



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 <u>before</u> 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.





<u>Procedure for Paid External Performances (via External Bookings Team)</u>

- 1. Notice period: At least 2 weeks' notice before the placement start date.
 - o Exceptions allowed if approved by the External Bookings Team in advance.
 - o 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.
- o 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.





<u>Student Payments for Visa Holders – Flow Chart Breakdown</u>

Student Route/Tier 4 Placement Application Form is submitted by student to External Bookings Team.

PLACEMENTS OFFERED VIA RAM

Lauren will request for an invoice to be sent to the client for your fee plus VAT (as we are legally required to charge this).

PLACEMENTS ORGANISED DIRECTLY

External Bookings to contact promoter and confirm agreed placement fees. Note: RAM is legally required to add VAT to ALL invoices so this will be discussed – if the promoter is unwilling to pay VAT in addition the amount will need to be deducted from the fee. Please inform your promoter that, due to your visa status, VAT must be added as RAM is required to invoice on your behalf.

Upon confirmation of fees from the promoter RAM External Bookings will submit an invoice request to our accounts team.

Invoices are sent out to the promoter weekly on Wednesdays.

Promoters have 14 days to pay from the date the invoice is issued. If they have not paid within this time frame they will be asked to provide a payment date.

Once RAM receives the payment RAM payroll team will organise payment to the student. Student pay claims are processed **fortnightly.**

FOR PLACEMENTS ORGANISED VIA RAM

You will be paid the fee outlined in your contract, minus a 15% deduction to cover the national insurance costs charged to the Academy by HMRC for processing the payment via our payroll.

FOR PLACEMENTS ORGANISED DIRECTLY

You will be paid the fee your promoter confirmed with Kamilla/Lauren minus a 25% deduction to cover a 10% management fee and the national insurance costs charged to the Academy by HMRC for processing the payment via our payroll.

Once the pay request is uploaded, the student will receive funds on the nearest available pay run.

External Bookings will email the student performer with payment details, during the pay week, or by the following Tuesday in busy periods.

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.





<u>Procedure for Unpaid External Performances (managed by Department Administrators)</u>

- 1. Notice period: At least 5 days' notice before the placement start date.
 - o Applications made with less than 5 days' notice will be refused.
 - o 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.
 - o 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.