



Home Office

Points-based system sponsor licensing – highly trusted sponsors (HTS)

Points-based system sponsor licensing – highly trusted sponsors (HTS)

About this guidance

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This guidance explains how to consider sponsor licence applications for highly trusted sponsor status under the points-based system (PBS).</p> <p>For information about the PBS sponsor requirements and policy see related link: PBS policy guidance.</p> <p>Changes to this guidance – This page tells you what has changed since the previous versions of this guidance.</p> <p>Contacts – This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.</p> <p>Information owner – This page tells you about this version of the guidance and who owns it.</p>	<p>Related links</p> <p>Changes to this guidance</p> <p>Contact</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
--	---	--

Points-based system sponsor licensing – highly trusted sponsors (HTS)

Changes to this guidance

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors – mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This page lists changes to the points-based system sponsor licensing – highly trusted sponsor guidance, with the most recent at the top.</p> <table border="1" data-bbox="528 392 1608 1399"> <thead> <tr> <th data-bbox="528 392 936 432">Date of the change</th> <th data-bbox="936 392 1608 432">Details of the change</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 432 936 619">29 October 2013</td> <td data-bbox="936 432 1608 619"> <p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • No changes. </td> </tr> <tr> <td data-bbox="528 619 936 1399">30 April 2013</td> <td data-bbox="936 619 1608 1399"> <p>Change request and six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • Tier 4 and highly trusted sponsors – mandatory requirement: <ul style="list-style-type: none"> ○ page name changed from ‘Changes to Tier 4 and highly trusted sponsors’ ○ page rewritten ○ sub-heading ‘legacy status’ fourth paragraph new content • Tier 4 legacy sponsors: <ul style="list-style-type: none"> ○ page rewritten ○ new download Confirmation and application of legacy status letter • Applications for educational oversight: <ul style="list-style-type: none"> ○ page deleted • Granting legacy status to a sponsor: <ul style="list-style-type: none"> ○ page name changed from legacy sponsor CAS allocations ○ page rewritten ○ new downloads LS confirmation and </td> </tr> </tbody> </table>	Date of the change	Details of the change	29 October 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • No changes. 	30 April 2013	<p>Change request and six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • Tier 4 and highly trusted sponsors – mandatory requirement: <ul style="list-style-type: none"> ○ page name changed from ‘Changes to Tier 4 and highly trusted sponsors’ ○ page rewritten ○ sub-heading ‘legacy status’ fourth paragraph new content • Tier 4 legacy sponsors: <ul style="list-style-type: none"> ○ page rewritten ○ new download Confirmation and application of legacy status letter • Applications for educational oversight: <ul style="list-style-type: none"> ○ page deleted • Granting legacy status to a sponsor: <ul style="list-style-type: none"> ○ page name changed from legacy sponsor CAS allocations ○ page rewritten ○ new downloads LS confirmation and 	<p>Related links</p> <p>See also</p> <p>Contact</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
Date of the change	Details of the change							
29 October 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • No changes. 							
30 April 2013	<p>Change request and six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • Tier 4 and highly trusted sponsors – mandatory requirement: <ul style="list-style-type: none"> ○ page name changed from ‘Changes to Tier 4 and highly trusted sponsors’ ○ page rewritten ○ sub-heading ‘legacy status’ fourth paragraph new content • Tier 4 legacy sponsors: <ul style="list-style-type: none"> ○ page rewritten ○ new download Confirmation and application of legacy status letter • Applications for educational oversight: <ul style="list-style-type: none"> ○ page deleted • Granting legacy status to a sponsor: <ul style="list-style-type: none"> ○ page name changed from legacy sponsor CAS allocations ○ page rewritten ○ new downloads LS confirmation and 							

			<p>application of legacy status and Sponsor summary search user guide</p> <ul style="list-style-type: none"> ○ new links Amend CoS-CAS allocation (in year) user guide and Amend CoS-CAS allocation (follow on) user guide ● In year or follow on and re-rate action during the intention period: <ul style="list-style-type: none"> ○ page deleted ● Considering in-year and follow on requests for legacy sponsors: <ul style="list-style-type: none"> ○ table, eight and ninth row, new content ● Highly trusted sponsor payment and workflow checks: <ul style="list-style-type: none"> ○ sub-heading, 'Additional workflow checks' new bullet second bullet point added ● HTS qualifying criteria: <ul style="list-style-type: none"> ○ second paragraph, second bullet replaced with a new bullet ○ table re written ● HTS casework checks: <ul style="list-style-type: none"> ○ sub-heading 'Exceptions', deleted ○ sub-heading, 'Making the checks', reworded ○ table, second row new content added ● Reviewing the sponsor licence: <ul style="list-style-type: none"> ○ page deleted ● HTS mandatory requirements: <ul style="list-style-type: none"> ○ original second paragraph deleted ○ table, original sixth row deleted ○ second paragraph, new content 	
--	--	--	--	--

		<ul style="list-style-type: none"> • HTS core measurable requirements: <ul style="list-style-type: none"> ○ first paragraph, re worded ○ third paragraph, new content • HTS requesting a compliance visit: <ul style="list-style-type: none"> ○ page re written • HTS scoring and decision making: <ul style="list-style-type: none"> ○ original table replaced with new one ○ second table, original third row deleted, last row new content • HTS renewal applications: <ul style="list-style-type: none"> ○ sub-heading application deadline ○ paragraph deleted ○ table reworded and new content • Suspending and revoking a Tier 4 licence: <ul style="list-style-type: none"> ○ new page • HTS management checks – primary and secondary: <ul style="list-style-type: none"> ○ second paragraph, new ○ first and sixth bullets new • Contact: <ul style="list-style-type: none"> ○ team name changed to ‘sponsor operational support’ • Minor housekeeping changes. 	
		<p>For previous changes to this guidance you will find all earlier versions in the archive. See related link: PBS sponsor licensing highly trusted sponsor - Archive</p>	

Points-based system sponsor licensing – highly trusted sponsors (HTS)

