

Loughborough College Group

International Student Recruitment

Policy and Procedure

1. Scope and Purpose

Loughborough College Group aims to recruit genuine international students who are academically and financially capable of completing their course of study and who will benefit from studying at Loughborough College. The College Group expects that students will fully comply with the terms of their immigration permission, whether on the Student Visa route or any other acceptable visa category.

2. Policy/Procedure Statement

Loughborough College Group has an inclusive culture and will ensure that all applications are dealt with individually and are considered fairly in line with the Group's Equality and Diversity Policy and Equal Opportunities legislation.

The College has strong links with local authorities and complies with current SEND (Special Educational Needs and Disabilities) legislation to ensure best endeavours are applied throughout a learner's journey. Reasonable adjustments will be made at any stage of the recruitment process to ensure equality of access for all. These reasonable adjustments may be necessary at various stages, including advertisement, information, invitation, open day, interview, and enrolment.

International Student Sponsorship Policy Currently, within the Loughborough College Group, only Loughborough College is authorized to sponsor international students. As a result, international students are not eligible to enrol in courses offered at Brooksby College, Melton College, or Stephenson's College.

For the duration of this policy, all references will apply to Loughborough College specifically, rather than the wider Loughborough College Group.

3. Impact Assessments

The Executive member of the 'document owning area' is happy that impact has been sufficiently assessed for the following.

- 3.1. This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.

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3.2. This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

3.3. This policy has been impact assessed where appropriate for Safeguarding, Health and Safety and Sustainability Factors to ensure that all potential risks are identified and mitigated, and that the policy supports a safe, inclusive, and environmentally responsible learning and working environment.

4. Policy/Procedure

Applications may be submitted directly to Loughborough College by the individual student, via UCAS, or through an approved education agent or strategic partner. The source of a student's application will be recorded on Pro Solution to facilitate monitoring of recruitment sources. Regardless of the application route, applicants will be assessed on their merits based on academic suitability, English Language ability, intention to complete the course, and UK immigration history where appropriate.

General Admissions Procedures

Details of how Loughborough College carries out pre-enrolment right to study checks on all students is set out in detail in the Student Sponsor Compliance Policy

International applications can be submitted using Loughborough College's online international application form at: <https://www.loucoll.ac.uk/apply/international> or via UCAS. The following documents are needed to support the application:

- All relevant academic documents (certificates if qualification is complete or most recent academic transcript for pending qualifications) and certified translation(s) if necessary.
- English Language test results in accordance with the UKVI SELT list at: <https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt#find-an-approved-test>.
- Passport and any previous UK visas, plus associated CAS Statement(s) for any previous Tier 4 / Student visa(s) and details of any previous UK visa refusals.

Once an application is received, it will be logged on ProSolution (the College's student records system). A unique folder will be set up in the secure Admissions area of the International Student Records folder (file name: SURNAME First Name Student Number). A copy of the application form will also be saved in the student's file, along with a copy of all supporting documents and any correspondence relating to the application.

ASSIGNING A CONFIRMATION OF ACCEPTANCE FOR STUDIES (CAS)

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If it is determined as a result of Right to Study Checks that an applicant will require Student Visa sponsorship, Loughborough College must comply with the Immigration Rules and Student Sponsor Guidance when assigning a CAS. All relevant information to be included in the CAS will be checked and verified wherever possible, and Loughborough College undertakes to enter all information in as accurate a manner as possible.

Prior to the CAS being assigned, a CAS Checklist will be completed and saved to the student's file. Loughborough College will only assign a CAS and sponsor under the Student route:

- Having conducted a thorough assessment of their application and whom Loughborough College has assessed to have the intention and ability to follow their chosen programme of study.
- Loughborough College is satisfied that they are a credible, genuine student (see further Pre CAS-Credibility Checks below).
- Loughborough College reasonably believes a student will meet the requirements of the Student Route (see further Pre CAS-Financial Checks below) and will comply with their conditions of stay.
- Having verified qualifications wherever possible. For example, by using the IELTS TRF verification service, or by requesting that IB results are referred to Loughborough College via the relevant official IBO website, or by verifying WAEC results on the WAEC Direct website.
- Having received the financial deposit and all other conditions of offer are satisfied (e.g SELT)

Genuine Student Checks

Where there is a significant gap between the applicant's last course of study and proposed start date at Loughborough College, the applicant will be expected to explain, in the form of a personal statement, explaining what they have been doing since leaving full-time education and explain why they intend to study on their preferred course at Loughborough College. A personal statement will also be requested if there appears to be a change in the direction of study (for example, a previous study has related to the sciences, but the applicant is now applying for a business course). If there are any concerns that the applicant may not be a genuine student or is deemed to be from a higher risk market, the applicant may be invited to attend a Credibility interview with the International Team and/or, their application will be logged and rejected.

