing

In many countries, you are required to be tested for TB before you can be issued with a Tier 4 visa. See <https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk> for more information on this question. We advise you to be tested for TB before you make your visa application to save time once you apply for your visa.

NHS Surcharge (new from 2015)

If you are applying for a Tier 4 visa for a course of more than 6 months, you may have to pay a fee to use the UK's National Health Service (NHS) – this is called the Immigration Health Surcharge (IHS). The amount you will have to pay for the Surcharge is calculated as follows: you will be charged £150 for each full year of your anticipated visa. If your visa includes part of a year that is less than 6 months, you will be charged £75 for that period. You will be charged for a whole year if your visa

includes part of a year that is more than 6 months. Note that the surcharge is based upon the length of your visa rather than the length of your course and will be calculated to include any additional leave granted before the course starts and after the course has ended. If you are bringing any dependants, they will have to pay the same as you.

From 5th July, registration and payment of the Surcharge will be part of the online visa application process.

You can find further information about the Immigration Health Surcharge at:

www.gov.uk/healthcare-immigration-application

Credibility Testing

As part of the visa application process, Tier 4 student visa applicants may be asked to undertake an interview, either in person, or on the telephone. If, as a result of this interview, UK Visas and Immigration is not satisfied that you are a genuine student, or that you cannot speak English to the required standard, your application can be refused. You could be asked about:

Your Immigration history

You will be asked questions about any previous visits you have made to the UK and to other countries. They will ask you why you went there, how long you stayed, whether you left before your visa ended. They may also ask what connections you have in other countries, such as family members or friends. You should give full answers to all these questions and if you did stay anywhere beyond the end of your visa you need to be prepared to explain why.

Your previous study, study and career plans

They may ask you about your educational history up to now and ask you how your course in the UK fits in with your plans for your career in the future. You need to be ready to answer questions about the content of the course, so use the school prospectus and web site to research these details. You may be asked why you have to study with us rather than at another school, so you should use our web site to get information about us and about the location of the school. If you are returning to study after a long break, you will be asked to explain why.

Financing your studies and your life in the UK

There will be questions about how you are going to fund your studies and your living costs. They may ask you where the money has come from. You need to give a clear answer to this question. Be clear about the amounts you have to show in the bank to meet the visa requirements. They may ask why you are going to the UK when it would be cheaper to study in your country or in another country. Be ready with an answer to this question. If you are a sponsored student, then you will only need to show your Financial Guarantee Letter from your sponsor/Embassy.

Biometric Residence Permits (BRP)

Following new legislation introduced by the United Kingdom Visas & Immigration (UKVI), all migrants coming to the UK for more than six months will be issued with a Biometric Residence Permit (BRP). This BRP will hold your biometric details and will be your proof of valid leave while in the UK. Your BRP will only be available for collection once you have arrived in the UK.

What happens when I am granted my visa?

Successful applicants will receive a letter from the Embassy informing them of their decision. The letter will also include information about the date their BRP will be available for collection and where need to be collected. When applicants receive their passports back from the Embassy, they will have

a 30 day short validity (travel) vignette inside. This will be valid for 30 days from the expected date of travel provided by the applicant in their visa application. This vignette will allow students to travel to the UK and to collect their BRP. Students must travel in this time frame and before their 30 day short travel visa expires. Failure to do so will mean the student will have to apply for a replacement short term visa (at extra cost) to allow them to travel.

What happens when I arrive at the UK border?

When the student arrives at the UK border, they must provide the following documents:

Valid passport with valid short term travel visa inside

Decision letter from the Embassy confirming they have been granted a Tier 4 visa

They may also be asked to provide:

CAS statement

IELTS certificate (if applicable)

Documentation listed as evidence on their CAS statement

Therefore, please ensure you carry all the above **in your hand luggage** so you can present it to the immigration officer if requested.

What happens when I get the visa?

As soon as you receive the visa you must send us a scanned copy of the visa and a copy of the BRP letter.

Students must arrive on the start date of their course as stipulated on the CAS Letter. If the student is going to be late for any reason we must be informed immediately of the reason and the new arrival date must be agreed by the Academy Administrator.

You must also send a copy of your flight arrival ticket to us so we know exactly when you will be arriving to the UK.

What happens if my visa is refused?

If your visa is refused, you must inform us immediately and send us a copy of the refusal notice. We will then assess the case and advise as to if you should submit an administrative review or whether we will issue you a new CAS.

If you have any questions or doubts, please contact us and we can advise further.

SHORT TERM STUDY (6 MONTHS) VISA LETTER

[Special Fields.Todays Date (Long)]

Dear [Student.txtForename],

Congratulations on your application. We are pleased to confirm that you have been accepted to study at WE Bridge Academy. Please use this letter to apply for your visa.

Student Details	Student Name	[Student.txtForename] [Student.txtSurname]
	Student Reference Number	[Student.txtAnalysis4] Class No.: [Enrolment.intStudentId]
	Nationality	[Student.txtNationalityName]
	Passport Number	[Student.txtPassportNumber]
	Date of Birth	[Student.dteDOB] Age:[Student.intStudentAge]
Course	Course Title	[Course-Header.txtPriceltemName/1]
	Course Duration	[Enrolment.intDurationWeeksRounded] weeks
	Hours of study per week	[Course-Header-Booking.decCourseNumberOfHours/1/1]
	Start Date	[Course-Header.dteFromDate/1]
	End Date	[Last-Course-Booking.dteToDate]
	Latest Start Date	[Enrolment.txtAnalysis1]
Money	Course Tuition Fee	£[Student Coursing Total.curTotalDue]
	Course Registration Fee	£125.00
	Total course fee	£
	Accommodation Fee (Need to be booked online at least 2 weeks in advance)	£[Booking Totals.curStudentHost]
	Length of rent	[Accommodation-Header.intNumberOfUnits/1] Weeks
	Total accommodation fee	£
Total Course		£ or financial guarantee letter
Deposit		£
By my calculation, this means the student should provide you with proof of funds to the equivalent of £xxx, enough money for the living costs based upon a [Course-Header.intNumberOfUnits/1] weeks stay in Cardiff and flights to return home.		