Tier 4 and highly trusted sponsors - mandatory requirement

<p>About this guidance</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This page explains how educational oversight and highly trusted sponsor (HTS) status are mandatory requirements to hold a Tier 4 sponsor licence.</p> <p>From 21 April 2011 it became a mandatory requirement that all new and renewal applications for Tier 4 had the appropriate educational oversight with a Home Office approved accreditation body. For a definition of educational oversight, see related link: Tier 4 sponsor guidance.</p> <p>Sponsors who held an existing Tier 4 sponsor licence wanting to remain on the Tier 4 register of sponsors had to demonstrate they:</p> <ul style="list-style-type: none">• already had educational oversight, or• had submitted an application for educational oversight by an agreed deadline. <p>Sponsors who held a Tier 4 sponsor licence for over 12 months must have submitted an application for HTS by 9 October 2011.</p> <p>Sponsors had their licence revoked if they failed to submit a HTS application:</p> <ul style="list-style-type: none">• by 9 October 2011• within 12 months of holding a Tier 4 licence, or• if they already held HTS status by their renewal date. <p>Legacy status</p> <p>Sponsors who obtained HTS, but did not apply for educational oversight were granted legacy status.</p> <p>Legacy sponsors must continue to report on their existing migrant students, but will be unable to assign confirmations of acceptance for studies (CAS) for new students either entering the UK for study or switching from a UK education institution.</p>	<p>Related links</p> <p>Tier 4 legacy sponsors</p> <p>HTS caseworker checks</p> <p>Links to staff intranet removed</p>
--	--	---

	<p>Legacy sponsors may apply for CAS to assign to existing students already studying at the time the sponsor becomes legacy, in order for the students to complete their course.</p> <p>Once legacy status is granted the sponsor will remain legacy until their Tier 4 licence:</p> <ul style="list-style-type: none">• expires• is revoked, or• the sponsor surrenders their licence. <p>New Tier 4 sponsors have 12 months from the granting of their licence to obtain highly trusted sponsor status.</p> <p>Any sponsor failing to obtain highly trusted sponsor status will continue as an A-rated sponsor and on the day of the decision action will begin to revoke the sponsor's Tier 4 licence. For further information, see related links:</p> <ul style="list-style-type: none">• Tier 4 sponsor licences• Tier 4 legacy sponsors• HTS caseworker checks.	
--	---	--

Points-based system sponsor licensing – highly trusted sponsors (HTS)

Tier 4 legacy sponsors

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This section explains the process for identifying when a sponsor must be awarded legacy status.</p> <p>Legacy sponsor status is awarded to sponsors who currently hold or who successfully apply for highly trusted sponsor status (HTS) when:</p> <ul style="list-style-type: none"> • the sponsor scores a ‘near miss’ on their HTS application for a second time • the sponsor informs us of an unsuccessful application for educational oversight • a provider of educational oversight informs us of a decision to fail an application • the Home Office are notified that a sponsor has lost their educational oversight. <table border="1" data-bbox="465 694 1771 1184"> <thead> <tr> <th data-bbox="465 694 1120 730">If...</th> <th data-bbox="1120 694 1771 730">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 730 1120 997">The sponsor scores a second ‘near miss’</td> <td data-bbox="1120 730 1771 997"> You must: <ul style="list-style-type: none"> • record your decision and change the sponsors rating to ‘Legacy’, and • issue the confirmation and application of legacy status letter to the sponsor, for the letter, see related link. </td> </tr> <tr> <td data-bbox="465 997 1120 1184">You are notified the sponsor has failed in their application for, or has lost their educational oversight</td> <td data-bbox="1120 997 1771 1184">You must email the sponsor details to the sponsor ratings mailbox for their sponsor rating to be changed by using the related link: Sponsor ratings mailbox.</td> </tr> </tbody> </table>	If...	Then...	The sponsor scores a second ‘near miss’	You must: <ul style="list-style-type: none"> • record your decision and change the sponsors rating to ‘Legacy’, and • issue the confirmation and application of legacy status letter to the sponsor, for the letter, see related link. 	You are notified the sponsor has failed in their application for, or has lost their educational oversight	You must email the sponsor details to the sponsor ratings mailbox for their sponsor rating to be changed by using the related link: Sponsor ratings mailbox.	<p>In this section</p> <p>Granting legacy status to a sponsor</p> <p>Links to staff intranet removed</p>
If...	Then...							
The sponsor scores a second ‘near miss’	You must: <ul style="list-style-type: none"> • record your decision and change the sponsors rating to ‘Legacy’, and • issue the confirmation and application of legacy status letter to the sponsor, for the letter, see related link. 							
You are notified the sponsor has failed in their application for, or has lost their educational oversight	You must email the sponsor details to the sponsor ratings mailbox for their sponsor rating to be changed by using the related link: Sponsor ratings mailbox.							

Points-based system sponsor licensing – highly trusted sponsors (HTS)

Granting legacy status to a sponsor

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This page explains what to do when you have confirmed the sponsor has failed to gain educational oversight or has scored a second near miss on their application for highly trusted sponsor status.</p> <p>When you confirm a sponsor:</p> <ul style="list-style-type: none"> • application for educational oversight has been unsuccessful, or • has scored a second near miss on their application for HTS <p>you must follow the process below to:</p> <ul style="list-style-type: none"> • reduce their confirmations of acceptance for studies (CAS) allocation, and • issue a confirmation letter to the sponsor. <table border="1" data-bbox="465 810 1771 1399"> <thead> <tr> <th data-bbox="465 810 1115 847">If...</th> <th data-bbox="1115 810 1771 847">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 847 1115 999">The 'allocation history' tab in Metastorm indicates the sponsor has an allocation of one or more CAS.</td> <td data-bbox="1115 847 1771 999">You must check 'cases linked to sponsor' in Metastorm to determine if there is an outstanding 'in-year' or 'follow on' request that relates to Tier 4.</td> </tr> <tr> <td data-bbox="465 999 1115 1399">The sponsor has an outstanding 'in-year' or 'follow on' request.</td> <td data-bbox="1115 999 1771 1399"> You must: <ul style="list-style-type: none"> • Assign the 'in-year' or 'follow on' allocation request from the workstack to your 'to-do list'. If the request is currently being considered by another caseworker you must reassign the request to yourself. • Reduce the CAS allocation to zero and email the 'LS confirmation and application of legacy status ' letter to </td> </tr> </tbody> </table>	If...	Then...	The 'allocation history' tab in Metastorm indicates the sponsor has an allocation of one or more CAS.	You must check 'cases linked to sponsor' in Metastorm to determine if there is an outstanding 'in-year' or 'follow on' request that relates to Tier 4.	The sponsor has an outstanding 'in-year' or 'follow on' request.	You must: <ul style="list-style-type: none"> • Assign the 'in-year' or 'follow on' allocation request from the workstack to your 'to-do list'. If the request is currently being considered by another caseworker you must reassign the request to yourself. • Reduce the CAS allocation to zero and email the 'LS confirmation and application of legacy status ' letter to 	<p>Links to staff intranet removed</p>
If...	Then...							
The 'allocation history' tab in Metastorm indicates the sponsor has an allocation of one or more CAS.	You must check 'cases linked to sponsor' in Metastorm to determine if there is an outstanding 'in-year' or 'follow on' request that relates to Tier 4.							
The sponsor has an outstanding 'in-year' or 'follow on' request.	You must: <ul style="list-style-type: none"> • Assign the 'in-year' or 'follow on' allocation request from the workstack to your 'to-do list'. If the request is currently being considered by another caseworker you must reassign the request to yourself. • Reduce the CAS allocation to zero and email the 'LS confirmation and application of legacy status ' letter to 							

