**Fee Assessment Form** – Complete all sections unless stated

Fee status is assessed on the basis of the available information provided with your application to study at the University of York. If you consider your fee status to be incorrect please complete this form in full.

The personal information you provide in this form will be used to determine whether the University of York will assign you a fee status of Home (UK and some eligible EU/EEA/Swiss students) or Overseas (including EU/EEA/Swiss).

Where indicated you **must** provide the supporting documents. If you do not do this we may need to request additional information, which will delay the confirmation of your fee status.

Please read the [UKCISA fee guidance](#) before completing this form.

Please refer to our [Privacy notice for student applicants](#) for further details on how we manage your data.

### SECTION 1: PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First/Given names:</td>
<td></td>
</tr>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Date of birth (DD/MM/YYYY):</td>
<td></td>
</tr>
<tr>
<td>Applicant/UCAS ID:</td>
<td></td>
</tr>
<tr>
<td>Student number (if known):</td>
<td></td>
</tr>
<tr>
<td>Course title:</td>
<td></td>
</tr>
<tr>
<td>Course start date:</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 2: ELIGIBILITY CATEGORY

The UK Council for International Student Affairs (UKCISA) provides guidance on eligibility requirements for home fee status. Please read the [UKCISA fee guidance](#) and confirm which category you feel accurately describes your circumstances.

- I consider myself to be eligible for home fees under category:
- *If none of the categories are relevant to your circumstances, please tick this box* ☐

### SECTION 3: IMMIGRATION STATUS

Please indicate below, all that apply

- British Citizen ☐
- EU/EEA/Swiss with Settled Status or Pre-settled Status in the UK ☐
- EEA/Swiss migrant worker in the UK ☐
In the UK on Visa, or the child/spouse of someone holding a Visa

If yes, expiry date of Visa (DD/MM/YYYY):

Granted Indefinite Leave to Remain in the UK

If yes, date status granted (DD/MM/YYYY):

Granted Exceptional Leave to Remain in the UK, or the child/spouse of someone with Exceptional Leave to Remain

If yes, date status granted (DD/MM/YYYY):

Refugee, or the child/spouse of a refugee

If yes, date status granted (DD/MM/YYYY):

Relevant Family member of a UK/EU/EEA/Swiss National. Please give details in Section 4

If yes, date status granted (DD/MM/YYYY):

Other not specified above. Please give details:

Please include copies of all relevant documentation you hold that supports your status

SECTION 4: RELEVANT FAMILY MEMBERS

Only complete this section if you have identified that you are a relevant family member of the UK/EU/EEA/Swiss National in section 3

Please include official documentation which legally confirms your relationship i.e birth or marriage certificate

Name of Relative

Relationship to you

Nationality of Relative

Name of Relative

Relationship to you

Nationality of Relative

Name of Relative

Relationship to you

Nationality of Relative

SECTION 5: RESIDENTIAL HISTORY

Please provide dates and locations where you have been resident for the last 3 years, ensuring that there are no gaps over this period. Please include supporting documents

Date from (DD/MM/YYYY): Date to (DD/MM/YYYY):

Reason for residence (eg education, employment):

Address:

Date from (DD/MM/YYYY): Date to (DD/MM/YYYY):

Reason for residence (eg education, employment):

Address:

Date from (DD/MM/YYYY): Date to (DD/MM/YYYY):

Reason for residence (eg education, employment):

Address:

Date from (DD/MM/YYYY): Date to (DD/MM/YYYY):

Reason for residence (eg education, employment):

Address:
### Section 5: Residential History - continued

If you are completing this form **after** the start of your course and your course started between:

- 1 August and 31 December, please provide your address for where you were living on the 1st September.
- 1 January and 31 March, please provide your address for where you were living on the 1st January.
- 1 April and 30 June, please provide your address for where you were living on the 1st April.
- 1 July and 31 July, please provide your address for where you were living on the 1st July.

