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| <b>Subject:</b>                                                                                                                                                                                                                                                                                      | <b>Student Visa Sponsorship Policy – CLC Students</b> |
| <b>Policy No:</b>                                                                                                                                                                                                                                                                                    | PP-CLC-DB-6.1                                         |
| <b>Version:</b>                                                                                                                                                                                                                                                                                      | V1 28 Nov 07                                          |
| <b>Effective Date:</b>                                                                                                                                                                                                                                                                               | Immediately                                           |
| <b>Contact:</b>                                                                                                                                                                                                                                                                                      | Chair, Centre for Language and Culture                |
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## 1.0 Sponsorship

Sponsorship is only available for full-time students on any program. Procedures for sponsorship cannot commence until the enrolment has been completed and after the student has accepted an offer of a place and has paid in full for three (3) terms.

After the initial enrolment, sponsored students can make use of the various payment plans put into place, on the understanding that failure to adhere to the terms of a particular payment plan could lead to suspension, expulsion and even termination of the sponsorship.

## 2.0 Rejected Visa Applications

Students whose applications are rejected by Immigration will have all their tuition fees refunded less an AED 500 administrative fee. The sponsorship deposit will be refunded less any official processing charges already levied.

## 3.0 Deposit for Visa Sponsorship

**3.1** Students are required to pay a deposit of AED 5,000 for sponsorship. A minimum balance of AED 2,500 is required at all times and the student is expected to replenish the deposit when the balance drops under the AED 2,500 amount. The deposit covers:

- processing costs related to visa application only for the first year (subsequent renewal fees are covered by the student)
- a non-refundable administration fee of AED 1,000
- in cases of Immigration complications, a single, one-way economy flight home
- a Bond of AED 2,500 is incorporated in the AED 5,000 deposit for students who wish to hold their passport during absence from the University site

**3.2** A student's visa is normally valid for a period of twelve (12) months. CLC students' visas will continue to undergraduate or postgraduate studies after completion of CLC programs. So there may need to be 2 or 3 renewals. The actual processing charge is to be paid on each occasion at the existing Immigration Department rate.

**3.3** Students who have not reserved accommodation in the University's Residences are responsible for finding their own accommodation and are responsible for all expenses and charges incurred in connection with their accommodation, e.g.rent, key deposit, DEWA, Etisalat and damages.

## 4.0 Passport Control

**4.1** The University may contact the student's parents / guardian to check information.

- 4.2 The University reserves the right to check the student's academic results and class attendance. In case of non-attendance for two consecutive terms and / or failure to satisfy the minimum rate of academic progress, the University sponsorship will be terminated.
- 4.3 Students will be responsible for all costs relating to processing a new visa if they wish to continue at UOWD.

## 5.0 Request to take a Term Off (Leave of Absence)

Students who want to take a term off (5 weeks) and continue sponsorship must:

- complete the first 3 terms (15 weeks) before applying for leave of absence
- enrol as a full-time student in the following 2 terms
- apply in writing for leave of absence
- pay fees for the following 2 terms (10 weeks) in full prior to departure (with no refund or transfer of fees option)
- keep their visa deposit balance at AED 2,500
- students may only apply for 1 term's leave of absence (5 weeks) during their study in CLC (after completing their first 3 terms)

## 6.0 Employment of Sponsored Students

Students on University sponsorship are not permitted to work, whether paid or unpaid, but the University will allow sponsored students to work under the following conditions:

- a) student is working directly for the University of Wollongong in Dubai;
- b) student is working in a work placement directly linked to his / her studies;

Approval of a) and b) will be based on current education performance; nature and time frame of employment opportunity and likely impact of employment workload on educational performance.

All requests in relation to employment, whether paid or unpaid, must be submitted in writing to the Registrar for consideration.

## 7.0 Cancellation of Visa

**A student's visa will be cancelled in the following circumstances:**

- Where the student wishes to terminate his/her studies prior to the expiry of the visa, the visa will be cancelled immediately and the student will be responsible for
  - a) making arrangements to leave the country or
  - b) secure other sponsorship

Arrangements for a) and b), are to be completed within 30 days of cancellation.

- All graduating students' visas will be cancelled one month after the last day of the final term of study if the student does not continue to UOWD programs.
- When a student does not maintain a full-time study status in a term (in accordance with CLC Attendance Policy – PP-CLC-DB-5.1), other than those who have been granted a leave of absence.
- When a student fails to make the minimum rate of progress for CLC programs.

- When a student has outstanding fees or late payment charges and does not pay fees in accordance with the payment terms and conditions specified in the Fees and Refund Policy.
- When a student has been convicted of a criminal offence where the University of Wollongong in Dubai deems expulsion from the University is warranted.

**8.0 Student Acknowledgement**

Prior to starting the sponsorship process the student is required to sign this policy document declaring that he/she has read and understood the content and agrees to abide by the terms.

**9.0 Records and Review**

Records pertaining to transactions with the UOWD Visa Officer and Immigration authorities, regarding the process of Visa attainment, are kept and maintained by the office of the Properties and Services Manager.

This policy will be reviewed no less than once every 2 years from creation date.

**10.0 Continuity of Student Visa Following Completion of CLC programs**

The Registrar's office will be informed when students have completed their CLC programs.

**10.1** In order to retain a UOWD student visa, students must:

- present a UOWD offer letter for the next available Session to the Registrar's office within two (2) weeks of completing UP5
- present evidence of meeting the English language requirement (IELTS or TOEFL) before the start of the next available Session

**10.2** Students who do not present these documents within the allotted time will have their visas cancelled, unless they are enrolled in another CLC program.

**10.3** Students who fail to achieve the required scores in IELTS or TOEFL will have to enrol in a further CLC program for the next available term, or their visa will be cancelled.

**Modification History**

| <i>Previous Version - No. and Date:</i> | <i>Modification Details - on this Version:</i> |
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