

Student Route (formerly Tier 4) Student Work Placement Policy

Introduction

Student Route (formerly Tier 4) visa holders, face specific restrictions on external performance work, due to UK Visas and Immigration (UKVI) regulations. These include:

- **Not being permitted** to work as an entertainer (except as specified below)
- **Not being permitted** to be self-employed
- **Being limited** to a maximum of **20 hours** of non-performance-related work per week during term time

Exceptions for Music Degree Students:

Students on performance-based degree programmes may take part in external performances (paid or unpaid) if the performance is:

- Approved and paid through the Academy (as the sponsoring institution) and included as an assessed part of the programme.
- Placements must be approved **before** the student agrees/undertakes any external performance using the **Student Route/Tier 4 Placement Application Form**. The form can be found on the External Bookings page of the Academy Intranet. *To comply with visa rules and allow adequate processing time:*

****Paid placements:** Submit your placement form at least 2 weeks in advance*

****Unpaid placements:** Submit at least 5 days in advance. Failure to submit in time may result in your application being refused.*

- These performances are classed as **work placements** for visa purposes and can exceed the 20-hour weekly limit. However, students may still only work up to 20 hours per week in non-performance roles during term time.

Important Visa Rules

- **You must not work** in a self-employed capacity or accept direct payments - including cash - for performances or teaching.
- **All payments** related to performances must go through the Academy's payroll system, which deducts administration fees and costs as outlined below.
- Students may accept monies for travel and/or accommodation directly but must not accept anything that could be a fee, unless it is processed through the Academy.

- Non-compliance with the policy may affect a student's visa status, and in some cases have serious consequences for their right to remain in the UK. The Academy is legally required to report any non-compliance/breaches to UK Visa and Immigration.
- Monies for **non-performance** jobs will need to be paid through a payroll system (PAYE) from the employer (i.e. hospitality work will be paid through the company's payroll with you listed as a member of staff).

What Counts as a Work Placement?

Permitted work placements will be professional development opportunities that align with the learning objectives of a credit-bearing module. These placements will be assessed and will need to be logged as follows:

- Undergraduate students: **Placements** must be recorded in their Journal.
- Postgraduate students: **Placements** must be declared in the Professional Skills declaration.
- MA and MMus students: **Placements** should also be included in their portfolio.
- Advanced Diploma students: **Placements** must be documented in their portfolio, which will form the basis for discussion in the viva voce at the end of their programme.

All approved placement application forms will be filed electronically in a shared area accessible to administrative staff and will be available for inspection by UKVI if required.

Who Completes the Form?

- The visa holder must complete and submit the form according to the type of placement.

Who should the form be submitted to?

- **Unpaid** performance placements: Submit to Department Administrator
- **Paid** performance placements: Submit to External Bookings Team (Lauren & Kamilla)
- **Open Academy** work placements: Submit to Open Academy Administrator

For Placements after the graduation date (usually first week in July):

