

Newland Chase Education

Who are Newland Chase Education (NCE)?

- Originally founded in 2008 (previously known as The Taylor Partnership) Newland Chase Education are an immigration law firm specialising in student immigration and UK student sponsor compliance. We advise schools on their regulatory requirements and assist sponsored students with their visa applications. Newland Chase Education is part of the Newland Chase / CIBT group of companies with offices in over 70 countries worldwide.
<https://www.education.newlandchase.com/>

Why are NCE involved in my child's student visa application?

- International students are an incredibly valuable part of independent school communities and schools are inspected by UKVI to ensure they are fully compliant with their duties as sponsors. Should a school lose its license to sponsor students the consequences to the school and the children's education can be catastrophic. Schools are penalised for visa refusals under their sponsorship and for this reason NCE has been instructed in order to maximise the possibility of success in the student visa application process.

Who does Newland Chase Education act for?

- NCE act as the legal representatives of the school, and custodians of the school's sponsor license. Both the student and the school are our clients and NCE will require authorisation to represent each student in their visa application process. We work in the best interests of both parties to achieve a successful visa outcome but in the unlikely event of a conflict arising we would notify you of our intention to withdraw from the case, as our primary obligation is to the school. NCE will defer to the school to make any decisions about sponsorship.

How can I contact Newland Chase Education?

- You will be assigned an individual account manager who works closely with your school and will assist with your visa application process. Should you wish to contact our office for general matters please use the details below:

Telephone: +44 (0) 113 340 1515

Email: education@newlandchase.com

Address: Newland Chase Education,
Capitol House,
1st Floor West,
Russell Street,
Leeds,
West Yorkshire,
LS1 5SP



Newland Chase Education – Contract Visa Application Process

When will the school instruct NCE?

- On completion of the academic assessment and any internal school admissions / registration processes (as deemed necessary by the school).

Will I have to pay fees to NCE?

- NCE will not charge professional fees for assistance with the visa application process. We are retained by the school to consult on a wide range of immigration requirements and sponsor compliance duties. Schools must comply with a wide range of requirements that extend well beyond the student visa application process and incur significant costs to the school. For this reason, the school may choose to charge a sponsor compliance fee when sponsoring an international student (this should be clarified with the school directly).

What information is passed to NCE?

- Though this can vary, when instructing NCE to initiate an application process, the school will usually provide:
 - Copy of the student's current passport.
 - Name, address and contact information of the student's parent(s).
 - Details of the course of study and the fees charged / paid to date.
 - Contact information for the educational agent / guardian (if applicable)
 - Confirmation of the student's intended living arrangements in the UK.

When will NCE contact us?

- Within a few working days of receiving the referral from the school. During the peak summer period this could take longer.

How will NCE contact us?

- NCE will send an initiation email that contains guidance on the visa requirements, draft copies of key documentation, and instructions on how to proceed in order to complete and submit the online application. Our initiation email will invite families to schedule a phone call or video meeting with their NCE account manager to discuss the application further.

When will I receive the CAS from NCE?

- CAS can only be assigned in support of fully compliant applications that meet the immigration rules and documentary requirements of the UKVI policy guidance. Once all the information for the application form has been provided, and the supporting documents have been confirmed to be compliant, NCE will aim to ensure the CAS is assigned within 2 working days.

How will I complete the online application form?

- NCE will provide a questionnaire that gathers all the required information for the online application form. Families are asked to complete and return the questionnaire over email so

that we use the information to complete the online application. Should a family wish to input the answers directly into the online application, we will provide further instructions and a link for a form that has been partially drafted.

How will NCE check my documentation?

- Our introductory emails will contain a list of documents that should be submitted in support of the application. We ask families to email copies of these documents to the NCE account manager assigned to your case so we can check they comply with the UKVI guidance. We may need to request additional documentation during the process to ensure the application meets the rules pertaining to your immigration history, family circumstances, course of study or living arrangements in the UK (amongst other requirements). We do not require physical documents to be posted to us.

Can I complete my own visa application form?

- NCE seeks to work collaboratively with families and we do not wish to monopolise control of the process should this cause inconvenience. We are happy to review the supporting documents and contents of the draft application in lieu of completing the online form ourselves. We would seek specific authorisation from the school before doing this.