		<p>the sponsor. To download the letter, see related link.</p> <ul style="list-style-type: none"> • Update Metastorm (using 'add note') and the legacy sponsor spreadsheet with details of the action you have taken. <p>To set the CAS allocation to zero, you must amend the CAS limit to the same number of CAS's the sponsor has used. For example, if the sponsor has an allocation of five CASs and has used two, the limit must be set at two. This means the sponsor cannot assign any further CASs. You must set the review limit at the same number.</p>	
	<p>The sponsor does not have an outstanding 'in-year' or 'follow on' request outstanding or under consideration.</p>	<p>You must:</p> <ul style="list-style-type: none"> • Open an 'additional CoS allocation' action on Metastorm. • Reduce the CAS allocation to zero (see above for information). • Email an 'LS confirmation and application of legacy status' letter to the sponsor. For the letter, see related link. • Update Metastorm using 'add note', and update the legacy sponsor spreadsheet with the balance of CAS remaining from the current allocation. This will make sure the correct number of CAS is granted if the Home Office reinstate the sponsor allocation. 	
	<p>The balance of CAS is zero.</p>	<p>You must:</p>	

		<ul style="list-style-type: none"> • Email an 'LS confirmation and application of legacy status ' letter to the sponsor using 'standalone letters' in Metastorm. You must add the letter to the Tier 4 sponsor application. • Update Metastorm (using 'add note') and the legacy sponsor spreadsheet with details of the action taken. 	
<p>When a sponsor is granted legacy status they may wish to surrender their Tier 4 licence. The sponsor must submit a request to surrender their licence, For further information on managing a surrender see related link: Managing a licence surrender.</p>			

Points-based system sponsor licensing – highly trusted sponsors (HTS)

Considering ‘in-year’ and ‘follow on’ requests for legacy sponsors

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This page explains what you must do when considering an ‘in-year’ request (a request for additional confirmation of acceptance for studies’ (CAS) within the allocation year) and a ‘follow on’ request (a request to renew the annual CAS allocation) from a legacy sponsor.</p> <p>Legacy sponsors are not subject to the Tier 4 interim limit but can only request CAS to extend the leave of current students to complete their current course of studies. Legacy sponsors have their CAS allocation set to zero when legacy status is granted and must only apply for CAS as and when the need to extend a student’s leave arises. Legacy sponsors must provide the following information in support of their request:</p> <ul style="list-style-type: none"> • student’s current CAS reference number • student’s full name, date of birth and passport number • date leave was granted and the date to which the leave is valid • name and duration of the course • duration of the extension of the course, and • reasons for the extension of the course. <p>Legacy sponsors must apply to renew their allocation even if they are granted zero CAS at this point. This makes sure the allocation remains active and that the sponsor can make a request for CAS if they require them in the future.</p> <p>You must take the following action when considering requests to renew or increase CAS allocations for legacy sponsors.</p> <table border="1" data-bbox="465 1177 1771 1396"> <thead> <tr> <th data-bbox="465 1177 1122 1217">If...</th> <th data-bbox="1122 1177 1771 1217">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 1217 1122 1329">The sponsor submits an ‘in-year’ request to increase their allocation of CASs.</td> <td data-bbox="1122 1217 1771 1329">You must check that the required information (see above) has been provided in support of the request.</td> </tr> <tr> <td data-bbox="465 1329 1122 1396">The sponsor has not provided the required information in support of the request or has</td> <td data-bbox="1122 1329 1771 1396">You must refuse the request and issue the CAS allocation granted or refused letter to</td> </tr> </tbody> </table>	If...	Then...	The sponsor submits an ‘in-year’ request to increase their allocation of CASs.	You must check that the required information (see above) has been provided in support of the request.	The sponsor has not provided the required information in support of the request or has	You must refuse the request and issue the CAS allocation granted or refused letter to	<p>Links to staff intranet removed</p>
If...	Then...							
The sponsor submits an ‘in-year’ request to increase their allocation of CASs.	You must check that the required information (see above) has been provided in support of the request.							
The sponsor has not provided the required information in support of the request or has	You must refuse the request and issue the CAS allocation granted or refused letter to							

	only provided some of the information.	the sponsor (to download the letter, see related link). The sponsor can re-submit the request at any time.	
	The sponsor has provided the required information in support of the request.	<p>You must determine if the CAS requested is to allow a student to complete their current course of study. You must:</p> <ul style="list-style-type: none"> • use CAS checker to search for the current CAS and compare the student and course details provided by the sponsor in support of the request • use CRS and/or CID to compare the student's leave details with those provided by the sponsor in support of the request. 	
	<p>The details provided by the sponsor are inconsistent with the details recorded on the CAS checker and/or CRS or CID, for example:</p> <ul style="list-style-type: none"> • the migrant's personal details do not match or there is no trace of the migrant • the course details do not match • the leave dates do not match. 	<p>You must:</p> <ul style="list-style-type: none"> • Refuse the request and issue the 'CAS allocation granted or refused letter' to the sponsor (to download the letter, see related link). The sponsor can re-submit the request at any time. • Refer details of the discrepancy to the sponsor investigations team mailbox for further investigation. 	
	<p>The details provided by the sponsor are consistent with the details recorded on the CAS checker and/or CRS or CID, but the reason for the extension, or the length of the extension are not acceptable.</p> <p>For example:</p> <ul style="list-style-type: none"> • the length of the extension is more 	<p>You must:</p> <ul style="list-style-type: none"> • Refuse the request and issue the 'CAS allocation granted or refused letter' to the sponsor. For the letter, see related link). The sponsor can re-submit the request at any time. • Refer details of the discrepancy to the sponsor investigations team mailbox 	

	<p>than 90 days</p> <ul style="list-style-type: none"> the sponsor has not fully justified the reason for the extension. 	for further investigation.	
	The details provided by the sponsor are consistent with the details recorded on the CAS checker and/or CRS or CID and the length of the extension is acceptable and reasons are fully justified.	You must grant the request and issue the 'CAS allocation granted or refused letter' to the sponsor. To download the letter, see related link.	
	The sponsor submits a 'follow-on' request to renew their allocation of CASs.	You must check if the sponsor is requesting an allocation of CASs to extend leave.	
	The sponsor is requesting an allocation of CAS to extend a migrants leave.	You must perform the same actions as you would for considering an 'in-year' request.	
	The sponsor is not requesting an allocation of CAS.	<p>You must:</p> <ul style="list-style-type: none"> grant zero CASs, and issue the CAS allocation granted or refused letter to the sponsor, for the letter, see related link. 	

