



Home Office

**UK Border
Agency**

HTS
version 09/11

APPLICATION FOR HIGHLY TRUSTED SPONSOR STATUS UNDER TIER 4 OF THE POINTS BASED SYSTEM

This form is for use by organisations that
already hold a Tier 4 Sponsor Licence

Please check on the website at www.ukba.homeoffice.gov.uk that this is the
current form for use on the date that you apply.

You are advised to read the help text at the front of this form and separate
guidance notes that are available on our website. Please read them before
making your application.

Applications on this form can be made by post only. The postal
address is:

UK Border Agency
Highly Trusted Sponsors
PO Box 589
Durham
DH99 1AB

This form is for
applications
made on or after
5 September
2011

HIGHLY TRUSTED SPONSOR STATUS APPLICATION FORM - HELP TEXT

This leaflet contains essential information to help you to complete the HTS application form, including guidance on paying for an application and help for specific questions.

Who should apply using this form?

Highly Trusted Sponsor status is only available to organisations that already hold a Tier 4 Sponsor licence and this application form should only be completed by such an organisation.

If you do not currently hold a Sponsor licence that includes Tier 4, but you want to be able to sponsor students under Tier 4, you should apply using the online application on our website. You should also read the associated guidance which is also available on our website at www.ukba.homeoffice.gov.uk/employers/.

Submitting a valid application

You will only be considered to have submitted a valid application if the following has been complied with:

The application form has been completed and submitted by prepaid post

The correct application fee has been paid

All sections of the form are complete

The declaration is signed by the Authorising Officer

Any necessary supporting documents have been submitted

The applicable fee

Please refer to our website for the latest applicable fee <http://www.ukba.homeoffice.gov.uk/employers/points/sponsoringmigrants/costs/>

How can you pay?

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- Credit card – MasterCard or Visa

(including Electron)

- Debit Card – Delta, Maestro* (including Solo)

* Maestro – we can only accept Maestro cards issued in the UK.

We will reject and return all applications where the payment cannot be banked, including any of the following reasons:

- no payment is included with your application;
- the amount provided or authorised does not cover the fee required;
- the cheque has not been signed or dated correctly;
- the debit or credit card details have not been completed correctly.

Cheques and postal orders

You must make the cheque or postal order payable to “Home Office PBS Sponsorship” and cross the cheque A/C Payee only.

Please write the organisation name on the back of the cheque or postal order and keep the postal order receipt(s). Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly.

Attach your cheque or postal order(s) to the front of the application form.

Completing Section A

To ensure that your payment is processed without any delay, please follow this guidance when completing Section A of this form (Payment Details).

A2 The organisation’s name, as stated on your Sponsor licence.

A3 The contact name for this application. This person must be the Authorising Officer named on your current standard Tier 4 Sponsor

licence.

A4 The address for correspondence which should be the same as that on your Sponsor licence.

Methods of payment

A5 Tick one of the boxes to show which method of payment you are using.

A6 – A8 If paying by cheque, enter the bank account number, sort code and cheque number.

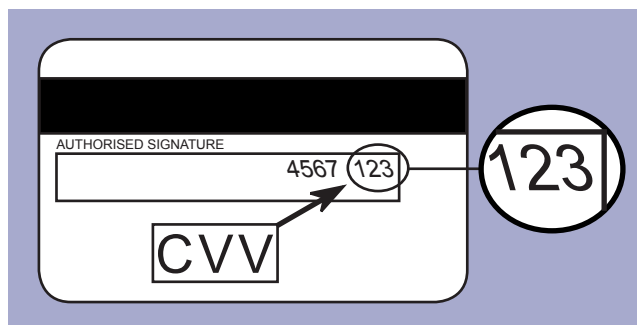
Paying by credit/debit card

A9 The name as displayed on the credit/debit card.

A10 Card number – this is the long number across the centre of the card.

A11-A13 Enter the details where available on the card.

A14 The Card Verification Value (CVV) is a three-digit security code, found on the back of the card on the signature strip – it consists of the last 3 digits.



If you do not provide the CVV number, we cannot take your payment and your application will be rejected as invalid.

A15 For card payments, tick to confirm the payment to be taken.

A16 – A17 Card holder's signature – the person named on the credit/debit card must

sign and date these sections.

Completing Section B

B1 – B3 You should supply full details of your organisation's name, sponsor licence number and correspondence address and these should match the details on your existing Sponsor licence.

B4 – B7 You should give a named contact for this application. This must be the Authorising Officer on your existing Tier 4 Sponsor licence. The Authorising Officer must give his/her details in Section F and sign the declaration.

Completing Section C

C1 - C2 Give details of your inspection or accreditation body.

Completing Section D

There are two stages in considering your application. The first stage is where we assess you against the "mandatory requirements" – these requirements are covered in this section.

If you meet all of these mandatory requirements we will then look more closely at your "core measurable requirements" which are refusal rate, enrolment rate and course completion rate.

You will be scored on these requirements and the final score will determine the outcome of your HTS application.

Please note, we have not included questions relating to refusal rate, enrolment rate or course completion rate as we will assess these aspects of your application based on CAS data from the Sponsor Management System for the 12 month period immediately before you make your HTS application.

D1 - 2 Provide details of your current licence status.

D3 Organisations cannot be granted HTS status if they have become liable for the payment of a civil penalty which still stands

once any objection and appeal rights have been exhausted, within the 3 year period immediately prior to making this application.

D4 This is a declaration from yourself that, where required, each CAS you have issued in the 12 months prior to you making this application includes a confirmation of the student's academic progression.

Completing Section E

This section should be completed by the current Authorising Officer named on your current standard Tier 4 Sponsor licence.

Consideration process

The fee charged is for the processing and consideration of the application. This fee will be payable once the application form is received by the UK Border Agency or its payment processing agent, regardless of the outcome of the application.

We cannot begin the consideration process until payment has cleared. We allow 5 working days for payments made by cheque to clear; credit/debit cards and postal orders will clear immediately.

Should the application be withdrawn at any time during the consideration process the fee will not be refunded.

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C. Accreditation / Educational Oversight Requirements

The questions in this section ask about your Tier 4 Sponsor licence. You should answer all questions that apply to your organisation.

C1. Which organisation is your institution subject to an inspection from?

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C2. What is the date of the last inspection by the organisation named at C1?

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Now continue to Section D

D. MANDATORY REQUIREMENTS

D1. Has your organisation held a Tier 4 sponsor licence for the last 12 consecutive months?

Yes Proceed to question D2 **No** Your application will be refused

D2. Has your organisation held an A-rated Tier 4 sponsor licence for the 6 months immediately prior to you making this application?

Yes Proceed to question D3 **No** Your application will be refused

D3. Has your organisation become liable for a civil penalty, which still stands once your objection and appeal rights have been exhausted, during the 3-year period immediately prior to you making this application?

Yes Your application will be refused **No** Proceed to question D4

D4. Have you confirmed, where applicable, student progression on 100% of CAS assigned during the last 12 months?

Yes Proceed to section E **No** Your application will be refused

