



British American Drama Academy Rules of Engagement for Visa Students

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RULES OF ENGAGEMENT FOR VISA STUDENTS

The British American Drama Academy (“BADA”) takes its responsibility to the UK Visa and Immigration department very seriously and will take all necessary steps to ensure that all students studying on BADA courses comply with the regulations of the UKVI as they apply, and that they leave the country by the completion date of their visas.

This is achieved through a threefold process of controls, outlined below showing both your own and BADA’s obligations. If you have any questions or issues arising from this process, please contact BADA’s General Manager immediately for clarification. This request can be made at any point, from the point of acceptance onto a BADA course right up to the day of your due date of departure from the UK as stipulated by the terms of your visa.

Please note that these controls are primarily for your own well-being and safety, as well as allowing BADA to fulfil its own obligations to the UKVI. Therefore, it is very important that you fully understand, support and adhere to these controls throughout your period of study with BADA.

If at any time BADA needs to update this documentation (due to change in relevant UK law etc), once complete, an amended copy will be hand-delivered to every current student as a matter of course.

1. Awareness of Visa and Entry Requirements for studying in the UK

The United Kingdom Visa and Immigration department (UKVI) operates the system of entry to the country for overseas students and BADA confirms its responsibility to ensure that all of its students comply with the legal requirements set out by the UKVI. It is therefore imperative that you fully understand your own obligations to ensure that you are compliant with UK law whilst studying with BADA.

There are separate requirements dependant on your nationality and the length of course on which you are studying. On the next two pages we explain the difference between UK Visitor visa and Tier 4 Student visa as they might apply to you.

If you are an American citizen, or a citizen of a country that is part of the UK visa waiver program (often referred to as a Non-Visa National) and you will be studying on

- London Theatre Program (single semester)
- Midsummer in Oxford Program
- Midsummer Conservatory Program

You can enter the country on a Short-Term Student Visa, which is valid for your period of study at BADA.

You will be granted leave to enter the country, in the form of a stamp in your passport, at UK Immigration Control so long as you bring ALL the accompanying documentation supplied by your home college and BADA. It is especially important that you have your visa entry letter, which contains the information required by the UKVI to identify BADA as a recognised educational establishment.

You do not need to apply for a Tier 4 Student visa as you will be supplied in advance with all the documentation required to enter the country.

Please note if you are taking a flight that involves a transfer (via Dublin, Paris etc.) it is **VITAL** that you identify yourself as a non-EEA national studying in the UK and obtain a UK Student Visitor stamp when you arrive at the terminating UK airport. You must do this even if you have received a different stamp on-route. Stamps from connecting airports **DO NOT** count as valid entry for the purpose of studying and this may result in you inadvertently entering the country illegally or for the wrong purpose and thus potentially being removed or even deported. You **MUST** therefore receive a UK Student Visitor visa in your passport *before leaving Immigration Control at the airport from which you are entering the UK*. If necessary, ask an official.

If you are studying on the Advanced London Theatre Program (yearlong) program, or you are from a country that is NOT part of the UK Visa Waiver Program (Russia, China etc.)

A UK Short-Term Student Visa will NOT be sufficient. It is important that when you apply it is for a Tier 4 student visa under BADA's **Tier 4 Sponsor License number**. BADA will ensure that you have the correct documentation in advance of your visa application to help make sure you have no problems.

Please be aware that in addition to showing that course fees have been paid in full, as students studying in inner London, each year-long student, or student from a country from that is NOT part of the UK Visa Waiver Program, must show that they have £800 per month of study to cover their living expenses. This needs to be seen as liquid funds and available in full, on a bank statement that is no more than one calendar month old at the time that they apply for their tier 4 visa.

Please note that this visa application process, depending on your country of citizenship or lawful residence, can take at least 4 weeks and sometimes much longer, so make sure you apply in plenty of time to ensure you are able to enter the UK in time for the start of the Program. Furthermore, if you have any previous blemishes on your immigration history, or a criminal record, this may lead to delays in processing. BADA is advised that any such marks should be announced at the time of your initial application to avoid outright refusal of your visa application. Disclosure is paramount otherwise you risk being regarded as having misrepresented yourself or your relevant history.