What if there is a problem with my documents?

- NCE will endeavour to work with you to ensure a successful application can be submitted within the immigration rules. Should there be a problem with the information or documentation provided, NCE will advise you of this but will defer to the school in all decision-making matters.

How will I submit my online application form?

- Once NCE has assigned the CAS, we will input the number directly into the online application form and email a PDF copy to the family. At this point we will also invite families to log into the form and make payment of the Immigration Health Surcharge and UKVI Visa Fee.

How will I pay the UKVI fees?

- NCE will share access to the visa application form so that parents can make the payments directly to UKVI when submitting the online application and booking the biometric appointment (where applicable). Should NCE be requested to make payment on a family's behalf, we will send an invoice for the fees with an uplift to cover charges and currency fluctuations.

How much does the sponsored student visa application process cost?

- **Outside UK:**
 - UKVI Visa Fee: £348
 - UKVI Priority Service (optional): £220
 - Immigration Health Surcharge: £235 + £470 per year of the course.
 - Miscellaneous – Some visa application centres charge for appointment slots and many have other premium packages available.

- **Inside the UK:**

- UKVI Visa Fee: £494.20
- Immigration Health Surcharge: £235 + £470 per year of the course
- Miscellaneous – Some appointment centres charge for appointment slots and many have other premium packages available.

How can I select priority service?

- When making payment of the UKVI visa fee there will be an option to select 'Standard' or 'Priority' service. Should the option not be available, there may be a method of selecting this on the website of the commercial partner (Nigeria), or the option may be temporarily suspended in your country of residence (please contact NCE).

Is Super Priority Service available?

- Some larger visa application centres (USA / China / Nigeria) offer 24-hour super priority processing for an additional £956. This is highly dependent on appointment availability and the applicability of the individual applicant to the service. Please consult with NCE directly should you wish to use super priority service.

How will I book my biometric appointment? (Non-EEA Applicants)

- Once the fees are paid, the online application form will re-direct to the applicable UKVI commercial partner who administer biometric appointments in your country. (VFS Global / TLS Contact). Registration is required on their website and NCE will provide guidance on this. When selecting a biometric appointment please do not select the next working day unless discussing this with NCE.

How will present my documentation?

- The documentation process is now largely digital and all supporting documents can be uploaded to the VFS / TLS website prior to the appointment. Please allow NCE to do this as we will ensure all documents are uploaded in full and comply with the rules and guidance. We will also upload our legal submission letter which outlines the particulars of the application and the reasons it meets the immigration rules. It will also outline the documents being submitted which is important under evidential flexibility rules.

What do I take to the visa application centre?

- NCE will advise on this but most applicants who have uploaded their documentation in advance should only need their passport and appointment confirmation. Some visa application centres may have additional requirements and these should be checked here:

<https://www.vfsglobal.co.uk/en>

<https://www.tlscontact.com/>

Where will I collect my BRP card?

- The BRP card will be delivered to the NCE office in Leeds. We will process it, check the details and forward it securely to the school. The student should collect the card at school.

What happens if my visa application is refused?

- In the unlikely event your visa application is refused, please contact NCE immediately and we will review the decision and advise as to whether an administrative review should be submitted.

Will I hear from NCE again?

- NCE takes responsibility for the school's immigration compliance and may need to request copies of updated documentation (such as passports or parental consent letters) whilst your child studies at school. Should your child leave the school prematurely, or substantially change course / living arrangements, NCE may be in touch to gather information that must be reported to UKVI.

Will NCE keep my personal data?

- As part of our obligations to our own regulator (*The Office of the Immigration Services Commissioner*) we must keep case files for 6 years before deleting the data. As part of our obligations to the school, we ensure key compliance documents are held on file for at least 1 year after the completion of studies (as per UKVI sponsor requirements).

Visa Application Process – Miscellaneous

Where can I apply for my visa?

- The application should be submitted in the student's country of residence or (if applicable) from within the UK. Proof of residency is required should the country of application not match the applicant's passport.

What if I am resident in a country with no UK visa application centre?

- Your online application can be submitted and an appointment booked in a neighbouring country with an application centre - <https://www.gov.uk/find-a-visa-application-centre>

Can I apply from within the UK?

