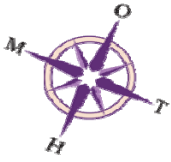


## Simple Guide to the Students under the Points Based System (TIER 4) (PBS)

Home Office UK Border Agency –Statement of Intent

***We have reviewed the guidance notes from the UK Border Agency and made relevant comments to assist OTHM centres recruiting OTHM students through the new Entry Clearance system.***

1. Status of College: An OTHM centre **MUST** be registered with one of the approved accreditation bodies, before applying to be listed on the Points Based Register (PBR).
2. The accredited bodies are: OFSTED, BAC, ASIC for Business Studies Colleges and Accreditation UK (British Council) for language schools.
3. Your registration fee will vary between £400.00 and £1000.00 (Sterling).
4. Colleges must register online and the register is now open.
5. Colleges will be required to pay £10.00 (Sterling) for each Confirmation of Acceptance of Studies letter and will receive a reference number for each successful application.
6. Each centre will be allocated an officer from the Home Office who is likely to visit your centre before approvals are given.
7. To qualify for approval each student must score 40 points (30 for personal and academic information and 10 for status of sponsorship).
8. Students on courses that include work experience may have a maximum of 50% of their course as work experience.
9. Students will be allowed a maximum of 2 resits per paper/unit.
10. Students must evidence £9600 (Sterling) for their first year's accommodation and living expenses.
11. Student will still be allowed 20 Hours per week part-time work during term time.
12. Students must first apply to an institution then confirm their course of study.
13. Students will only be allowed a single application and Home Office reference number for their chosen study centre (Students MAY NOT make multiple visa applications through different centres/colleges).
14. Colleges are responsible for tracking the arrival of students.
15. Colleges are liable to report the non arrival of students - who have been given entry clearance.
16. Colleges are liable to report students who fail to attend college for ten consecutive days.
17. The Home Office will give either an A or B licence to centres.
18. Centres can lose their licences if they fail to follow Home Office guidelines and regulations.
19. Students may apply outside the PBS for courses below six months duration - but will not be given permission to work during these courses.
20. Short Course students will be allowed to apply to continue studies on One, Two and Three year programmes.



## **Approved Qualifications: Section 235 of UKBA (Home Office UK Border Agency) Guidance for Sponsor Applications – Tier 2, Tier 4 and Tier 5 of the Points Based System**

**An approved qualification for UKBA purposes will be one which is:**

- Recognised by one or more recognised bodies via a formal articulation agreement with the awarding body.

Special note: OTHM has a formal Articulation agreement with the Vice Chancellors office of the London South Bank University (LSBU).

All OTHM centres have access to a copy of the confirmation of OTHM Accreditation and Recognition- by the London South Bank University( LSBU)- see OTHM Login Area \_ Quality Zone and Marketing Zone.

***We have aimed to highlight relevant points that should prove useful to OTHM centres. However, OTHM accepts no responsibility for changes in the rules and regulations imposed by the Home Office –UK Border Agency (UKBA).***