### Section 6: UK/EEA nationals living overseas

**Only** complete this section **if** you are a national of the UK, Iceland, Liechtenstein, Norway, Switzerland or have Settled Status in the UK, **and** have been living **outside** the UK/EEA in the last 3 years.

Please provide full details of all return visits. You must include documents showing these return visits (eg flight bookings, entry/exit passport stamps).

<table>
<thead>
<tr>
<th>Date visit began (DD/MM/YYYY)</th>
<th>Date visit ended (DD/MM/YYYY)</th>
<th>Length of visit</th>
<th>Reason for visit (eg holiday, education)</th>
<th>Where and with whom you stayed</th>
</tr>
</thead>
</table>
Please provide information below if you or your parents have maintained a home in the UK/EEA during any periods of absence over the last 3 years (please include dates, address, ownership details and supporting evidence).

SECTION 7: TEMPORARY ABSENCE

ONLY complete this section if you have been ordinarily resident in the UK/EEA during the last 3 years except for the fact that you/your spouse/your parent(s) were temporarily employed or in education abroad. Please give details including the length of time spent abroad and the nature of the work/education.

Please also provide us with a copy of your/your spouse/your parent(s) employee contract and/or temporary residence visa, alongside this questionnaire.

Who was temporarily employed/in education?

When did you leave the UK/EEA for this employment/education (DD/MM/YYYY)?

When did you intend to return (DD/MM/YYYY)?

In which country is/was the temporary employment/education undertaken? York Records Management

If it were not for the employment/education outside the area described above, in which country would you be living?

SECTION 8: ADDITIONAL INFORMATION

PLEASE PROVIDE ANY OTHER RELEVANT INFORMATION FOR ASSESSING YOUR FEE STATUS

SECTION 9: DECLARATION

By signing and submitting this form, I confirm that the information given on this form is true, complete and accurate. The information you supply in this form will be used to determine your status for fee paying purposes at the University of York or the Hull York Medical School (HYMS) in accordance with the University of York’s data protection policies. Information on this is available from Records Management & Information Governance.

The decision of the University of York does not entitle you to the same fee status at another institution, nor does a ruling at another institution have a bearing on your fee status at the University of York.

Should the University of York establish at any time that the information provided is incorrect/false, it reserves the right to withdraw its offer of a place, terminate your attendance or amend the tuition fee status before or after enrolment.
Please provide copies of the following documents to support your assessment.

- Immigration documents (e.g. passport, visa, Indefinite Leave to Remain)
- Documents including your name, parent/legal guardian, your address (e.g. bank statement, utility bill, Council Tax bill) that confirm your ordinary residence over the three years before the first day of the academic year in which your course starts (please note we only require **ONE** document per year of residency).

**If you have completed SECTION 4, please ensure you provide:**
- Evidence of your relationship to the relatives you have provided

**If you have completed SECTION 5, please ensure you provide:**
- Evidence of your relationship to the relatives you have provided

**If you have completed SECTION 6, please ensure you provide:**
- Evidence of your return visits (e.g. flight bookings, entry/exit passport stamps)

**If you have completed SECTION 7 on temporary employment abroad, please ensure you provide:**
- Evidence of temporary employment or education (e.g. copies of temporary contract(s) from the employer(s))

Please ensure that you complete, save and email this form, with **electronic copies** of all the documents we have requested, to:

**New applicants please email:**

Undergraduate Admissions – ug-admissions@york.ac.uk
Postgraduate Admissions - pg-admissions@york.ac.uk
Partnerships Admissions – partnership-admissions@york.ac.uk

**For enrolled, new or continuing students please email:**

student-records@york.ac.uk

Please note we cannot make a decision without all the supporting documents we have requested.

If you are unable to email your form, please post a paper copy to:

**For applicants:**
The Stables
University of York
York
YO10 5DD

**For enrolled, new or continuing students:**
Student Records, Student Services
Student Admin Building
Vanbrugh Walkway
University of York
YO10 5DD

Please do not send original documents unless requested.