

Prifysgol Wreccsam
Wrexham University

**Confirmation of
Acceptance for Studies
(CAS) Policy**

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1 Policy

1.1 The University is a Sponsor for international students coming to the UK to study under the Points Based Immigration System. Wrexham University is committed to being a responsible Student Visa sponsor and to support immigration control.

2 Definitions

2.1 The following definitions are used within the context of this policy:

Term	Definition
CAS	Confirmation of Acceptance for Studies, this document is required by applicants/students to apply for their Student Visa.
UKVI	UK Visas and Immigration division of the Home Office responsible for the UK Visa System
Student Visa Route	This is the new name of what was previously known as Tier 4.
In-country	This applies to any students who will be submitting their student visa application from within the UK.
Academic Progression	A course at a higher academic level than previously studied or a complementary programme related to the prior course that demonstrates genuine career aspirations.

3 Purpose of Confirmation of Acceptance for Studies (CAS) Policy for New Students

3.1 The purpose of this policy is to detail the University's position on ensuring compliance with UK Visas and Immigration (UKVI) Student Route Sponsor Guidance.

3.2 This policy relates to all new applicants and returning students who require sponsorship from Wrexham University to apply for permission to enter or remain in the UK under the Student Visa Route. These students must satisfy the University that they fulfil the requirements of the University and the UKVI before a CAS will be issued.

3.3 This policy is specific to Wrexham University, and we are entitled to revise this policy at any time where it relates to UKVI policy. Where there is discrepancy between this document and the UKVI Sponsor Guidance, the latter document will always take precedence.

4 Key Responsibilities

4.1 Responsibility for the implementation of this policy lies with the Deputy Vice-Chancellor who is the University's Authorising Officer, with support from the International Admissions Office and Quality and Regulations Team.

4.2 Confirmation of Acceptance for Studies (CAS) letters are prepared and issued in accordance with UK Visas and Immigration (UKVI) regulations and relevant University procedures. In instances where an applicant or student does not comply with UKVI Student Route requirements or University policies, the University is obligated to take appropriate action in line with current UKVI Student Route legislation.

4.3 Where an applicant or student does not meet the conditions outlined in the CAS issuance policy, the University bears no responsibility for any consequences arising from the decision not to issue a Confirmation of Acceptance for Studies (CAS).

4.4 The University will issue no more than two Confirmation of Acceptance for Studies (CAS) for any single programme application. Each request for a CAS will be considered individually and approved at the University's discretion.

5 CAS Issuing to New Applicants

5.1 A CAS **will** only be issued to a new applicant if the University is satisfied that the applicant meets the requirements of the University and the UK Visas and Immigration Service, and the following applies:

- The applicant has been issued with an unconditional offer without conditions to study on a full-time programme of study at Wrexham University.
- The applicant has met both the University and UKVI English Proficiency Requirements.
- The applicant has paid the 'minimum deposit amount required before CAS' amount as stated on their unconditional offer letter or provided evidence of official financial sponsorship to cover their course fees. [Financial evidence for Student and Child Student visa applicants - GOV.UK](#).
- The applicant has provided sufficient financial evidence showing that they have met the UKVI's maintenance requirements if they are not considered a "low risk national" by the Home Office. The applicant must be able to show the required funds for a minimum of 28 days and evidence used to show these funds must be no longer than 31 days old. [Financial evidence for Student and Child Student visa applicants - GOV.UK](#).
- The applicant has successfully passed a credibility interview to assess their genuine intention to study. This requirement is country-specific, please contact immigration@wrexham.ac.uk for more information.

- The applicant has provided all genuine documentation in support of their student visa application for checking by the University (including a copy of your ATAS certificate, if required for your course of study).
- If the applicant is applying from outside the UK, the Home Office processing times must indicate that entry clearance can be issued before the latest date of enrolment. For additional information on processing times, please visit: [Visa Processing times](#).

5.2 Additional requirements for students applying in-country

- If the applicant is applying from within the UK, they must have a minimum of 28 days left on their current leave to remain in the UK and the course start date must be no more than 28 days after their current visa expires.
- In-country applicants must have valid permission to remain in the UK under the Student Visa Route or be in a visa category which permits switching to the Student Visa Route.
- Demonstrate academic progression or qualify for an exemption in accordance with current UKVI Student Route policy.
- Will remain within the permitted maximum duration of study as defined by UKVI regulations.