Points-based system sponsor licensing – highly trusted sponsors (HTS)

Highly trusted sponsor payment and workflow checks

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This page gives information for the workflow sift officer about payment and workflow checks for highly trusted sponsor (HTS) applications.</p> <p>Payment checks</p> <p>The payment check is the first check performed on an application. It must be completed by the workflow team before the application goes to a caseworker.</p> <p>There is only a single fee of £500 for HTS applications. You must however check to make sure the sponsor has paid the correct fee:</p> <ul style="list-style-type: none">• if they have paid too much or underpaid, you must follow the guidance in the related link: Refunding an application fee• if the fee is correct, you must follow the guidance in the related link: Checking the application is accurate. <p>Additional workflow checks</p> <p>When a HTS application is received, before it is allocated to a caseworker, the workflow team must:</p> <ul style="list-style-type: none">• open a re-rate application on Metastorm, and• update the HTS tracker spreadsheet. <p>For information on mandatory workflow checks see related link: Workflow officer pre-sift checks.</p>	<p>Links to staff intranet removed</p>
--	--	--

Points-based system sponsor licensing – highly trusted sponsors (HTS)

Highly trusted sponsors (HTS)

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This section explains what to check and the actions to take when considering an application for a highly trusted sponsor licence.</p> <p>Highly trusted sponsor status (HTS) is designed to make sure that all education providers are taking their obligations on immigration compliance seriously. It recognises sponsors who show a good history of compliance with their sponsor duties and whose students meet the standards of compliance with the terms of their visa or permission to stay in the UK (known as 'leave to remain').</p>	<p>In this section</p> <p>HTS qualifying criteria</p> <p>HTS mandatory requirements</p> <p>HTS requesting a compliance visit</p> <p>HTS scoring and decision making</p>
--	---	--

Points-based system sponsor licensing – highly trusted sponsors (HTS)

HTS qualifying criteria

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This section explains what checks you must do to establish that a sponsor meets the qualifying criteria for highly trusted sponsor (HTS) status.</p> <p>For a Tier 4 sponsor to be eligible for consideration for HTS they must:</p> <ul style="list-style-type: none"> • have an active A-rated Tier 4 licence • have submitted an application within 12 months of holding a Tier 4 licence but no earlier than a month before. <p>For example, a sponsor granted a Tier 4 licence on 28 January 2012 must submit an application for HTS no later than 28 January 2013 but not before 28 December 2012.</p> <p>You must check:</p> <ul style="list-style-type: none"> • there is no ongoing action to re-rate or suspend the sponsor licence, and • the sponsor is not involved in any litigation action against the Home Office. <table border="1" data-bbox="465 954 1769 1407"> <thead> <tr> <th data-bbox="465 954 1120 992">If...</th> <th data-bbox="1120 954 1769 992">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 992 1120 1220"> <p>The sponsor:</p> <ul style="list-style-type: none"> • has a valid Tier 4 licence, and • has submitted an application between 11 and 12 months from the date their Tier 4 licence was granted. </td> <td data-bbox="1120 992 1769 1220"> <p>Continue to casework the application.</p> </td> </tr> <tr> <td data-bbox="465 1220 1120 1407"> <p>The sponsor:</p> <ul style="list-style-type: none"> • has a valid Tier 4 licence and • has submitted an application after 12 months from the date their Tier 4 </td> <td data-bbox="1120 1220 1769 1407"> <p>You must:</p> <ul style="list-style-type: none"> • refuse the application • suspend the sponsor’s licence pending revocation of the Tier 4 </td> </tr> </tbody> </table>	If...	Then...	<p>The sponsor:</p> <ul style="list-style-type: none"> • has a valid Tier 4 licence, and • has submitted an application between 11 and 12 months from the date their Tier 4 licence was granted. 	<p>Continue to casework the application.</p>	<p>The sponsor:</p> <ul style="list-style-type: none"> • has a valid Tier 4 licence and • has submitted an application after 12 months from the date their Tier 4 	<p>You must:</p> <ul style="list-style-type: none"> • refuse the application • suspend the sponsor’s licence pending revocation of the Tier 4 	<p>In this section</p> <p>HTS caseworker checks</p> <p>Links to staff intranet removed</p>
If...	Then...							
<p>The sponsor:</p> <ul style="list-style-type: none"> • has a valid Tier 4 licence, and • has submitted an application between 11 and 12 months from the date their Tier 4 licence was granted. 	<p>Continue to casework the application.</p>							
<p>The sponsor:</p> <ul style="list-style-type: none"> • has a valid Tier 4 licence and • has submitted an application after 12 months from the date their Tier 4 	<p>You must:</p> <ul style="list-style-type: none"> • refuse the application • suspend the sponsor’s licence pending revocation of the Tier 4 							

	licence was granted.	<p>licence, for more information on suspending and revoking a Tier 4 sponsor see related link.</p> <ul style="list-style-type: none"> • set the Tier 4 allocation to zero • update the HTS database with the decision • draft and issue the HTS letter, for the letter, see related link: HTS fail to apply) 	
	<p>The sponsor:</p> <ul style="list-style-type: none"> • has a valid Tier 4 licence, and • has submitted an application before 11 months from the date their Tier 4 licence was granted. 	<p>You must:</p> <ul style="list-style-type: none"> • reject the application • send a 'HTS decision notification reject' letter explaining the reasons for rejection, for the letter see related link • update Metastorm with the decision, and • refund the application fee. 	
	There is an outstanding re-rate or suspension action for any tier.	Contact the sponsor compliance unit (see related link) to establish the appropriate action to take.	
	There is ongoing litigation action.	Email the named contact of the litigation team (as listed on the notes tab in Metastorm) to establish appropriate action.	

Points-based system sponsor licensing – highly trusted sponsors (HTS)

HTS caseworker checks

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This page explains what checks to do to make sure the sponsor is eligible to apply for highly trusted sponsor (HTS) status.</p> <p>You must make the checks below before you do the mandatory caseworking checks. For information on mandatory checks, see related links:</p> <ul style="list-style-type: none">• Key personnel checks• Criminality and immigration history checks• Legacy and current systems checks• Business rules checks• Q6 markers and referrals to the temporary migration intelligence hub• Insolvency checks• Civil penalty checks. <p>Accrediting and Inspecting body checks</p> <p>Tier 4 sponsors applying for HTS must have applied for educational oversight or already have educational oversight with one of the following accrediting bodies:</p> <ul style="list-style-type: none">• Quality Assurance Agency for Higher Education• Ofsted• Education Scotland• Estyn• Education and Training Inspectorate• Independent Schools Inspectorate• Bridge Schools Inspectorate, or• School Inspection Service. <p>Exempt organisations</p> <p>The following organisations are not subject to the educational oversight criteria, and can apply for HTS status without it:</p>	<p>In this section</p> <p>HTS qualifying criteria</p> <p>Links to staff intranet removed</p>
--	--	---

- The Foundation Programme Office
- The Yorkshire and Humber Strategic Health Authority
- Overseas providers who offer short-term 'study abroad' programmes in their own premises in the UK.

