

CAS Issuing Policy and Procedure

CECOS College London

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Policy Name	CAS Issuing Policy and Procedure	Policy Number	2:0
Effective Date	September 2026	Date of Last Revision	September 2026
Version Number	2.0	Next Review Date	September 2027

Scope

This policy applies to the applicants, students, staff and relevant College functions described within the detailed provisions below. It should be applied alongside applicable legal, regulatory, awarding-body, partner and UKVI requirements.

Policy Statement

CECOS College is committed to applying the cas issuing policy and procedure consistently, fairly and transparently. The detailed requirements and procedures below form the operational basis of this policy and must be followed by relevant staff and students.

Relevant Legislation and Regulatory Requirements

Requirement	Status
Equality Act 2010	Current
Data Protection Act 2018 and UK GDPR	Current
Consumer protection law and CMA guidance for higher education, where applicable	Current
Immigration Rules and Student Sponsor Guidance	Current version

Related Policies

Title	Status
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Admissions and Recruitment Policy	Current version
English Language Assessment Policy	Current version
Enrolment and Student Expectations Policy	Current version
Academic Attendance and Engagement Policy and Procedure	Current version
Tuition and Other Fee Regulations and Policy	Current version

Exceptions

Any exception must be permitted by the detailed provisions of this policy or authorised by the appropriate senior manager. No exception may override applicable law, regulatory requirements, UKVI sponsor duties, awarding-body requirements or contractual obligations.

Policy Detail

CAS issuing Policy

and Procedure

Scope and purpose

the purpose of this document is to set out the CECOS College Policy and procedure for the issuing of CAS statements to applicants and students. This procedure is specific for the use of CECOS College and does not necessarily set out the full requirements of the UKVI Immigration rules.

CECOS College is entitled to set out and revise its procedures relating to compliance with its student sponsor duties at any time and will usually do so where there is evidence of applicable changes to sponsorship requirements made by UK Visas and Immigration (“UKVI”).

This Policy and procedure should be read in conjunction with the Student route sponsor guidance and the Immigration Rules; where these changes with the current version apply irrelevant of when the CAS was issued.

The Immigration Rules and the associated guidance printed by UKVI documents should always remain the main source of the CECOS College's obligations, regardless of whether any requirements are dealt with in this Procedure and Policy.

CECOS College is not legally obliged to issue a CAS statement and will always exercise caution when doing so, to ensure adherence to its obligations as a Licensed Sponsor.

Scope and exceptions to the Procedure

This Policy and procedure applies to all students that require a Student Visa route to study on campus at CECOS College.

This Policy and procedure outlines the CAS assignment, withdrawal, academic progression, transfer process, visa refusal and terms of the Student visa route sponsorship.

Definitions And Terminology

CAS: Confirmation of Acceptance for Studies

UKVI: UK and Visa and Immigration

ATAS: Academic Technology Approval Scheme

FCCO: Foreign, Commonwealth Office

Procedural Principles

The Head of UKVI Compliance and the Director of Recruitment and Admissions is responsible for the management and implementation of this procedure and any accompanying procedures. The Compliance team along with the Admissions team should also be able to assist in the implementation and management of this procedure.

All CECOS College staff working with applicants and /or students requiring a visa under the Student Visa route must ensure that this Policy and Procedure is adhered to.

Student Visa Route and the CAS assignment

Sponsored students that require a visa must not defer their admissions to CECOS College; these students will be required to re apply to the College for the relevant academic session.

All applicants will be required to complete a CAS request form and provide all supporting documents as requested by CECOS College. Continuing students may be asked for additional documents, including bank statements and/or other forms of documentation. (Further explanation of the requirements is written below).

Students that are eligible for the 'differentiation arrangements' maintained by the Home Office will still be required to provide the relevant documents to the Compliance team before a CAS can be issued. This is to ensure that the student holds the required funds and has the required documentation in place in order to make the visa application.

The Compliance team should still obtain copies of the documents that were used as verification before they can issue the CAS. Any document that is not in English will need to be translated by certified translators before it can be used as part of the application and CAS issuance process.

The Compliance team is responsible for assigning the CAS to applicants starting a new course at CECOS College.