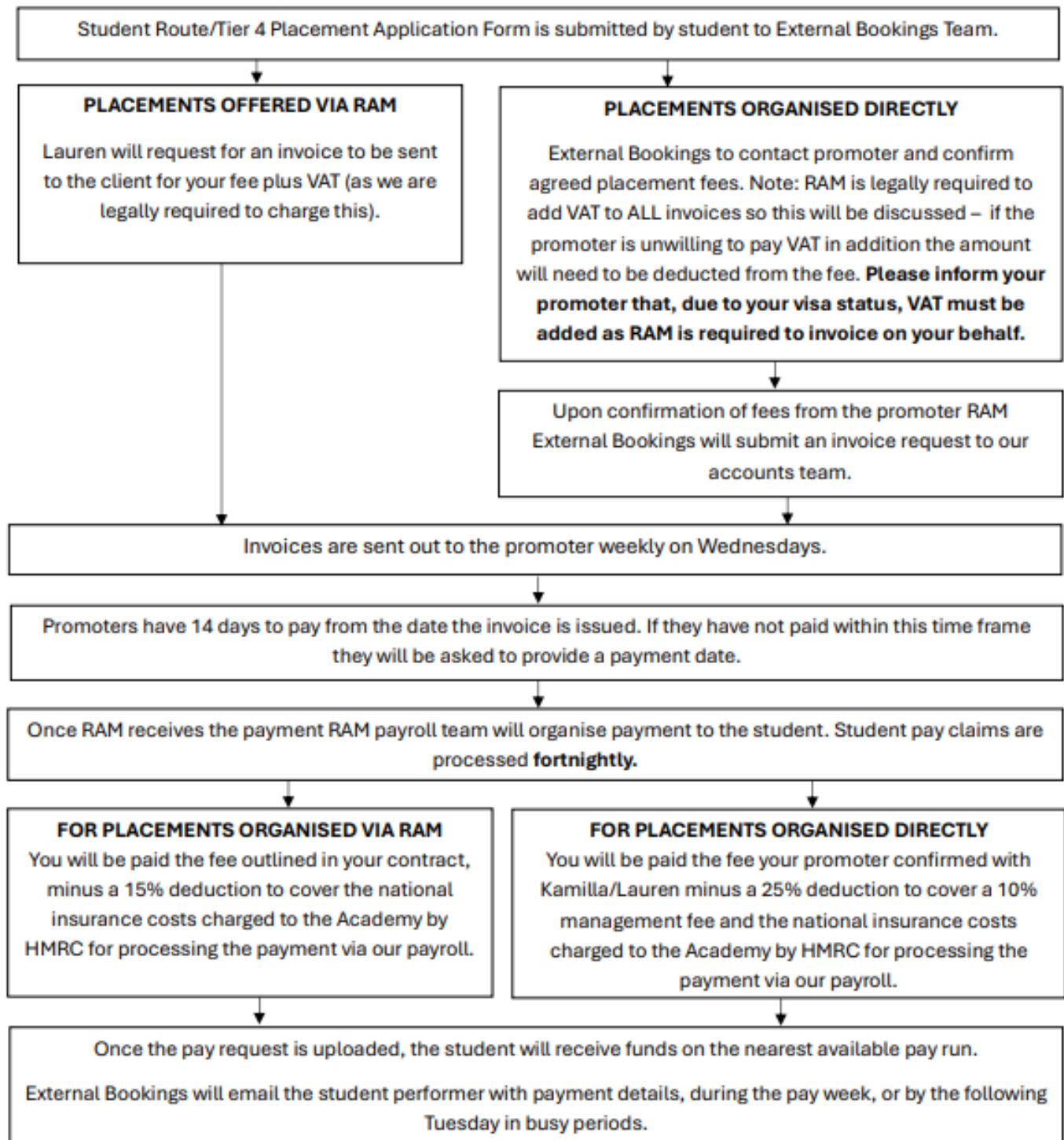
- **Continuing students:** the placement will count towards next academic year's Professional Development Activity.
- **Graduating students:** no performances will be allowed after the graduation date.

Procedure for Paid External Performances (via External Bookings Team)

1. Notice period: At least 2 weeks' notice before the placement start date.
 - Exceptions allowed if approved by the External Bookings Team in advance.
 - Form available on Academy Intranet or provided link.
2. Approval: Student notified by MS Forms of approval or decline. Placement must not be accepted without approval notification.
3. Payment arrangements: External Bookings contacts promoter to confirm payment/fee.
4. Payment to student:
 - Paid via Academy's student payroll subject to administration fee deductions and tax at source *after* the placement and once Academy receives the fees.
5. Administration fees:
 - All bookings **initiated by student** will be subject to an **deduction of 25%** of the net fee to cover a 10% management fee and on costs to the Academy for processing the payment.
 - Bookings **initiated by the Academy** (i.e. where you have a been offered a booking by the Academy) will be subject to a **15% deduction** to cover the on costs to the Academy for processing the payment.
 - **VAT will be charged on ALL invoices** as RAM is obliged to add VAT. If the promoter does not agree to pay VAT on top of the fee you have agreed, then this will need to be deducted from **your fee** before any deductions.

Expenses available: Students may accept reasonable expenses directly from the promoter but may **not** accept anything that could be considered a fee.

Student Payments for Visa Holders – Flow Chart Breakdown



Please note payment requests can **only be issued once the monies have been paid to RAM** as otherwise we do not have the funds to issue to the student.

Procedure for Unpaid External Performances (managed by Department Administrators)

1. Notice period: At least 5 days' notice before the placement start date.
 - Applications made with less than 5 days' notice will be refused.
 - link Form available on Academy Intranet or provided.
2. Approval: Student notified by MS Forms of approval or decline. Placement must not be accepted without approval notification.
3. Expenses available: Students may accept reasonable expenses directly from the promoter but may not accept anything that could be considered a fee.

Procedure for Outreach Work Placements (managed by the Open Academy Administrator)

1. Notice period: For paid work you should give 3 weeks' notice, and for unpaid work you should give 5 days' notice.
 - Form available on Academy Intranet or provided link.
2. Approval: Student notified by MS Forms of approval or decline. Placement must not be accepted without approval notification.
3. Payment arrangements: If this is a paid placement, the Open Academy Administrator will follow the financial procedures listed above (Procedure for Paid External Performances).
4. Payment to student:
Paid via Academy's student payroll *after* placement and *after* Academy receives fees.
Subject to administration fee deductions and tax at source. Deductions to cover VAT, employer's National Insurance and administration costs may occur and may vary depending on the circumstances of the engagement.