

# Fee Status Assessment procedure and questionnaire guidance notes

## Fee Status Assessment Procedure

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The purpose of this document is to explain the procedure the University operates regarding determining fee status, as well as to guide you through the process. Our procedures apply to Fee Status Assessments for both undergraduate and postgraduate applicants and students.

### Outline of Procedures

1. A Fee Status Assessment Questionnaire, together with this document, will be sent to you if:
  - The decision is made to offer you a place on a course at the University and the Fee Status Assessment Team does not have enough information from your application form to determine the accuracy of your declared fees status (this is applicable to current applicants)
  - Or you wish to know the University's likely assessment of your fee status before you apply (this is applicable to potential applicants)
  - Or you wish to request a review of your current fee status (this is applicable to current students)
2. You complete the Fee Status Assessment Questionnaire and return it, with relevant supporting documentary evidence (following the guidance notes below), to the Fee Status Assessment Team. Please note that we will do our best to advise you on the kind of documentation which might be appropriate. However, this is likely to vary considerably depending on your individual circumstances and, ultimately, it is your responsibility to identify and supply to us the documentation which you feel best supports your case.
3. Your Questionnaire is assessed by the Fee Status Assessment Team
  - If your fee status can be decided straightforwardly in accordance with UK government regulations, our decision will be communicated to you
  - If your fee status is more complex, we will request further information from you before making our decision, and/or consult UKCISA, the UK Council for International Student Affairs, which is the UK's national body with expertise on the Regulations, before making our decision, which we will then communicate to you.

Part 1) of the above process is different depending on whether you are a *current applicant*, a *potential applicant*, or a *current student*.

- Current applicants - we do not assess your fee status until after the academic decision has been made to offer you a place.
- Potential applicants - we will give you a decision on your likely fee status at the time of your enquiry, but your actual fee status may be different if your circumstances, or government Regulations, change between that time and the time you become a student at the University. Please contact [admissions@rau.ac.uk](mailto:admissions@rau.ac.uk) with information about your background and for a questionnaire.

- **Current students** – if you feel that your circumstances have changed in a way which might affect your fee status, you are welcome to request a review of your fee status and for this you should contact [admissions@rau.ac.uk](mailto:admissions@rau.ac.uk).

We will not normally interview you, as the information we require is purely factual and can usually be obtained by correspondence. For many questions we will also require documentary evidence.

#### Querying the University's decision

If you would like to query the University's decision on your fee status, you should write to [admissions@rau.ac.uk](mailto:admissions@rau.ac.uk), clearly explaining your query. If you believe that the decision is wrong, you should enclose any additional documentary evidence to support your claim. Your fee status will be re-assessed by a member of staff who was not involved in the original decision.

### **Fee Status Assessment Questionnaire Guidance**

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The Fee Status Assessment Questionnaire is to help us assess whether you would be required to pay Home, Islands or Overseas fees. It is the responsibility of the University to assess your tuition fee status in accordance with the provisions of the Education (Fees and Awards) (England) Regulations 2007 and the Student Fees (Qualifying Courses and Persons (England) regulations 2007 (each as amended).

#### **Instructions**

- Please complete all sections. If the section does not apply please write 'not applicable' or 'N/A'
- Please refer to the definition of terms overleaf/below as necessary
- **Please ensure that you have:**
  - completed all relevant sections of the form
  - included colour copies of all relevant documentation as requested in the form
  - signed and understood the declaration and are aware that an electronic signature or electronic submission of this application form constitutes accepting this declaration.
- Please return your form together with any requested documents by e-mail to [admissions@rau.ac.uk](mailto:admissions@rau.ac.uk) .

If you do not complete the form correctly, or if you fail to produce copies of the required documents as outlined in the form, you may be charged overseas fees by default.

You may be asked to provide additional documentation to support your answers and original documents may be required. If your chosen course does not charge a fee or if your fees are being paid on your behalf, you must still complete and return this form if you have been asked to do so.

#### **Criteria for Fee Status Assessment**

The criteria used for Fee Status Assessment are explained on the UK Council for International Student Affairs (UKCISA) website [here](#).

The Royal Agricultural University follows the criteria for eligibility for Home student fee status as explained on this website, without exception, so that all applicants are treated fairly and consistently.

UKCISA also has a range of other information on their website about fees, funding and Student Support.

### **Definition of Terms used within the Fee Status Assessment Questionnaire**

#### **European Union (EU) national**

You are an EU national if you are a national or citizen of: Austria, Belgium, Bulgaria, Republic of Cyprus (but **not** the Turkish Republic of Northern Cyprus), Croatia, Czech Republic, Denmark, Estonia, Finland (including the Aland Islands), France (including the French Overseas Departments of Guadeloupe, Martinique, French Guyana, Reunion and Saint-Martin), Germany (including Heligoland), Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal (including Madeira and the Azores), Romania, Slovakia, Slovenia, Spain (including the Balearic Islands, the Canary Islands, Ceuta, and Melilla), Sweden, UK (including Gibraltar)

#### **The European Economic Area (EEA)**

The EEA is made up of the countries of all the countries in the EU plus: Iceland, Lichtenstein and Norway (including Svalbard).

#### **Islands**

Channel Islands(Jersey, Guernsey) and the Isle of Man

#### **British Overseas Territories**

You are a 'British overseas territories' national if you are a national of any of these territories:

Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands , Gibraltar (which only appears in the list of British overseas territories in the Scottish fees and Student Support regulations and not in the lists of overseas territories in the regulations of any of the other countries), Montserrat, Pitcairn, Henderson, Ducie and Oeno Islands, South Georgia and the South Sandwich Islands, St Helena and Dependencies (Ascension Island and Tristan de Cunha), Turks and Caicos Islands

The British Overseas Territories Act 2002 conferred British Citizenship on people who were British Overseas Territories Citizens (BOTC) immediately before its commencement (i.e. up to, and including, the day before - which was 20 May 2002). Such people would, as British Citizens, and therefore EU nationals, be eligible for consideration for 'home' fees under certain fee regulation categories, provided they also meet any residence requirements for that category.

#### **European Overseas Territories**

You are a 'European overseas territories' national if you are a national of any of these territories:

Aruba, Faroe Islands, French Polynesia, French Southern and Antarctic Territories, Greenland, Mayotte, Netherland Antilles (Bonaire, Curaçao, Saba, Sint Eustatius and Sint Maarten), the Territory of New Caledonia and Dependencies, St-Barthélemy (St Barth) (but **not** included in this list for fee assessments, or Student Support applications, **made in Scotland**), St Pierre et Miquelon, Wallis and Futuna Islands

#### **Ordinarily Resident**

You are 'ordinarily resident' if you have habitually, normally and lawfully resided in that area from choice and for a settled purpose.

**'Settled'**

*'Settled' means being both ordinarily resident in the UK and without any immigration restriction on the length of your stay in the UK.*" To be 'settled' you must be a British Citizen or have one of the following: the Right of Abode, Indefinite Leave to Enter or Remain in the UK, be a Citizen of the Republic of Ireland, be a Non-UK National serving in the British Armed Forces or have the right of permanent residence in the UK under European law.

**Right of Abode**

If your passport describes you as a 'British citizen', then you have the 'Right of Abode'.

Extensive definitions of the terms used in fee regulations can be found on the UKCISA website [here](#)