The Compliance team will also be responsible for signing the CAS to any existing students extending their visas to complete their studies with CECOS College.

The Compliance team will also maintain and verify all documents that will be submitted to the Home Office as part of the visa application. Any document found to be fraudulent will result in the application being rejected by CECOS College.

All CAS's to be issued will be screened by the Head of UKVI Compliance and passed through to the Admissions team to process the required documentation.

Under no circumstances can a CAS be issued without it being screened by the Head of Compliance. If the Head of Compliance is not able to issue a CAS then the decision as to whether a CAS can be issued with by made by the Principal of CECOS College.

In the absence of the Head of UKVI Compliance, the Principal may authorise an appropriately trained and nominated member of the Compliance team to screen a CAS application. No CAS may be assigned unless the required authorisation and checks have been completed.

CECOS College will make all reasonable efforts to ensure that unconditional offers of admission are only made to applicants who are likely to be eligible for a CAS statement.

It must be noted that an offer on a course of study is not a guarantee that CECOS College will issue a CAS. The CAS will only be issued after a full assessment of an applicant's previous UK study, including assessment of progression and assessment of genuine intention to study. The Admissions team may request to conduct an Immigration history check to ascertain the student's immigration history.

For the avoidance of doubt, the issuance of a CAS by CECOS College does not necessarily mean that an applicant's or student's application for a student visa will be successful. CECOS College shall not be liable if any Student visa applications are refused by UKVI.

When CECOS College will only assign a CAS to eligible applicants

A CAS statement will only be issued to applicants if they have:

An unconditional offer to study and

The student has firmly accepted that offer and

The students have paid any tuition fee deposits where applicable and

The student has completed the CAS request process satisfactorily and

The student has provided all the requested academic and visa related documentation

Successfully completed a Pre CAS interview if requested by the Admissions team and/or the Compliance team.

the above criteria must be completed early enough for the applicants to be able to start their course. CECOS College has the right to use their discretion when issuing a CAS close to the start date of the course (if the applicant is applying from outside the UK) but generally will not issue a CAS less than 2 weeks before the latest start of each semester.

Some courses require any earlier start date which applicants will be advised of. Research students are required to start their course within one month which will be considered when issuing the CAS.

Students will not be issued a CAS statement if it is too late for them to return to their studies – in such situations the academic department may be consulted to establish an appropriate timeframe.

When a student is returning from a period of absence / interruption and is back in their home country the Compliance team must ensure that the Registry team email the student 2 months before they are due to

arrive. Once the student has sent the notifications that they are ready to return to studies the Compliance team must request the required documentation such as the financial documentation to verify that the student has the required funds before a CAS can be issued.

The Registry team is required to maintain a spreadsheet to monitor those students that are due to return from a break of studies. The Compliance team needs to be aware of the students that are due to return and relevant contact with the student made to ensure that student can easily adjust back onto completing the course.

The Compliance team must ensure that they write on the CAS that the student is returning from a period of abeyance and write the actual date that the student will return to their studies on the CAS. This should be the date that was written on the SMS at the time of reporting the abeyance / interruption.

If the date has changed then this should be mentioned on the CAS at the time of the issuance. (An explanation should be written on the CAS).

A CAS statement will not be assigned for more than 6 months before the initial course start date. For example courses that start in September of any given year, CAS statements will not be issued any earlier than March of that same year. Continuing students will be issued a CAS statement more than six before their return date.

CECOS College must adopt and follow their CAS cut off date. Any changes to the CAS cut off date must be authorised in advance and approved by the Principal.

There may be times where CECOS College may also feel the need to conduct additional checks to ensure that it only assigns CAS statements to applicants who have a realistic prospect of obtaining a Student visa.