Making the checks

Sponsors with educational oversight with an approved body are detailed on the Tier 4 tab on Metastorm. As this information may be out of date you must also check the sponsor's educational oversight by looking at the relevant inspection bodies website.. For links to all the educational oversight bodies, see related links.

If...	Then...
<p>The sponsor has:</p> <ul style="list-style-type: none"> • the required educational oversight or is exempt, or • applied for educational oversight by the deadline required. 	<p>You must continue to casework the application as the sponsor meets the criteria.</p>
<p>The sponsor:</p> <ul style="list-style-type: none"> • cannot demonstrate the required educational oversight or exemption • has not applied for educational oversight by the required deadline and will be listed as a legacy sponsor on the 'Notes' tab in Metastorm. 	<p>You must continue to casework even though the sponsor does not meet the criteria. Legacy sponsors must also apply to maintain their HTS status to continue to sponsor their existing migrants.</p>

For further information on Tier 4 educational oversight requirements and exemptions, see related link: Tier 4 sponsor guidance.

Points-based system sponsor licensing – highly trusted sponsors (HTS)

HTS mandatory requirements

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This section explains the mandatory requirements to be met for a highly trusted sponsor (HTS) licence.</p> <p>The application must first be considered against the mandatory criteria (in the table below) which the sponsor must meet for the application to be considered further.</p> <table border="1" data-bbox="465 502 1769 917"> <thead> <tr> <th>Mandatory criteria</th> <th>Requirements</th> <th>How to measure</th> </tr> </thead> <tbody> <tr> <td>Minimum qualifying period</td> <td>12 months</td> <td>Check Metastorm to establish the sponsor has held a valid sponsor licence for 12 months.</td> </tr> <tr> <td>No civil penalties</td> <td>Three years or more</td> <td>See related link: Civil penalty checks.</td> </tr> <tr> <td>Refusal rate</td> <td>Less than 20%</td> <td>MIDA information</td> </tr> <tr> <td>Enrolment rate</td> <td>More than 90%</td> <td>MIDA information</td> </tr> <tr> <td>Course completion rate</td> <td>More than 85%</td> <td>MIDA information</td> </tr> </tbody> </table> <p>Publically funded education providers with 50 per cent or more of their course provision not subject to public review are:</p> <ul style="list-style-type: none"> • only required to meet the mandatory criteria, and • not subject to consideration against the core measurable requirements. <p>If an education provider meet these criteria and also meet the mandatory requirements for HTS, you must continue to consider the HTS application against the sponsor criteria.</p> <p>If the sponsor fails to meet one or more of the mandatory requirements you must refuse the application and revoke the Tier 4 licence. For more information, see related link: HTS scoring and decision making.</p>	Mandatory criteria	Requirements	How to measure	Minimum qualifying period	12 months	Check Metastorm to establish the sponsor has held a valid sponsor licence for 12 months.	No civil penalties	Three years or more	See related link: Civil penalty checks.	Refusal rate	Less than 20%	MIDA information	Enrolment rate	More than 90%	MIDA information	Course completion rate	More than 85%	MIDA information	<p>In this section</p> <p>HTS core measurable requirements</p> <p>Related links</p> <p>HTS scoring and decision making</p> <p>HTS requesting a compliance visit</p> <p>Links to staff intranet removed</p>
Mandatory criteria	Requirements	How to measure																		
Minimum qualifying period	12 months	Check Metastorm to establish the sponsor has held a valid sponsor licence for 12 months.																		
No civil penalties	Three years or more	See related link: Civil penalty checks.																		
Refusal rate	Less than 20%	MIDA information																		
Enrolment rate	More than 90%	MIDA information																		
Course completion rate	More than 85%	MIDA information																		

	If the sponsor meets the mandatory requirements, they must then be assessed against core measurable requirements to decide the outcome of their application. For more information, see related link: HTS Core measurable requirements .	
--	---	--

Points-based system sponsor licensing – highly trusted sponsors (HTS)

HTS core measurable requirements

[About this guidance](#)

[Tier 4 and highly trusted sponsors - mandatory requirement](#)

[Tier 4 legacy sponsors](#)

[In-year or follow on and re-rate action during the intention period](#)

[Highly trusted sponsor payments and workflow checks](#)

[Highly trusted sponsors \(HTS\)](#)

[HTS renewal applications](#)

[Suspending and revoking a Tier 4 licence](#)

[HTS management checks – primary and secondary](#)

This page explains the core measurable requirements for highly trusted sponsor (HTS) status.

A sponsor will start the highly trusted sponsor (HTS) application process with 100 points and the sponsor must score 70 points or above to be granted HTS. Points are deducted based on the degree it varies from the required standard.

Independent schools submitting a HTS application are only required to meet the mandatory checks requirement. If they meet the mandatory requirements then they must not be scored against the core measurable requirements. For more information on HTS scoring and decision making, see related link.

The table below shows the variance and score you must apply.

Core measurable requirements	Variance	Score
Refusal rate %	Less than 5	- 0
	More than 5 less than 10	- 5
	More than 10 less than 15	- 10
	More than 15 less than 20	- 20
Enrolment rate %	More than 98	- 0
	Between 96 – 98	- 5
	Between 93 – 96	- 10
	Between 90 – 93	- 15
Course completion rate %	More than 98	- 0
	Between 95 – 98	- 5
	Between 90 – 95	- 10
	Between 85 – 90	- 15

In this section

[HTS mandatory requirements](#)

Related links

[HTS scoring and decision making](#)

[HTS requesting a compliance visit](#)

	<p>You must use the sponsor's CAS information to identify whether the sponsor meets the three core measurable requirements. If the information shows the sponsor meets the requirements you can grant the sponsor HTS status.</p> <p>If there is unmatched CAS information against any of the three core measurable requirements the sponsor may score a 'near miss' or 'fail to meet the requirements' and have their application refused. You must cross reference the unmatched information against the sponsor's management information and data analysis (MIDA) information to get a final score against the core measurable requirements to help you decide the HTS application.</p> <p>Once you have the sponsor's core measurable score you can make a decision on the HTS application. For more information, see related link: HTS scoring and decision making.</p>	
--	--	--

Points-based system sponsor licensing – highly trusted sponsors (HTS)