If you are studying on the single semester London Theatre Program but decide during your study period to apply to join the year-long Advanced London Theatre Program and are accepted by BADA and Sarah Lawrence College, it is NOT possible to receive an extension on your visa to allow you to study for the second semester while in the UK. You will need to depart the UK at the end of the first semester and return for the second semester having gained a student visa for the additional period of study in the intervening period from your country of lawful residence or nationality.

We appreciate that this is a potentially complex process, so if you have any questions concerning visa or entry into the UK at any time before your arrival at BADA, please contact us and we will advise you to the best of our knowledge. Alternatively, you can visit the UKVI website on <https://www.gov.uk/tier-4-general-visa/overview>

2. Monitoring & recording attendance whilst at BADA

BADA keeps a daily absence register, marking those who are in attendance and those who are absent for half a day, or a full day. This information is stored securely and in accordance with our own confidentiality policy. In this way we can clearly see patterns of absence where they might prove to be a cause for concern. The information gathered for this register is not used for any other reason and will be destroyed after a period of time no shorter than two years (as set by the UKVI).

BADA recognizes that there are many perfectly acceptable reasons for short-term absence from school – including illness and unexpected family issues. It is not our aim to put further pressure on you during those times, however it is vital that we are aware of the situation as soon as it arises, so that we can offer help where needed and also to be able to confirm that your absence is authorised.

We also want to ensure that your time at BADA is fruitful educationally and enjoyable personally, but that you also fulfill the academic requirements of BADA, your home university and our accrediting hub universities through which you will have applied to attend our courses.

To this end

- Students **must** notify the office **as soon as** they realise they are not able to attend classes on any particular day.
- This can be done by calling the office in person (020 7487 0730) and speaking to one of the BADA management.
- E-mail notification is **NOT** acceptable; neither is asking a roommate to act on your behalf in any way.
- If for any reason you call the office and are unable to speak to anyone in person, you must leave a message so that one of the BADA management can return your call as soon as is feasible.
- In the unlikely event of the answer-phone not working, please wait a reasonable length of time and try again.

If BADA does not hear from you

- It cannot consider your absence authorised.
- The management team will attempt to contact you via your apartment telephone then cell/mobile phone (if available) and reserves the right to speak to your roommates, if they are in classes, to try and evaluate the situation.
- If within six hours BADA is still not aware of your reasons of absence and has not spoken directly to you, it will send one of its management team to the halls of residence to make direct contact with you.
- If we have reasonable concerns that you are physically unable to make contact, at this point with the agreement and assistance of Anglo Educational Services, our accommodation provider, BADA reserves the right to enter the apartments uninvited so as to ensure that you are not in any immediate danger.
- If after 48 hours, we still have not been able to make contact with you, it is our obligation to consider the possibility that you are missing and act accordingly. BADA will notify your parents, home university and accrediting hub university of your prolonged unauthorised absence, as well as the British Police.
- At that time, we would also notify the UKVI of your absence, which may result in your visa being revoked and deportation.

3. Notification of end of period of study

One month before the end of the course you are studying, a letter will be delivered to you by BADA's management, reminding you of your obligation to comply with the terms of your visa. A specimen letter is shown on the next page. If, for any reason, after the delivery of this letter, BADA has reason to believe that a student is intending to violate the terms of their visa, it will in the first instance contact the UKVI through the SMS system for guidance, and act accordingly.

Sample Notification of End of Study Letter

<student>

c/o British American Drama Academy

14 Gloucester Gate

Regents Park

London NW1 4HG

<DD/MM/YYYY>

**End of Period of Study at the British American Drama Academy
(UK Sponsor Licence number Q5PFC7PN0)**

Dear <student>

Your course of study at the British American Drama Academy comes to an end one month from the date of this letter, and it is BADA's responsibility, on behalf of the UK Border Agency, to remind you that if you have entered the UK on a student visitor visa, it expires six months after your date of arrival, as stamped in your passport, or if you have entered the UK on a Tier 4 Visa, your visa expires on the specific departure date has been indicated on your visa stamp, by that date.

Failure to leave the country by that date may lead to deportation and a ten-year ban on re-entering the United Kingdom.

The British American Drama Academy takes its responsibility to the UK Border Agency very seriously and will take all necessary steps to ensure that all students studying on their courses have left the country by the completion date of their visas.

If you have any queries or problems with the contents of this letter, please do not hesitate to contact me.

Yours sincerely

Stacie Novotny

General Manager