



## COLLEGE POLICY DOCUMENT

### Student Checking Procedure for Tier 4.

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<b>Authorised by: Wayne Marshall</b> <b>Date: 24<sup>th</sup> July 2015</b>	<b>Signature: <i>Wayne Marshall</i></b>

The following policy document has been written to give guidelines for the checking of student information throughout the academic year with St. Andrew's College, Cambridge.

Once a student has registered for his studies at St. Andrew's College, Cambridge all of his/her personal details will be placed on a database. The database will show:

1. Name
2. Nationality
3. Date of Birth
4. Attending/ not attending
5. Passport number
6. Visa number expiry date
7. CAS Number and Type
8. Biometric Residence Permit Number and expiry date
9. Cambridge address
10. Mobile no.
11. Parents home address
12. Student E-mail and mobile
13. Parents email and mobile
14. Parents and Guardian ( if applicable) details
15. Police registration certificate no.
16. Agent contact details if applicable

It will be the responsibility of the Home Office Compliance Officer to check the information and keep this updated at all times.

**Reviewed:**

**September 2010, 2011, 2012, February, May and July 2013, June 2014 and July 2015.**

**Next review: 1<sup>st</sup> August 2016.**