

CAS Extension Guide

Policy Guide and Background

1. Students requiring an extension of their visa to complete their current studies at the University may in certain circumstances seek a second Tier 4 CAS to do so. It should be noted that a new CAS is not automatically granted and students will need to demonstrate they have met the criteria as set out in paragraph 2 below. The final decision as to whether to issue any CAS rests with the University.

2. In order to extend their stay on the same course in the UK, students will need a new Tier 4 CAS to do so. To qualify for an extension CAS a student:
 - must have a current valid BRP / visa that permits them to study the course in question
 - must be seeking to apply for an extension no sooner than 3 months before the expiry date of their current visa
 - must be able to gain such an extension under the terms of the University's academic regulations
 - must not have an current outstanding leave to remain application awaiting a decision by the Home Office
 - must have made satisfactory academic progress to date on their course
 - must be capable of completing their course within the time of the extension sort
 - must be required to attend qualifying academic attendance points throughout their extended period of study
 - must not have received a final warning for attendance under the relevant attendance policy in the previous 12 calendar months
 - must not have undertaken an interruption of studies during the time of their current BRP
 - must have no outstanding debts for tuition fees on the course
 - must meet all the other tier 4 immigration requirements e.g. UKVI maximum study limits, UKVI maintenance requirements, English Language requirements and genuineness test.

3. When a student demonstrates all of the above, the University may choose to issue an extension CAS.

4. Please note that for the DBA programme the maximum length of time sponsorship will be issued for is 4 years in total regardless of any length of time afforded academically to complete the course.

5. Please note where the additional time sort is to undertake a dissertation the presumption will be that such a period does not require attendance and as such a CAS is unlikely to be issued.
6. Please note where additional time is required to attend a VIVA (e.g. for PhD, Professional Doctorate or DBA courses) no extension CAS will be issued.
7. Please note that for level 8 courses (PhD, Professional Doctorate and DBA courses) satisfactory progress to date will be as per the latest submitted PG5 form.
8. Whilst the university actively monitors student visa expiry dates it is the responsibility of each student to request an extension CAS in plenty of time. This can be done by emailing the university at international.registry@uwtsd.ac.uk no sooner than 3 months before the extension is required.
9. The above process is to be followed across all campuses and for all relevant International Students who request an extension CAS.

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