HTS requesting a compliance visit

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This page explains when you must request a visit from the sponsor management unit (SMU) and the information required on the visit referral.</p> <p>A compliance visit referral will depend on whether:</p> <ul style="list-style-type: none"> the sponsor has had a compliance visit in the previous 12 months you identify any concerns when you consider the application, and there are any intelligence packages relating to the sponsor. <p>If a sponsor has been visited in the previous 12 months but is licensed in multiple tiers you must check if this was for Tier 4 or for Tier 2 or 5. If the visit was for Tier 2 or 5 you must refer the sponsor for a post decision visit.</p> <table border="1" data-bbox="465 762 1769 1401"> <thead> <tr> <th data-bbox="465 762 1120 805">If...</th> <th data-bbox="1120 762 1769 805">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 805 1120 1066"> <p>The sponsor has not had a compliance visit for their Tier 4 licence in the previous 12 months.</p> </td> <td data-bbox="1120 805 1769 1066"> <p>You must continue to consider the application.</p> <p>If the sponsor is granted highly trusted sponsor (HTS) or scores a near miss you must refer the sponsor for a post decision compliance visit</p> </td> </tr> <tr> <td data-bbox="465 1066 1120 1401"> <p>The sponsor has not had a compliance visit for their Tier 4 licence in the previous 12 months</p> <p>Or</p> <p>You identify concerns or there is an intelligence package.</p> </td> <td data-bbox="1120 1066 1769 1401"> <p>You must consider whether your concerns and/or the intelligence package means you must refer the sponsor for a compliance visit before you casework the application to the decision stage.</p> </td> </tr> </tbody> </table>	If...	Then...	<p>The sponsor has not had a compliance visit for their Tier 4 licence in the previous 12 months.</p>	<p>You must continue to consider the application.</p> <p>If the sponsor is granted highly trusted sponsor (HTS) or scores a near miss you must refer the sponsor for a post decision compliance visit</p>	<p>The sponsor has not had a compliance visit for their Tier 4 licence in the previous 12 months</p> <p>Or</p> <p>You identify concerns or there is an intelligence package.</p>	<p>You must consider whether your concerns and/or the intelligence package means you must refer the sponsor for a compliance visit before you casework the application to the decision stage.</p>	<p>In this section</p> <p>HTS qualifying criteria</p> <p>HTS mandatory requirements</p> <p>HTS scoring and decision making</p> <p>Links to staff intranet removed</p>
If...	Then...							
<p>The sponsor has not had a compliance visit for their Tier 4 licence in the previous 12 months.</p>	<p>You must continue to consider the application.</p> <p>If the sponsor is granted highly trusted sponsor (HTS) or scores a near miss you must refer the sponsor for a post decision compliance visit</p>							
<p>The sponsor has not had a compliance visit for their Tier 4 licence in the previous 12 months</p> <p>Or</p> <p>You identify concerns or there is an intelligence package.</p>	<p>You must consider whether your concerns and/or the intelligence package means you must refer the sponsor for a compliance visit before you casework the application to the decision stage.</p>							

	<p>Before submitting the referral you must have considered all of the confirmations of acceptance for studies (CAS) and management information and data analysis (MIDA) information so you can detail any specific migrant information which you want the compliance officer to investigate during the visit.</p> <p>For guidance on submitting a referral see related link: compliance visits.</p>	
--	---	--

Points-based system sponsor licensing – highly trusted sponsors (HTS)

HTS scoring and decision making

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This page explains the point scoring and decision making requirements for highly trusted sponsor (HTS) status.</p> <p>The table below can be used to make the correct decision on a highly trusted sponsor (HTS) application.</p> <table border="1" data-bbox="465 501 1769 1029"> <thead> <tr> <th colspan="3">Highly trusted sponsor applications and renewals</th> </tr> <tr> <th>HTS Score</th> <th>Educational oversight</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>70+</td> <td>Yes</td> <td>Grant HTS status with no confirmations of acceptance for studies (CAS) limit.</td> </tr> <tr> <td>70+</td> <td>Pending inspection</td> <td>Grant HTS status with CAS limit applied.</td> </tr> <tr> <td>Between 50-70</td> <td>Yes</td> <td>Near miss with CAS limit applied and six months to re apply</td> </tr> <tr> <td>Between 50-70 on second application</td> <td>Yes</td> <td>Legacy sponsor with CAS limit set to zero.</td> </tr> <tr> <td>Below 50</td> <td>Yes</td> <td>Refuse application and revoke Tier 4 licence.</td> </tr> </tbody> </table> <table border="1" data-bbox="465 1102 1769 1402"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>The sponsor is successful in their application and has the required educational oversight.</td> <td> You must: <ul style="list-style-type: none"> Update Metastorm using the re-rate function to show the sponsor status as HTS. Amend the sponsor's allocation on Metastorm to the full amount they </td> </tr> </tbody> </table>	Highly trusted sponsor applications and renewals			HTS Score	Educational oversight	Decision	70+	Yes	Grant HTS status with no confirmations of acceptance for studies (CAS) limit.	70+	Pending inspection	Grant HTS status with CAS limit applied.	Between 50-70	Yes	Near miss with CAS limit applied and six months to re apply	Between 50-70 on second application	Yes	Legacy sponsor with CAS limit set to zero.	Below 50	Yes	Refuse application and revoke Tier 4 licence.	If...	Then...	The sponsor is successful in their application and has the required educational oversight.	You must: <ul style="list-style-type: none"> Update Metastorm using the re-rate function to show the sponsor status as HTS. Amend the sponsor's allocation on Metastorm to the full amount they 	<p>In this section</p> <p>HTS qualifying criteria</p> <p>HTS mandatory requirements</p> <p>HTS requesting a compliance visit</p> <p>Links to staff intranet removed</p>
Highly trusted sponsor applications and renewals																											
HTS Score	Educational oversight	Decision																									
70+	Yes	Grant HTS status with no confirmations of acceptance for studies (CAS) limit.																									
70+	Pending inspection	Grant HTS status with CAS limit applied.																									
Between 50-70	Yes	Near miss with CAS limit applied and six months to re apply																									
Between 50-70 on second application	Yes	Legacy sponsor with CAS limit set to zero.																									
Below 50	Yes	Refuse application and revoke Tier 4 licence.																									
If...	Then...																										
The sponsor is successful in their application and has the required educational oversight.	You must: <ul style="list-style-type: none"> Update Metastorm using the re-rate function to show the sponsor status as HTS. Amend the sponsor's allocation on Metastorm to the full amount they 																										

