

Accreditation Service for International Colleges (ASIC) – Guidance Notes

The International Centre for Parliamentary Studies (ICPS) is accredited by the Accreditation Service for International Colleges (ASIC). ASIC is one of three agencies recognised by UK Visas and Immigration for the purpose of validating that international students entering the UK for educational purposes are enrolling in institutions that are demonstrated to be genuine education providers.

In order for ICPS to comply with UK Visas and Immigration and ASIC regulations, there are a number of procedures that ICPS has to carry out:

Procedures for processing applications and checking identity

When we receive a delegate registration form, the delegate will then be sent a formal confirmation that the registration form has been received and their application is in order. Within this formal confirmation letter, the delegate will be advised that they need to email through a photocopy of their passport and visa (when relevant).

Procedures for investigating a no show and reporting to UK Visas and Immigration

In the event of a no show, one of our Customer Liaison Managers will try to contact the student to ascertain their whereabouts and investigate why they have not attended the study programme.

If the Customer Liaison Manager is unable to make contact with the student, then they will then get in touch with their Line Manager, and / or their Treasury Department to ascertain their whereabouts, and investigate why they have not attended the study programme.

If the Customer Liaison Manager is unable to ascertain the student's whereabouts either directly with the student or via the student's Line Manager, and the student has not shown up at the course for the first two days, then on the third day of the course ICPS will send a letter to UK Visas and Immigration to advise them of the situation.

Procedure for fee payments

Invoices are dispatched immediately upon receipt of a valid registration form, and payment must be made within 30 days of receipt of the invoice. If a registration form is submitted less than 30 days before the start of the event, payment must be made immediately upon receipt of an invoice from ICPS. Failure to adhere to these payment terms may result in ICPS cancelling a student's place on the course.

Cancellations will be accepted in writing no later than 30 days prior to the date of the event and are subject to an administrative fee equal to 25% of the applicable per delegate rate and charged per cancelled delegate place. Cancellations received within 30 days of the event will be subject to the full delegate fee, which will also be charged in the event of non-attendance.



International Centre for Parliamentary Studies also trades as Centre for Parliamentary Studies

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