6 When the University will not issue a CAS to a new Applicant

6.1 A CAS **will not** be issued to a new applicant if the University is satisfied that the criteria has not been met or if any of the following apply:

- The chosen course of study is less than 6 months in duration.
- The applicant will exceed the maximum time limit permitted for the Student Route.
- The applicant is not able to demonstrate academic progression.
- The applicant has failed to provide a full copy of a previous visa refusal or where the reasons for the previous visa refusal could reflect on a new visa application.
- The applicant has not declared their full UK immigration history.
- The applicant has, in the view of the University, provided false and/or incorrect information on their university application.
- The start date of the chosen programme has passed.
- If the University believes sponsoring a student will put its sponsor licence at risk or has concerns about the student's intention to study and authenticity.
- The applicant has failed to follow the rules and requirements of a previous UK visa (e.g., student has not completed the course for which they were last granted student leave).

- The University has already issued a CAS, and the visa application was rejected and where the University is not satisfied that a second CAS would result in a positive visa decision. (This will be decided on a case-by-case basis).
- The applicant cannot provide sufficient financial documentation to show they have met the UKVI's maintenance requirements.
- Where the applicant is liable to have their visa application refused to other factors for further information, please see [General grounds for refusal \(immigration staff guidance\) - GOV.UK](#).

6.2 In addition to 6.1 the University may decline to issue a Confirmation of Acceptance for Studies (CAS) to a student applying in-country in the following circumstances:

- The applicant is seeking to undertake a new course at the same academic level as their previous course and is unable to provide a satisfactory academic rationale to demonstrate progression, in line with UKVI requirements.
- The applicant is seeking to undertake a new course at a lower academic level than their previous course.
- The applicant has no valid immigration leave to remain in the UK (e.g. has overstayed or exhausted immigration appeal rights).
- The applicant has a pending immigration application or appeal, and their current immigration status does not permit the issuance of a CAS.
- The student is not expected to engage in study or attend the University for a continuous period of 60 days or more.
- The applicant has exceeded or will exceed the maximum duration of study permitted under the UKVI Student Route regulations by the end of their course.

7 CAS Issuing to Returning Students

7.1 A CAS will only be issued to a returning student if the University is satisfied that the student meets the requirements of the University and the UK Visas and Immigration, and the following applies:

- The student's visa will expire before the end of the programme of study and there is an expectation that the student is required to remain on campus to complete further studies
- Student has been permitted by the University award board to continue with their studies.
- The faculty has approved the student to continue their studies, with the expectation that they will remain on campus for programme delivery. The programme team must provide a revised course end date.
- The student has a good record of attendance / engagement with their programme of study.

- There are no outstanding tuition fees to be paid.
- If the student suspended studies due to ill health provides evidence to confirm the student is fit to study.
- The new CAS would represent academic progression unless student meets exemptions in the UKVI guidance.
- The student must provide evidence showing that they meet the Home Office's maintenance (funds) requirement if they are not considered a "low risk national" by the UK Home Office. <https://www.gov.uk/guidance/financial-evidence-for-student-and-child-student-route-applicants>.
- There is enough time under the student visa limit for the student to complete their degree.
- Where the UKVI regulations mean that a student is required to apply for their visa extension outside of the UK, we have received evidence of a flight ticket, or other evidence to show they are currently outside of the UK. Students will also need to check Home Office processing times to shown that Entry Clearance can be issued within their period of authorized leave. Additional information on process times is available here: <https://www.gov.uk/guidance/visa-processing-times-applications-outside-the-uk>.
- There are no concerns regarding the student's ability to comply with University or UKVI policies.
- By issuing a CAS to support a visa extension we are confirming that we believe this is a genuine student with a genuine intention to study and that the student meets the University and UKVI policies.

8 When the University will not issue a CAS to a returning student

8.1 A CAS will not be issued to a returning student if the University is satisfied that the criteria has not been met or if any of the following apply:

- There is not enough time under the Student Visa Route Time Limit for the student to successfully complete the course with the intended qualification.
- The student is required to take resits, but these are online submissions only and do not require in-person attendance.
- The student's participation on the course is not required within 60 days, or there are gaps in study. For example, if the student is required to repeat in Semester two only, we could therefore not be able to sponsor them under the Student Visa route in Semester one as no academic engagement would be required.
- If the student has a poor record of attendance and engagement.