		<p>have requested.</p> <ul style="list-style-type: none"> • Update the HTS database with the decision. • Issue the 'HTS decision notification grant' letter. For the letter, see related link. 	
	<p>The sponsor is successful in their application and has a pending decision on an application for educational oversight.</p>	<p>You must:</p> <ul style="list-style-type: none"> • Update Metastorm to show the sponsor status as HTS. • Do not amend the sponsors Tier 4 allocation as this will continue until a decision on education oversight is made. • Update the HTS database with the decision. • Issue the 'HTS decision notification grant' letter. For the letter, see related link. 	
	<p>The sponsor scores between 50-70 on the first application.</p>	<p>The sponsor will continue at their current rating and CAS allocation. You must:</p> <ul style="list-style-type: none"> • Update Metastorm with the decision but do not re-rate the sponsor. Select the option 're-rate not required'. • Update the HTS database with the decision. • Issue the 'HTS decision notification first near miss' letter. For the letter, see related link. 	
	<p>The sponsor scores between 50-70 on the second application.</p>	<p>The sponsor must be made a legacy sponsor and their CAS allocation will be reduced to zero. You must:</p>	

		<ul style="list-style-type: none"> • Update Metastorm with the decision and re-rate the sponsor. • Update the HTS database with the decision. • Set the Tier 4 allocation to zero • Issue the 'HTS decision notification second near miss' letter. For the letter, see related link. 	
	<p>The sponsor is a legacy sponsor and scores between 50-70 on the first and second application.</p>	<p>The sponsor will continue at their current rating and CAS allocation. You must:</p> <ul style="list-style-type: none"> • Update Metastorm with the decision but do not re-rate the sponsor. Select the option 're-rate not required'. • Update the HTS database with the decision. • Issue the 'HTS decision notification Legacy first or second near miss' letter. For the letter, see related link. 	
	<p>The sponsor is unsuccessful in their application.</p>	<p>You must suspend the sponsor's Tier 4 licence pending their representations against the refusal decision. For details of suspending and revoking a Tier 4 licence, see related link.</p>	

Points-based system sponsor licensing – highly trusted sponsors (HTS)

HTS renewal applications

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This page explains what to do when a highly trusted sponsor (HTS) licence is due for renewal.</p> <p>HTS status is valid for 12 months and runs for one calendar year from the date the last application was granted. For example, if a sponsor was granted HTS on 01/06/2010, the date of expiry would be 31/05/2011.</p> <p>Renewals, where granted, must run in line with the original grant date, even if the date of decision is later. For example:</p> <ul style="list-style-type: none"> the original application was granted on 01/06/2010 until 31/05/2011 the renewal application was granted on 01/09/2011 the period granted must be 01/06/2011 to 31/05/2012. <p>Application deadline For renewal applications to be considered they must be received before the HTS status ends, but must not be received more than a month before the expiry date.</p> <table border="1" data-bbox="465 986 1769 1401"> <thead> <tr> <th data-bbox="465 986 1120 1029">If...</th> <th data-bbox="1120 986 1769 1029">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 1029 1120 1101">The sponsor has submitted an application before their HTS status expires.</td> <td data-bbox="1120 1029 1769 1101">You must consider the application.</td> </tr> <tr> <td data-bbox="465 1101 1120 1252">The application is submitted within one month of their HTS status expiring,</td> <td data-bbox="1120 1101 1769 1252">You must wait until the date the sponsor has had HTS status for 12 months. This makes sure you have the required information to help you with your decision.</td> </tr> <tr> <td data-bbox="465 1252 1120 1401">The sponsor has submitted an application more than a month before their HTS licence expires.</td> <td data-bbox="1120 1252 1769 1401"> You must: <ul style="list-style-type: none"> Reject the application. Send a 'HTS decision notification' </td> </tr> </tbody> </table>	If...	Then...	The sponsor has submitted an application before their HTS status expires.	You must consider the application.	The application is submitted within one month of their HTS status expiring,	You must wait until the date the sponsor has had HTS status for 12 months. This makes sure you have the required information to help you with your decision.	The sponsor has submitted an application more than a month before their HTS licence expires.	You must: <ul style="list-style-type: none"> Reject the application. Send a 'HTS decision notification' 	<p>Links to staff intranet removed</p>
If...	Then...									
The sponsor has submitted an application before their HTS status expires.	You must consider the application.									
The application is submitted within one month of their HTS status expiring,	You must wait until the date the sponsor has had HTS status for 12 months. This makes sure you have the required information to help you with your decision.									
The sponsor has submitted an application more than a month before their HTS licence expires.	You must: <ul style="list-style-type: none"> Reject the application. Send a 'HTS decision notification' 									

		<p>renewal refuse' letter explaining the reason for rejection. For the letter, see related link.</p> <ul style="list-style-type: none"> • Update Metastorm with the decision. • Refund the application fee. 	
	<p>The sponsor has submitted an application and their HTS status has expired.</p>	<p>You must begin revocation of the sponsor's Tier 4 licence. For details of revoking a Tier 4 licence see related link.</p>	
<p>Renewal decision</p> <p>If the outcome of the renewal decision is that the sponsor scores between 50-70 for the core measurable requirements, this is considered a 'near miss' on their HTS application. The sponsor will be made subject to the interim limit for Tier 4 sponsors.</p> <p>If the outcome of the renewal decision is that the sponsor scores between 50-70 for the core measurable requirements, and this is considered a 'second near miss', the sponsor will become a legacy sponsor.</p> <p>For legacy sponsors, if the outcome of the renewal decision is that the sponsor scores 50-70 for the core measurable requirements, and this is considered a first or second near miss, the sponsor will remain a legacy sponsor.</p>			

Points-based system sponsor licensing – highly trusted sponsors (HTS)