Pre CAS-Financial Checks

With the exception of those students benefiting from the UKVI's differentiation arrangements, Loughborough College will check the financial evidence of a prospective sponsored student is compliant with the Immigration Rules before assigning a CAS. A Bank Statement Checklist will also be completed for students who are required to submit financial evidence in support of their visa application.

OFFER OF STUDY

If an offer is made, an offer letter will be issued by email to the student (or their designated representative), as a secure pdf, along with a copy of the following documents:

- International Tuition Fees - Terms and Conditions;

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- Acceptance Form (including mandatory UKVI Parental Consent for under 18s);
- Care of Under 18s information (where relevant) plus details of an Education Guardian (as required);
- Guidance for Student Visa Applicants.

The offer letter will request a tuition fee deposit (or the full course fee if the total amount is less than the deposit) once all conditions have been met, and the applicant, therefore, holds an unconditional offer of a place. A copy of the letter will be retained on file. Upon receipt of a deposit, the student will be emailed a copy of their receipt.

Students who do not meet the entry requirements and are not made an offer, or who decline their offer, will be rejected/ withdrawn on Pro Solution and their file will be moved to the Withdrawals folder.

A periodic report is produced and circulated to members of the International Office and senior management, which summarise the number of applications received, and their status i.e. whether offered, rejected, or on hold. During the CAS issuing period, a daily report will be run by the International Office to identify any deposits that have been received.

TIMING OF CAS ASSIGNMENT

Students applying from Overseas

If a student holds an unconditional offer and their course is due to start within 6 months, their CAS will be assigned and a CAS statement will be issued along with information about information about UKVI Credibility interviews, the visa application process and working whilst in the UK on a Student Visa, including the restrictions on working as a professional sportsperson. A copy of the CAS Statement will also be retained on the student's Appendix D file.

Students applying from within the UK

If the student holds an unconditional offer and their course is due to start in three months or less, their CAS will be assigned. A CAS Statement will be issued, along with information about UKVI credibility interviews, the visa application process, and working while in the UK on a Student Visa, including restrictions on working as a professional sportsperson.

A copy of the CAS Statement will be retained on file. The exception will be where a deposit is received and the student's course is due to start in more than three months. In that case, a reminder will be scheduled in Outlook to assign their CAS three months before the course start date. This is to avoid students applying for their Student Visa from within the UK too early and the application being rejected.

Student Visitors and Short-Term Students

For students joining short courses and applying via the Visitor or Short-Term Study visa routes, a visa offer letter will be sent as a secure pdf. Please refer to Right to Study provisions in the Student Sponsor Compliance Policy for details when Loughborough College will enrol a non-UK national under the study provisions of the Visitor Route.

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Where a student is enrolling as a visitor and is a 'non visa national' (and therefore does not need to apply for Visitor permission in advance of arriving in the UK), Loughborough College will request evidence of their UK arrival date so the expiry date of their visitor permission can be recorded. This allows Loughborough College to determine that they have the requisite immigration permission for the entirety of their course of study.

Pre-Arrival Information

Pre-Arrival information will be sent to students before they travel to the UK, including information on travelling to the UK and more about their course and the enrolment and induction procedures.

Enrolment Process

All new international students will attend a mandatory induction meeting where they will be informed of their responsibilities as a sponsored student, as outlined in the Student Sponsor Compliance Policy.

All new international students must report to Loughborough College's International Office or designated international induction session on their first day with the following documents:

- Passport and visa / BRP card (if issued);
- Flight ticket/boarding pass as evidence of their UK arrival date;
- Original academic and English Language certificates;
- Offer letter;
- UKVI Decision notification.

They will complete the following forms:

- International Enrolment Form & Programme Confirmation Form

Once all of the required documentation has been completed, checked and signed by their tutor, the tutor will present the documents to the enrolment staff and formally register the student for their course. Forms will be scanned at enrolment and retained on the Document Management System (accessible via ProSolution).

Loughborough College has a duty to retain copies of a sponsored student's current passport and maintain up to date UK contact details. Students returning for second and subsequent years will therefore also be required to bring their original passport and visa / BRP card and complete any required forms at that time.

International Office staff will log the following details on ProSolution prior to enrolment:

- Visa type;
- Visa validity dates;
- Information relating to official sponsorship (e.g. overseas governments);
- Passport start and expiry dates.

Reports will be generated from ProSolution to enable this data to be effectively managed and regularly monitored to ensure Student Sponsor compliance – for example, to ensure that there are no missing visa types. Induction and enrolment will also be used by the International Team to check all sponsored students arrived in the UK within the validity periods of their student immigration permission and whether any UKVI reporting is required (such as delayed enrolment or visa errors).

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

International Student Census

A census will be conducted periodically, to check that the contact details held on file are correct for every student. This is in addition to students being reminded at enrolment of the importance of maintaining up-to-date contact details on the college's ILP system.