These checks may include:

Conducting a student eligibility check with UKVI

Reviewing financial documents

Verifications of the financial documents

Requesting the previous CAS statements relating to previous periods of stay in the UK with a student visa

Any other checks that the University feel appropriate in the circumstances

When CECOS will not assign CAS in the following:

where the intended course of study is not acceptable in accordance with the Student Route requirements;

if there is any reason to believe an applicant or student will not comply with the conditions of their visa if granted (for example this would include instances where CECOS College is aware that an applicant or student previously worked in breach of their visa conditions, or there is evidence of historic overstaying);

if an applicant has submitted documents which are proven, or there is a reasonable suspicion that they are fraudulent. CECOS College in such cases is under obligation to report to UKVI;

if the course length would mean that the applicant or student would exceed any relevant cap on study as outlined by UKVI in their published guidance;

where CECOS College believes assigning a CAS will put its sponsor license at risk including where there are concerns about the intention to study and overall genuineness;

if an applicant or student is unlikely to obtain a visa to commence their studies on time;

if the course does not fulfil Academic progression requirements (as defined in the student route guidance) in accordance with the Academic progression part of this policy below;

where an applicant or student has a history of non-engagement with their studies at CECOS College, particularly if the student has been terminated for lack of engagement;

if an applicant or student has a negative immigration history, including a history of refusals in any visa category

if an applicant is unable to demonstrate that they meet the Student route financial requirements. This may include whether the student is currently in debt to CECOS College;

if the applicant or student has been involved with terrorist activities;

if an applicant or student is intending to apply for Leave to Remain and has overstayed. Consideration will be given to applicants and students who are overstaying due to exceptional circumstances for example severe illness meaning that an in time visa application could have been submitted, or instances where documents were not available due to unavoidable circumstances including any documents that were previously retained by the Home Office;

if a student is applying for an extension of their original student visa but is no longer expected to be actively engaged with integral elements of their programme. For example, for taught students; no longer attending scheduled classes, lectures or taught lab sessions which form part of credit bearing modules. For research students; no longer carrying out research directly related to the project or no longer making use of specialist equipment provided by CECOS College.

If a student is applying for an extension of their original Student visa in order to attend a Viva examination which goes beyond the student's registration period. A student who is taking their Viva examination will be advised to apply for a Visitor visa in accordance with the Home Office guidance;

If the applicant does not satisfy the relevant English Language requirements, either for Visa purposes or academically

Before assigning the CAS statement in accordance with this Policy, CECOS College should carry out checks that will ensure that an applicant or student applying for leave to remain (when a visa application is made from within the UK) is eligible to extend their visa in the UK. These checks may include Student eligibility checks conducted via UKVI.

If a Leave to Remain application cannot be made, CECOS College is not under an obligation to assign the CAS statement for an Entry clearance application (meaning a visa application that is made outside the UK) until the applicant or student has provided evidence that they are applying from outside the UK and are able to make a valid visa application in the relevant country. (The evidence obtained can be in the form of boarding passes, stamps inside the passport or other reasonably verifiable documents.)

Withdrawal of a CAS

CECOS College reserves the right to withdraw a CAS statement for an applicant or student if subsequent information comes to light which shows where a CAS should not have been issued for any of the reasons above, or if they are concerned that the applicant or student is no longer able to meet the Student Route requirements. This may include:

issues around the genuineness and credibility including those that come to the University's attention at a later stage

financial reasons

other incorrect or invalid information on the CAS that cannot be corrected and requires a new CAS statement being issued

where CECOS College believes its sponsor license would be at risk

Academic progression

CECOS College will apply for the Student route academic progression rules in all cases where an applicant intends to apply for their student visa from within the UK.

Details about how academic progression has been satisfied will always be included on the CAS statement.

CECOS College will not normally issue a CAS to an applicant who has failed to successfully complete (meaning the achievement of the qualification for which they were studying) a programme of study in the UK unless there are exceptional mitigating circumstances, or an applicant is applying for advanced entry to a CECOS College undergraduate degree programme.

Academic progression cases are normally considered by the Assessment team or a Panel. If the Panel does not consider that academic progression can be justified, then CECOS College cannot issue the student a CAS. Further information in the form of a progression statement may also be requested from the applicant or student.

Academic progression panel members may consist of the Compliance team, Head of Student records and/or Admission Managers.