// Centre information: WE Bridge International has been accredited by the British Council and ISI and holds a Tier 4 sponsor licence number HPQKRVDV8.

Please check the details are correct and let us know immediately if any of these details are wrong or change before applying for your visa. It is important that you keep us up to date with your visa application. Failure to do so may result in your course/accommodation being cancelled.

For further information on applying for your visa, we recommend that all applicants visit the UKVI website for up to date guidance. This information can be found at:

<https://www.gov.uk/apply-uk-visa>

// Accommodation:

All accommodation must be paid in addition to course fees. If you require accommodation, you must fill in the homestay application form at least 2 weeks before arrival. Without filling in the form homestay cannot be provided.

Your accommodation will only be secured once we receive the first 4 weeks homestay fee, at least two weeks before your arrival date.

All students aged under 18 must (in accordance with UK law) either stay with one of our Homestay providers or with a responsible family member who has lived in the UK for at least 12 months. Our Housing Officer is required by law to inspect all accommodation.

// Payments:

Payments can be made in the following way to: WE Bridge International Ltd.

1 To Pay Online

1. Visit webridgeacademy.flywire.com and choose your country & the amount you are paying in GBP
2. Choose your payment method & make your payment to Flywire
3. Enter your details & those of the WE Bridge Academy student you are paying for
4. Track & confirm your payment by email, SMS or by logging into webridgeacademy.flywire.com

2 By bank transfer

WE Bridge International Ltd. - HSBC Bank PLC -
Sort Code: 40 16 15 - Account Number: 53984982
IBAN: **GB75HBUK** - Swift Code (BIC): **HBUK GB4103K**

We will need a proof of payment emailed to info@we-bridge.co.uk.

Please note: The receipt of a deposit payment or a Financial Guarantee Letter must be presented to WE Bridge Academy in order to be eligible to enrol on this course.

// Arrival and your first day

On the first day of your course you must report to reception on floor 2 at 9.00 am for enrolment. You must provide us with your current Passport and Visa/Leave to Remain documents, failure to do so will result in you not being able to enroll at our school, so please ensure you bring all original documents as used in your initial application to secure successful enrolment. You must also bring the following documents:

- Original Certificate of Secondary School or equivalent (Only if you are studying IFP)
- Original passport and visa. BRP collection letter (if applicable).
- Proof of address in UK, where you are going to live (if you don't stay in our Homestay accommodation).
- Copy of your flight details from your country to U.K.
- Proof of payment or Financial Guarantee letter.

Your first day at the academy will be a little different from a typical day in the classroom. The morning will consist of taking your placement test, filling out paperwork and taking part in an induction, which we give to all new students. You will also receive a copy of the [Student Handbook](#)

If you need any further information about WE Bridge Academy, please do not hesitate to contact us.

Yours faithfully,



Rebeca Dios Garcia
Administrator

CONFIRMATION FOR- CHANGE OF ADDRESS FORM

Students are required to inform the Academy if they have changed, or intend to change, any personal details recorded at enrolment. Please use this form to notify the School of any changes and return it to Reception. **(PLEASE WRITE IN CAPITALS)**

STUDENT REFERENCE No.: [Student.txtAnalysis4] **CLASS No.:** [Enrolment.intStudentId]

FIRST NAME:	[Student.txtForename]	LAST NAME:	[Student.txtSurname]
DATE OF BIRTH:	[Student.dteDOB]	AGE: [Student.intStudentAge]	
PREVIOUS/CURRENT ADDRESS:	[Student.txtStatementAddress1] [Student.txtStatementAddress2] [Student.txtStatementTown]		
COUNTRY:	United Kingdom	POST CODE: [Student.txtStatementPostalCode]	
PREVIOUS/CURRENT EMAIL:	[Student.txtEMail]	TELEPHONE No.: [Student.txtTelephone]	
		MOBILE No.: 0[Student.txtMobileNumber]	

HAVE ANY DETAILS CHANGED? YES NO **DATE OF CHANGE:** _____

STUDENT - NEW DETAILS

If YES, please update with the new details:

New address: _____

 New telephone No. _____ Post code: _____
 New mobile phone: _____ New email address: _____

EMERGENCY CONTACT DETAILS: Must be a member of your family.

Contact name: [Student Contacts.txtForename/1] _____ [Student Contacts.txtSurname/1] _____ Relation to the student: [Student Contacts.txtPosition/1] _____
 Address: [Student Contacts.txtAddress1/1] _____ [Student Contacts.txtAddress2/2] _____
 Telephone number: [Student Contacts.txtTelephone/1] _____ Mobile No.: [Student Contacts.txtMobileNumber/1] _____
 Do they speak English? YES NO

HAVE ANY DETAILS CHANGED? YES NO **If Yes, please add new details below:**

New contact name: _____ Relation to the student: _____
 Address: _____
 Email address: _____
 Telephone number: _____ Mobile number: _____
 Do they speak English? YES NO

I confirm that all the details above are correct and if any of my personal details or emergency contact change I will inform WE Bridge Academy immediately.

DECLARATION:		
Signature:		Date: [Special Fields.Todays Date (Short)]