

## Fee Status Assessment Questionnaire

For University Staff only			
Fee status		Initials of Assessor	Date
Home			
ELQ			
Overseas			
Islands			
Awaiting documents			

Please complete all sections and return with the required documentation

### A) Personal information

- 1) Course:  2) Year of entry:
- 3) Reference number/UCAS personal ID:
- 4) Date of birth: DD/MM/YYYY 5) Country of birth:
- 6) Full name as printed on your passport:
- 7) Title: Mr / Ms / Miss / Mrs / Dr
- 8) E-mail:  9) Phone (with country code):

As shown on your/your parents/spouse passports

- 10) Your Nationality(ies)/Citizenship:
- 11) Nationality(ies) of Mother:
- 12) Nationality(ies) of Father:
- 13) Nationality(ies) of Spouse:

*(If you or your family have more than one nationality and/or citizenship, please list them all)*

### B) Immigration status

Please tick the option that applies to you, and give the dates as requested:	Please provide the following with returned questionnaire:
<input type="checkbox"/> British or British Overseas Territories Citizen or Commonwealth National with Right of Abode	Copy of relevant page(s) of passport (including page(s) confirming name and nationality) and related visa/s
<input type="checkbox"/> Indefinite Leave to Enter/Remain	Copy of relevant page(s) of passport (including page(s) confirming name and nationality) and Home Office letter confirming status

<input type="checkbox"/> Refugee status  Please indicate here whether as refugee, spouse or civil partner of refugee, child or dependant of refugee:	Copy of Home Office letter or refugee status travel document and passport when possible
<input type="checkbox"/> Refused refugee status (or child or spouse of someone refused refugee status) but granted one of the following (please indicate): <input type="checkbox"/> Exceptional Leave to Enter/Remain <input type="checkbox"/> Humanitarian Protection <input type="checkbox"/> Discretionary leave <input type="checkbox"/> Section 67 of the Immigration Act 2016 * only for those starting a course on 1 <sup>st</sup> August 2019 or later	Copy of Home Office letter and passport when possible
<input type="checkbox"/> Time limit on stay Date last passport stamp/visa was issued: DD/MM/YYYY Date of expiry of most recent permission to stay: DD/MM/YYYY	Copy of relevant page(s) of passport (including page(s) confirming name, nationality and visa stamps)
<input type="checkbox"/> EEA national or EU overseas territory national (does not include UK) Please refer to guidance notes.  <input type="checkbox"/> OR a Swiss national  a) If Norwegian or Swiss National, please state when you are arriving/arrived in the UK: _____  b) If Norwegian or Swiss National, please state whether you are a “worker” in the UK?  Yes <input type="checkbox"/> No <input type="checkbox"/>	Copy of relevant page(s) of passport (including page(s) confirming name and nationality)
<input type="checkbox"/> Child of an EEA/Swiss or Turkish parent migrant worker. Please refer to guidance notes.  If yes, who is the migrant worker in employment? State dates of employment: From ___/___/____ To: ___/___/____	Copy of relevant page(s) of passport (including page(s) confirming name and nationality)
<input type="checkbox"/> Long Residence (applicable from 1 <sup>st</sup> August 2016). You are: a) Under 18 and lived in UK for at least 7 years prior to the course start date. b) 18 or above and lived in UK either for I. Half your life or II. A period of 20 years	Copy of relevant page(s) of passport (including page(s) confirming name, nationality and visa stamps)
If none of the above categories is applicable to you, or your status is likely to change before the start of the course, please give details and provide supporting evidence here:	

<b>C) Residence history</b>		
1) Date of first entry into the UK/EEA (if applicable):		
2) Area(s) of ordinary residence in the last three years:		
3) Tell us about the countries in which you have been resident, and the reasons for residence, include all residences of longer than 3 weeks during the past 10 years. Please continue on a separate sheet if necessary:		
Country and town/region of residence	Dates of residence DD/MM/YYYY	Main purposes of residence (e.g. education, vacation, living with family, employment)
	from            to	
	from            to	
	from            to	

<b>Da) Education history</b>			
1) Please tell us about your educational history, continuing on a separate sheet if necessary:			
School/College/University	Town & Country	Dates attended MM/YYYY	Full-time?
		from            to	<input type="checkbox"/>
		from            to	<input type="checkbox"/>
		from            to	<input type="checkbox"/>

<b>E) Temporary residence abroad</b>			
1) Please give details of your/your spouse/your parents' employment over the last 15 years below			
<b>NOTE:</b> If you have been ordinarily resident outside the UK and Islands (Channel Islands/Isle of Man) or EEA during the last three years because you, your spouse or your parent(s) was temporarily working abroad, please include details (including length of time spent abroad and the nature of the work).			
Country	Length of Stay (Including arrival date and leaving date, if appropriate)	Employer & Nature of work	Contract type (temporary / permanent)


2) Please give **FULL** details of any other reasons for your residence outside the UK and Islands or EEA during any part of this period. This should include reasons relating to you, your spouse or your parents and **MUST** include any benefit derived from your continued residence outside of the EEA. Examples include medical care, education or training and work in that country.

3) Had you/your parent(s)/spouse already been appointed to the post abroad at time of departure from the EEA ?

**Yes**    **No**   3a) If “**Yes**” give details:

4) Do you pay tax contributions in an EEA country?

