

Brunel Language Centre Attendance and Monitoring Agreement

As a TIER 4 sponsor, Brunel University London has a legal obligation to monitor the attendance of all students holding a TIER 4 visa for study.

Where a student has poor attendance, or is not fully engaging with their course requirements, the University **is required by law to de-register the student and report them to the UKVI.**

If the University did not follow the UKVI rules on reporting non-attendance and engagement, we would be at serious risk of losing our licence to sponsor all TIER 4 students. **UKVI are not flexible in their application of the rules, and as such, Brunel Language Centre cannot be flexible in its application of attendance requirements.**

We considers full attendance and engagement to be absolutely vital to successful study, and as such, the Language Centre applies the rules of attendance and engagement to all students, regardless of their visa status. Thus, for non-TIER 4 students, whilst reporting to the UKVI is not required, the Language Centre will apply the same rules of withdrawal to all students.

As a Brunel Language Centre student I understand that:

- I am expected to attend all timetabled classes and exams
- I am expected to complete all assignments in full and on time
- I am expected to arrive on time for all classes

- In the event of illness, I must inform the Language Centre Academic Office by email languagecentre@brunel.ac.uk on the morning of my first missed class and each morning of any subsequent missed classes
- Persistent or regular illness which results in missed classes will be counted as non-attendance leading to the start of Warning and Withdrawal procedures if valid medical evidence* is not provided

- If my attendance drops below expected levels, the Language Centre will begin the Warning and Withdrawal procedures.
- If my attendance does not improve and stay at the required level, the Language Centre will be required by law to **withdraw me from my course.**

I,

- understand Brunel Language Centre's Attendance and Monitoring procedures
- understand the consequences of poor attendance
- understand poor attendance will lead to withdrawal from my course

Signed.....

Date.....