- The student has outstanding tuition or accommodation fees for the current academic year or contractual period and does not have an approved payment plan in place with the University's Finance Department.
- We cannot issue a CAS based on provisional results or before results are known. A CAS can only be issued after a decision is made at the award board.
- We will not sponsor a student further under the Student Visa Route if in our judgement we would be unable to meet our sponsorship duties in respect of them, for example if they are repeating a small number of credits, there is no participation required or very little. We will assess this on an individual basis and take into consideration if the work required can be completed from home. Students who are not expected to resit any work for an entire semester will be automatically ineligible for a visa extension.
- The student has not followed University instructions in the past and for example, has remained in the UK for a long period of time following our ceasing sponsorship of them under the Student Visa Route, and there was not justifiable reason for this.
- The further sponsorship does not represent academic progression, and the student does not meet the academic progression requirements.
- The student cannot submit a valid, in-time student visa application.
- We will not issue a CAS to cover graduation.
- If the student requires a CAS to complete their studies following a placement, we will not issue this if the student has not submitted any assessment required as part of that placement. This will be assessed on a case-by-case basis.
- If the University has any concerns that the student will not be able to use this visa extension to successfully complete their studies.
- Student visas cannot be extended for the purpose of awaiting results to enable a Graduate Route visa application.
- The University will not issue a CAS for a visa extension where a substantiated breach of academic integrity has occurred and where such a breach may place the student's visa status at risk. A student is awaiting the outcome of an internal process which may impact their eligibility to continue studying.
- The student has been expelled due to a breach of university rules or regulations.

8.2 Please note issuing a CAS does not guarantee that a student will successfully secure a visa and/or obtain further permission to remain. Decisions are granted by the UKVI, for which the university has no responsibility or influence. Wrexham University does not accept any liability for any student failing to obtain a student visa and/or the consequent losses (financial or otherwise) of such failure.

8.3 The University reserves the right to decline the issuance of a CAS for a visa extension in cases where there is no clear academic requirement for the student to remain on campus to complete their studies, and where there are reasonable concerns regarding the student's engagement, commitment, or genuine intention to study.

9 Guidance for students who submit an Entry Clearance application that is refused

9.1 All students who receive a visa refusal must submit a copy of the refusal (Entry Clearance Officer's) report and UKVI interview transcript to the University within 7 days of the refusal decision. You are advised by the University to submit an administrative review in the event of a visa refusal. You must follow the University's advice on your approach to administrative review and submit your appeal within 21 days of the refusal decision. Please send the appropriate documentation to internationalcompliance@wrexham.ac.uk.

9.2 The University can issue a maximum of 2 CAS per applicant, the decision of whether the applicant is eligible for a 2nd CAS is issued will be made on an individual basis.

10 CAS Withdrawal

10.1 The University reserves the right to withdraw a CAS if there are concerns that the Applicant/Student is no longer able to meet the Student Route requirements. This may include:

- Issues around genuineness and credibility
- Financial reasons (including instances where tuition fees have been refunded to the account holder as a result of a chargeback or disputed payment).
- Lack of ATAS, or evidence of incorrect information submitted to the FCO when obtaining ATAS clearance
- Other incorrect or invalid information on the CAS that cannot be corrected and requires a new CAS to be issued.
- Where the University believes it's sponsor license would be at risk by allowing the applicant to continue with their visa application.
- Where an applicant has not submitted their visa application within an adequate period, and it is unlikely they will be able to receive a visa decision in time to travel to the UK for the intake.
- Applicant has not completed their programme enrolment within a sufficient timeframe, and the applicant will not be able to catch up.
- The applicant has, in the view of the University, provided false and/or incorrect information on their university application.

- The applicant has failed to declare previous visa refusals on application that could have a significant impact on the new visa application.

11 Refund Policy

11.1 Any refund of tuition fee is at the discretion of the University. Complete information on Wrexham University's Refund policy can be found within the University fee policy available on [Fees and Funding - Wrexham University](#).

12 Disclaimer

12.1 This documentation is correct at the time of writing. Wrexham University reserves the right to amend or revise the policy as necessary to comply with UKVI and institution requirements.

13 Accessibility

13.1 Wrexham University strives to be a supportive and trauma-informed university in the design and operation of all our processes and procedures. If you need adjustments to access this procedure or have any other comments to make on the accessibility, wording or any part of this procedure, please do email us on internationalcompliance@wrexham.ac.uk.