- If your child already holds a Tier 4 visa or a sponsored student / child student visa, they can apply to renew their visas from within the UK. Dependents and holders of other types of leave to remain can also switch to child student / student status from within the UK. Online applications must be submitted prior to commencing a new course of study. Online applications must also be submitted before the expiry date of the current visa. The start date of the new course can be no more than 28 days after the expiry of the current visa.
 - You cannot switch to a Child Student visa if you have one of the following (Gov.UK):
 - a visitor visa
 - a short-term student visa
 - leave outside the immigration rules

What if I am applying from the United States, Australia or New Zealand?

- The biometric appointment process is slightly different in the U.S.A, Australia and New Zealand and NCE will advise applicable students of their options. For initial guidance please see –

<https://www.gov.uk/government/publications/usa-apply-for-a-uk-visa>

<https://www.gov.uk/government/publications/australia-apply-for-a-uk-visa>

<https://www.gov.uk/government/publications/new-zealand-apply-for-a-uk-visa>

When can I travel to the UK?

- Sponsored students can travel to the UK within 1 month of their course start date. UKVI will start the entry vignette 1 month before the course start, or week before the date of intended travel on the visa application form (whichever falls later).

Do I have to travel within the dates of my entry vignette?

- Yes. Sponsored Students / Child Students must enter the UK within the validity dates of their 30 / 90-day entry clearance vignette. This ‘activates’ their status and schools are required to check this as part of their compliance duties.

What if I cannot travel within the validity dates of my entry vignette?

- There is a process to amend entry vignettes where travel is not possible. An online application form and appointment at a UK visa application centre are required. UKVI fees are applicable. <https://www.gov.uk/transfer-visa> (*below is the correct option*)
 - [transfer your visa to a new passport online](#) if you’re outside the UK (it costs £154)

If I apply from within the UK, can I travel before receiving a decision on my application?

- No. Leaving the UK whilst an application for leave to remain is being processed by UKVI risks the application being invalidated. Travelling before receiving a new BRP card could also cause problems when seeking to re-enter the UK. (*please contact NCE if you must leave the UK before receiving a decision on your application for leave to remain*).

Why does it matter that I intend to study as a day student?

- Safeguarding is a top priority of UKVI. The visa application requirements for day students are much more extensive than those who fully board at school. Only very specific living arrangements are permitted for sponsored students within the immigration rules (*NCE will advise families directly*). Schools also have to take extra measure to ensure UKVI compliance when their sponsored students live off site. Schools are entitled to have their own policies when it comes to living arrangements.

Why does NCE have to process the application for status as the ‘parent of a child at school’?

- When a parent applies for this visa route, the sponsored student application becomes dependent on the success of the parental application. To protect their sponsor license, most schools will insist NCE process both the student and parental application (NCE fees apply)

Why can CAS not be issued to cover GCSE and A Levels?

- Students cannot be sponsored to study across two formal qualification levels. New visa applications are needed when progressing to a new course.

Why is my deposit not included in the fees on the CAS?

- Returnable deposits are not eligible for inclusion on the CAS as fees paid to date. Only fees paid for tuition and boarding can be included.

Do I have to pay the Immigration Health Surcharge if I have private medical insurance?

- Yes

Do I have to pay the Immigration Health Surcharge if I have paid it as part of a previous application?

- Yes. UKVI require payment of the IHS surcharge upfront for any period of visa validity applied for. If a student changes sponsor and must apply for a new visa, they must pay the surcharge again up front.

Why does the IHS fee include an additional £235 on-top of the £470 per year?

- UKVI will issue the BRP card with an expiry date 4 months after the course end date on the CAS. When a student's visa includes part of a year, an additional 6 months' worth of IHS cost is applied.

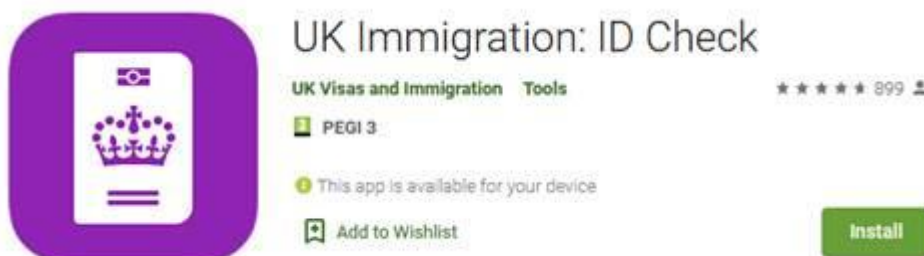
Visa Application Process – EU / EEA Applicants

Will I need to attend a biometric appointment?