Use of Agents/Partners

Loughborough College primarily uses approved strategic partnerships to recruit international students. Loughborough College may also use approved overseas and UK-based recruitment agents to assist with recruitment. Such third parties market Loughborough College and its programmes overseas and help students with their course applications and UK student visa applications.

Where Loughborough College work with recruitment agents, Loughborough College shall endeavour to work within the new Agent Quality Framework (AQF): [UK Agent Quality Framework | British Council](#). The AQF is designed to enhance the partnership between the UK education sector, agents and counsellors to recognise and share best practice.

Where applications are attributable to a recruitment agent, the commission will be paid at 20% for the student's first year. Where an agent refers at least five students, a commission will be paid at 25% on the fifth referral and any subsequent students' tuition fees. The commission will also be payable at 20% on the first year of an academic programme of study.

The agent will submit commission invoices using the College's standard commission claim form. Student details will be checked on ProSolution, and the invoice will be forwarded to Finance for payment. Payment will not be made until all fees have been received in full. Particular delays may arise when students receive official financial sponsorship, and agents must be informed.

Commission shall only be payable in respect of students enrolled on programmes for a minimum duration of 12 months or more and only in respect of students with International Fees Status (rather than 'Home' Fees Status). No commission shall be payable to a recruitment agent where a student withdraws from Loughborough College at any time prior to completion of their first semester.

Selection of Agents/Partners

Loughborough College will use strict criteria for the selection and appointment to ensure that overseas representatives are appropriate based on their recruitment territory, ability to promote Loughborough College, and overall reliability. The College will endeavour to maintain manageable levels of overseas representatives per the Loughborough College International strategy.

Agents and Partners will be selected based on information about the company and references. Loughborough College's vetting and appointment process for recruitment agents and strategic partners requires at least two references from two UK based student sponsors who are also Higher Education Providers with a Track Record of Compliance. Recruitment agents, or strategic partners that are not established in the UK market may be exceptionally accepted on the basis of references from relevant

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institutions in other countries or personal references and subject to the approval of the Director of Strategic Partnerships and External Relationships.

Loughborough College also requires the recruitment agents that it works with to have completed the British Council Education Agent Training Programme: [Become a UK agent or counsellor | British Council](#) and also have committed to the National Code of Ethical Practice for UK Education Agents

Loughborough College recognises that high quality student recruitment agencies will be equally selective in their choice of education institutions. Loughborough College staff will therefore aim to deal with agents and partners promptly and effectively, ensuring that a high level of customer service is maintained.

Agent/Partner Management

All agents and partners will be expected to possess and adhere to a valid and in date contract. Where new representatives approach the College, applications will be processed and offers made as appropriate, with commission paid on any students recruited during the pre-contract phase.

It is anticipated that a contract should be issued or declined within six months, beyond which applications will not be accepted.

Agents and partners will be supported by providing the appropriate marketing materials and updates about the College and other recruitment issues (including UK Immigration Rules and Student Sponsor Guidance). According to the Loughborough College International strategy, the College will schedule overseas visits to agencies as appropriate.

Performance will be reviewed annually and Loughborough College shall take into a number of factors in this assessment, including the following key UKVI criteria:

- Number of enrolled students provided by that agent/partner;
- Number of agent/partner's offer holders with visas refused;
- Number of agent/partner's students who fail to enrol, fail to complete the course or fail to pay course fees;
- The agent/partner's students' academic engagement with their sponsored studies.

Severe breaches of the contract will result in the immediate termination of the representation agreement. This shall include where performance against key UKVI metrics relevant to Loughborough College's annual Basic Compliance Assessment is unsatisfactory (as explained above). Contract expiry dates will be monitored, and new contracts will be issued as appropriate.

Incentives or rewards for excellent performance based on the number of learners recruited may be considered.

Recruitment Visits

In addition to the role played by agents and partners, Loughborough College staff may travel overseas as appropriate. Visits will involve meeting with established agents and partners to refresh their

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awareness of the College's portfolio and attending recruitment fairs or other activities arranged by agents and partners – e.g., school/academy visits and/or selection trials.

Overseas visits will be evaluated individually and annually to ensure the optimum use of resources and maximise return on investment per the Loughborough College International strategy.

UKVI and Recruitment Agents

The source of a student's application will be recorded on Pro Solution to facilitate monitoring of recruitment sources. In compliance with the Student Sponsor Guidance, Loughborough College will provide the UKVI on an annual basis a record of the current recruitment agents and strategic partnerships used to recruit international students.

5. Location and Access to the Policy/Procedure

This document can be found on:

- The Loughborough College Group's Website
- The Loughborough College Group's SharePoint

6. Linked Policies and Procedures

- Attendance and Engagement policy
- Attendance and Engagement monitoring (International Students)
- Overseas Agent Agreement
- Equality and Diversity
- Data Protection Policy
- Procedure Fees Policy

7. Change log

Date	Version	Details of change	Review / Revision by	
			Name	Title

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