**Yes**    **No**   4a) If “**Yes**” give details:

5) Was/is a house or flat maintained in the EEA during the period of employment abroad?

**Yes**    **No**

5a) If “**Yes**” in 5) above, was/is it rented out or retained for the family's use?

**Rented**    **Retained for own use**

5b) If “**Yes**” in 5) above, please give address, length of possession and provide proof of ownership (i.e. utility bills, documents/deeds of purchase, etc):

6) How often have you visited the property in the last three years (please provide dates and length of stay for each occurrence):

7) Do you/your parents plan to return to the UK or EEA on a permanent basis, and if so when?

8) If it were not for the employment outside the UK/EEA/Switzerland/Overseas territories where would you be ordinarily resident?

**Required Documentation for Temporary Residence Abroad:** (please note that ALL documentation should be translated into English if applicable)

- Evidence of your temporary absence overseas i.e. if it was for education, please provide a school admission letter or if it was for employment reasons, please provide a temporary work contract including any renewals/extensions

- Evidence that links to the UK/EU/EEA/Switzerland/Overseas Territories were maintained whilst overseas i.e. a bank statement from these areas from the period that you were overseas

- Evidence that you or your parents/legal guardians own a property in the UK/EU/EEA/Switzerland/Overseas Territories i.e. a Council Tax statement from the period of time that you were overseas

- Evidence that YOU have made regular return visits to the UK/EU/EEA/Switzerland/Overseas Territories i.e. flight tickets, online booking forms, temporary working visas, stamps in your passports. Provide dates, length of visit and confirm where and with whom you stayed.

Use this space to add any additional information which you feel may be helpful in considering your assessment:

## F) Marriage and Civil Partnership

- 1)  I am not married
- 2)  I am married (If you tick this box, please **send us your marriage certificate** and answer this section)
- 3) Are you:
- Married to a British Citizen  **Yes**  **No**
- Married to someone who has Right of Abode in the UK  **Yes**  **No**
- Married to someone who has Indefinite Leave to Enter or Remain in the UK  **Yes**  **No**
- Other (please give details):
- 4) On what date did you get married?: DD/MM/YYYY
- 5) What was your maiden/previous name?

## G) Working in the UK

If you are a non-British EEA National, or a Swiss National, or the child of a Turkish national ordinarily resident in the UK, or a British National who has worked in another EEA country, or the spouse or child of such a person, please complete the following:

- 1) Are you currently resident in the UK or EEA?  **Yes**  **No**
- If "**Yes**" in question 1, please answer the questions below.

2) Details of you, your spouse or your parents' current and previous work in the UK:

You please supply details of all recent employment

Location	Type of work	Period of employment	Dates MM/DDDD
			From to
			From to
			From to

Spouse please supply details of current employment

Location	Type of work	Period of employment	Dates MM/DDDD
			From to

Parent please supply all details of current employments

Location	Type of work	Period of employment	Dates MM/DDDD
			From to
			From to

3) Are you, your spouse or parents looking for work in the UK?  Yes  No

4) Use this space to give details or any other relevant information:

**H) Refugee/asylum in the UK**

1)  This section is not applicable to me

2) When did you first apply for asylum in the UK **Date:** DD/MM/YYYY

3) **Please tick *all* statements that apply to you and provide any further details**

- I have Refugee Status
- My Parent(s)/Guardians have Refugee Status
- My Spouse/Civil Partner has Refugee Status
- I am an asylum seeker and I am awaiting a decision from the Home Office or the result of an appeal
- I have Exceptional Leave to Enter/Remain in the UK
- I have been granted Humanitarian Protection in the UK
- I have been granted Discretionary Leave in the UK
- I have been granted Section 67 Leave
- I have been given the right to stay indefinitely/settlement in the UK within the last three years
- Refused refugee status but granted one of the above

4) If you have been given the right to stay indefinitely in the UK *when* were you given this?

**Date:** DD/MM/YYYY

**Required Documentation:** A copy of Home Office correspondence confirming your immigration status

### I) Other information

If there is other information that will assist us in making our assessment, please indicate that you have enclosed separate attached information by ticking this box

### J) Checklist

- I have completed all sections  I have enclosed colour copies of all required documentation
- I have provided any additional information

### K) Declaration

I declare that the information I have given is both true and correct. I understand that giving inaccurate or false information, or submitting false or fraudulent documentation or withholding relevant information will affect my ability to enroll or remain on a course of study at the University. I also understand that the University may require further documentary evidence to verify this information and that failure to produce this (or any of the evidence that is listed under 'Required Documentation' listed under the relevant sections above) may result in me being charged 'Overseas' fees. I also understand that the University is unable to accept responsibility for any original documents submitted with this questionnaire. I agree to pay fees at the advised rate on an annual basis, subject to increase, for the duration of the course and accept that my fee status is based upon the eligibility criteria for 'Home' student status as outlined on the UK Council for International Student Affairs (UKCISA) website. I understand that this status cannot be amended part way through my course unless I meet the eligibility criteria set out by the UKCISA regulations.

**Signature** (if returned in hard-copy): \_\_\_\_\_ **Date:** DD/MM/YYYY

Under the Data Protection Act 1998, the information you supply will be held in the strictest of confidence for the purpose of ascertaining fee status only and may be viewed by you subject to written request

**Please be aware that an electronic signature or electronic submission of this application form constitutes accepting this declaration.**

Please ensure that you have completed all sections and signed the declaration and return with the required documentation