Suspending and revoking a Tier 4 licence

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This page explains the circumstances when you must revoke a Tier 4 licence following refusal or removal of highly trusted sponsor (HTS) status and how to revoke it.</p> <p>The sponsor no longer meets the criteria for Tier 4 and you must revoke their Tier 4 licence when:</p> <ul style="list-style-type: none"> • you make a decision to either: <ul style="list-style-type: none"> ○ refuse a sponsor’s application for HTS status, or ○ to refuse a renewal application, or • the sponsor has failed to submit an application and their HTS status has expired. the . <p>The first stage of revocation action is to suspend the sponsor’s Tier 4 licence. You must give the sponsor 28 days to submit written representations against the decision. For more information on suspending and revoking a licence, see related link: Suspending or revoking a licence.</p> <table border="1" data-bbox="465 869 1758 1436"> <thead> <tr> <th data-bbox="465 869 1108 909">If...</th> <th data-bbox="1108 869 1758 909">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 909 1108 1284">You have refused the sponsor application for HTS</td> <td data-bbox="1108 909 1758 1284"> You must: <ul style="list-style-type: none"> • open a ‘suspend/revoke case’ in Metastorm • issue the ‘HTS decision notification refuse’ letter, see related link • update the HTS database with the decision and bring forward (b/f) the case for 28 days. </td> </tr> <tr> <td data-bbox="465 1284 1108 1436">The sponsor has had a HTS renewal application refused or the sponsor has failed to submit an application and their HTS status has expired.</td> <td data-bbox="1108 1284 1758 1436"> You must: <ul style="list-style-type: none"> • open a ‘suspend/revoke case’ in Metastorm and give the sponsor 28 </td> </tr> </tbody> </table>	If...	Then...	You have refused the sponsor application for HTS	You must: <ul style="list-style-type: none"> • open a ‘suspend/revoke case’ in Metastorm • issue the ‘HTS decision notification refuse’ letter, see related link • update the HTS database with the decision and bring forward (b/f) the case for 28 days. 	The sponsor has had a HTS renewal application refused or the sponsor has failed to submit an application and their HTS status has expired.	You must: <ul style="list-style-type: none"> • open a ‘suspend/revoke case’ in Metastorm and give the sponsor 28 	<p>Related links</p> <p>Suspending or revoking a licence</p> <p>Links to staff intranet removed</p>
If...	Then...							
You have refused the sponsor application for HTS	You must: <ul style="list-style-type: none"> • open a ‘suspend/revoke case’ in Metastorm • issue the ‘HTS decision notification refuse’ letter, see related link • update the HTS database with the decision and bring forward (b/f) the case for 28 days. 							
The sponsor has had a HTS renewal application refused or the sponsor has failed to submit an application and their HTS status has expired.	You must: <ul style="list-style-type: none"> • open a ‘suspend/revoke case’ in Metastorm and give the sponsor 28 							

		<p>days to provide representation</p> <ul style="list-style-type: none"> • issue the 'HTS decision notification renewal refuse' letter, see related link • update the HTS database with the decision and bring forward (b/f) the case for 28 days. 	
	<p>The sponsor has provided representation within the 28 day period.</p>	<p>You must consider the representation and any documentary evidence supplied to reconsider the original decision.</p>	
	<p>No representation has been received from the sponsor within 28 days.</p>	<p>You must:</p> <ul style="list-style-type: none"> • revoke the sponsor's Tier 4 licence, and • issue the 'HTS revoke' letter, see related link. 	
	<p>Representation is received from the sponsor after the 28 days.</p>	<p>You must:</p> <ul style="list-style-type: none"> • revoke the sponsors Tier 4 licence, and • issue the 'HTS revoke' letter, see related link 	
<p>Considering representation If the sponsor submits a request to reconsider the decision to revoke their Tier 4 licence they must:</p> <ul style="list-style-type: none"> • provide representation, and • justify the reasons they are challenging the decision, this may also include documentary evidence to support their request. <p>You must only reconsider if the sponsor is challenging the facts on which the Home Office based the decision for refusal. You must not reconsider a decision if the sponsor challenges:</p>			

- the validity of sponsorship policy, or
- the Immigration Rules.

If...	Then...
The sponsor's representations confirm the sponsor meets the mandatory and core measurable requirements.	You must: <ul style="list-style-type: none"> • lift the suspension • close the 'suspend/revoke' case in Metastorm • open a re-rate case and re-rate the sponsor to HTS • update the HTS database with the decision • inform the sponsor of the decision by issuing letter 'HTS Grant': see related link.
The sponsor's representations do not demonstrate the sponsor meets the mandatory and core measurable requirements	You must: <ul style="list-style-type: none"> • uphold the decision for refusal • complete the Metastorm actions and revoke the sponsors Tier 4 licence • inform the sponsor of your decision by issuing the 'HTS revoke' letter, see related link.

Points-based system sponsor licensing – highly trusted sponsors (HTS)

HTS management checks – primary and secondary

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This page explains the primary management checks specific to highly trusted sponsors (HTS).</p> <p>For HTS cases there is only a one stage check performed and primary and secondary checks are not required.</p> <p>Higher executive officer (HEO) and executive officer (EO) managers must make the following management checks:</p> <ul style="list-style-type: none">• all checks have been done and the results recorded• the correct decision has been made against the amended criteria for Tier 4• the educational oversight criteria has been applied correctly• HTS applications have been made by the required deadline depending upon the sponsors previous rating• the HTS database has been completed correctly with the application details and decision• where applicable, has discretion been granted correctly (discretion may have been granted due to the limited number of confirmations of acceptance for studies (CAS) used). <p>For more information on management checks, see related links.</p>	<p>Links to staff intranet removed</p>
--	---	--

Points-based system sponsor licensing – highly trusted sponsors (HTS)

Contact

<p>About this guidance</p> <p>Tier 4 and highly trusted sponsors - mandatory requirement</p> <p>Tier 4 legacy sponsors</p> <p>In-year or follow on and re-rate action during the intention period</p> <p>Highly trusted sponsor payments and workflow checks</p> <p>Highly trusted sponsors (HTS)</p> <p>HTS renewal applications</p> <p>Suspending and revoking a Tier 4 licence</p> <p>HTS management checks – primary and secondary</p>	<p>This page explains who to contact for more help with points-based system highly trusted sponsor licence applications.</p> <p>If you have read this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.</p> <p>If the question can't be answered at that level, you may email the sponsor operational support team (see related link: Email SLU process amendments) for guidance on the policy.</p> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the sponsor operational support team, (see related link: Email SLU process amendments), who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these to the MGT using the link: Email: Modernised guidance team.</p>	<p>Related links</p> <p>Changes to this guidance</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
--	--	---

Points-based system sponsor licensing – highly trusted sponsors (HTS)

Information owner

[About this guidance](#)

[Tier 4 and highly trusted sponsors - mandatory requirement](#)

[Tier 4 legacy sponsors](#)

[In-year or follow on and re-rate action during the intention period](#)

[Highly trusted sponsor payments and workflow checks](#)

[Highly trusted sponsors \(HTS\)](#)

[HTS renewal applications](#)

[Suspending and revoking a Tier 4 licence](#)

[HTS management checks – primary and secondary](#)

This page tells caseworkers about this version of the points-based system highly trusted sponsor guidance and who owns it.

Version	7.0
Valid from date	29 October 2013
Policy owner	Sponsor operational support team
Cleared by director	Sonia Dower
Director's role	Director, operational policy and rules
Clearance date	29 April 2013
This version approved for publication by	Vikie Cawthorne
Approver's role	Assistant director, temporary migration change team
Approval date	28 October 2013

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the sponsor operational support team (see related link: Email SLU process amendments), who will ask the MGT to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these to the MGT using the link: Email: Modernised guidance team.

Related links

[Changes to this guidance](#)

[Contact](#)

Links to staff intranet removed