Mid course programme transfers for Applicants

CECOS College will consider issuing a CAS to applicants who wish to transfer part way through a degree programme at a different UK institution provided the following criteria are met in addition to the usual conditions for a CAS to be issued:

the applicant satisfies all Admissions criteria for advanced entry to a degree programme

confirmation is received from the applicant that they will make their application for a new Student visa from outside the UK

CECOS College will not issue a CAS in cases where advanced entry is not possible and the applicant would be required to start the new programme from Year 1.

Programme transfers for students/ applicants already issued a CAS by CECOS College

Applicants/ student are generally prohibited from changing courses once a CAS has been used to support a visa application

When an applicant/ student requests to change course, they will be required to submit a supporting statement and this will be considered by a panel (as mentioned above).

Depending on the type of course that the student would like to change to, an Academic approval may be required. This approval needs to be assessed and approved by the Head of UKVI Compliance and mentioned on the CAS

Transfers should only be approved if they are permissible within the current version of the Immigration Rules and or Student route and Sponsor Guidance

Transfers will not normally be approved unless the new course represents academic progression from the course from which the CAS was originally assigned and the new course can be completed within the time remaining on the existing CAS/visa.

Visa refusals

CECOS College will only consider assigning one additional CAS following a visa refusal and only if the applicant or student can provide evidence to show there is minimal or no chance of their visa being refused a subsequent time, in addition to all pages of their refusal notice.

Before another CAS can be issued the Compliance team must ensure that the previous CAS issued to the student is withdrawn on the SMS portal.

All reporting of refusals needs to be done within 10 days of CECOS College coming into notification of the refusal. Copies of the SMS reporting needs to be obtained and placed in the student's file.

Further CAS will not normally be assigned where an applicant or student has received a refusal due to failing a credibility interview for any current or future studies at CECOS College unless under exceptional circumstances.

CECOS College is required to report all refusals to the Home Office in line with the Home Office procedures. All refusals need to be maintained in the form of a spreadsheet by the Compliance and can be made available for inspection by UKVI

An applicant or student with a visa refusal must provide all pages of their visa refusal notice to CECOS College regardless of whether they wish to be issued with a subsequent CAS.

Providing the applicant or student meets the conditions required to be issued with a CAS, CECOS College may be able to issue one additional CAS following a visa refusal. If a visa is refused a second time CECOS College will not issue a second CAS for any current or future studies at CECOS College will only consider issuing a third CAS in exceptional circumstances and providing further assurance is obtained. - the CAS will only be issued if approved by the Head of UKVI Compliance.

All sponsored students are expected to abide by CECOS College's institutional procedures on students who are subject to immigration control.

All SMS reporting conducted by CECOS College staff needs to be recorded. A copy of the reporting needs to be taken and placed in the student's file.

CECOS College reserves the right to withdraw sponsorship at any time. All withdrawals will be made by the Head of Compliance

Evidence that CECOS College require to make a decision to issue a CAS:

The Compliance team will be responsible for the collection and review of all the evidence relating to a decision to issue a CAS. Any questions relating to this should be directed to the Head of UKVI Compliance.

Decisions will be made using the following means:

Overseas applicants or current students must be able to demonstrate compliance UK immigration regulations for the College to make an offer for a degree course or to issue a CAS which is mandatory for a visa application. To support a decision, CECOS College requires evidence of compliance which may include, but is not limited to :

Details and evidence of previous UK study

Details and evidence of previously issued UK visas

Evidence of academic progression

Bank statements

Permission for a Home Office immigration history check

Evidence of current or previous immigration status

Length of time spent in the UK to calculate time available under the Home Office regulations to complete a degree course

Information/evidence relating to previous academic failure

Ownership and Review

Policy Owner	Head of UKVI Compliance
Operational Oversight	Principal and relevant senior functional lead
Approved By	Governance Board
Review Cycle	Annual, or earlier where legal, regulatory or operational change requires
Next Review Date	September 2027

Approval and Sign-Off

Role	Name	Date
Chief Executive	Dr Mudassir Tanveer	September 2026
Principal	Chris McLean	September 2026
Governance Board Representative	Paul Jones	September 2026

Version History

Version	Approved By	Revision Date	Details of Change
1.0	Previous approval route	June 2026	Previous policy version.
2.0	Governance Board	September 2026	Enhanced