- No. Applicants with EU / EEA nationalities who apply using a biometric passport will not need to visit a UK Visa application center to register their biometrics. Biometric and passport information can instead be registered via the UKVI phone app.

<https://play.google.com/store/apps/details?id=uk.gov.HomeOffice.ho2>

<https://apps.apple.com/us/app/uk-immigration-id-check/id1499891460>



Will I receive an entry vignette and Biometric Residence Permit?

- No. Status documents for sponsored students with EU / EEA nationalities are digital provided their register their biometrics via the app. Students who attend a visa application center will receive a vignette and BRP card.

How will I view my status and prove it to others?

- There is an online portal where visa holders can view their online immigration status and request a share code which allows others to also view the document.

<https://www.gov.uk/view-prove-immigration-status>

When can I travel to the UK?

- The UKVI decision letter and online status document will confirm the dates the student has been granted leave to enter the UK. Travel to the UK should be undertaken within those dates.

Do I have to pay the Immigration Health Surcharge if I hold an EHIC card?

- Yes. All sponsored students / child students must pay the immigration health surcharge at the point of online application. There are no exemptions to this.

Do I need to show my status document when entering the UK?

- EU / EEA nationals can still enter the UK using the electronic passport gates (must be over 12 years of age) but it is very advisable that students make sure they can access their online status when travelling to the UK.

Do I need a sponsored visa if I hold settled or pre-settled status in the UK?

- No. Students who hold their own valid immigration permission (such as status under the EU settlement scheme) do not need to be sponsored to study in the UK. Should you hold your own immigration status, please inform the school and NCE who will confirm your right to study.

Coronavirus Restrictions and Quarantine requirements in the UK

Can I still apply for a visa if my country is on the UK red list for international travel?

- Yes. Unless the visa application centre in your country of residence is closed due to local lockdown restrictions, applications can still be submitted and will be processed by UKVI as normal.

Can I travel to the UK if my country is on the red list?

- Yes. Sponsored Students / Child Students are deemed to be British residents for the purpose of entering the UK. Visitors are not permitted to enter from red list countries.

Where can I find more information about travel restrictions and quarantine requirements?

- Please consult the Gov.UK guidance page, the dedicated Newland Chase portal or the entry guide provided online by CIBT:

<https://www.gov.uk/uk-border-control>

<https://newlandchase.com/covid-19-latest-travel-and-immigration-disruption/>

<https://cibtvisas.com/health-requirements>

Can I quarantine at school?

- Your school may be able to offer quarantine for international students including those travelling from red list countries. Please enquire directly with the school for more information.

Can I study remotely if I do not wish to travel?

- Please consult with your school directly as not all schools are offering remote provision and UVKI guidance on this does change regularly. The current concession on remote learning is in place until the end of September (27/09/2021).

How are coronavirus restrictions impacting UKVI processes?

- Priority service is extremely limited for applications made within the UK and some international UK visa application centers are also only offering standard 3-week processing. Students should have contingencies to allow for the possibility of delays in the processing of their applications.

Further Assistance with Immigration Applications

Can NCE help with visit visa applications to the UK?

- Yes. NCE often supports parents with visit visa applications to accompany their children to the UK. Dependent on capacity, we may refer the application to Newland Chase (fees will apply)

Can NCE help with employment immigration, family immigration or settlement in the UK?

- NCE are very specialized in student immigration and school sponsor compliance. Newland Chase itself has a much broader range of specialisms and offices in over 70 countries worldwide. We can refer any immigration enquires to Newland Chase, or they can be contacted directly for advice and assistance (Newland Chase fees will apply).

<https://newlandchase.com/>

enquiries@newlandchase.com

What other services are on offer by CIBT / Newland Chase?

- CIBT/ Newland Chase are the world's largest provider of immigration services and have specialists in all manner of global immigration matters. More information on services can be found on their websites:

<https://cibtvisas.co.uk/>

<https://newlandchase.com/>