

Confirmation of Acceptance for Studies (CAS) Process

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VERSION CONTROL	
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What we consider before assigning a CAS

The application must comply with the law, we will only assign a CAS to a student who will:

- a. meet the requirements of the Student or Child Student route for which the CAS was assigned; and
- b. comply with the conditions of their permission to stay in the UK
- c. is a genuine student

Westbourne College (Singapore) will check the identity of the student using their passport and birth certificate, as well as their parent(s) and/or legal guardian(s) by requesting their passports. During the Westbourne College (Singapore) admissions process, the student's suitability for the school is assessed through entrance exams and a rigorous interview process. During the interview, the student's intentions and credibility are also assessed, including considering their academic background and any prior study undertaken in Singapore.

Criteria

Westbourne College (Singapore) will only issue a CAS once we are satisfied that the student fully meets the criteria in the following areas:

- Passport is valid and any dual nationalities noted and copies taken
- Student holds a Long-Term Visit Pass/Dependant's Pass, or is a Permanent Resident or a Singaporean citizen,
- Identity of both the student and their parents has been confirmed by requesting passport copies from both parents
- Academic suitability/integrity of the student is satisfactory and their intention to study is genuine
- Parental consent has been obtained for students under 18 years of age, along with accompanying proof of relationship (birth certificate)
- For parents with sole custody or responsibility, further evidence will be requested, e.g. court orders or death certificate
- Financial criteria has been met. Parent occupation analysed and identity compared against payments received. The School is vigilant as to the source of funds that are paid to the school and alert to unusual patterns of behaviour or activities.
- Immigration history has been reviewed and noted
- Health requirements (negative TB test certificate) met, where applicable.
- Westbourne is confident that the student is not at risk to child trafficking.
- For Singaporean citizens who have not completed compulsory secondary education, the Ministry of Education exemption has been sought and approved.

CAS are drafted by the Admissions Manager, along with all supporting documentation, and sent to the Academic Director/Principal for a secondary check before issuance.