



## **Fee Status Form: Guidance Notes**

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## Overview

Fee status is initially assessed on the basis of the information that you provide in your application. The University is bound by relevant fee regulations and uses UKCISA in assessing fee status eligibility.

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

Your fee status is decided according to:

- your nationality and/or citizenship;
- your immigration status;
- your ordinary residence;
- what you have been doing for the three years prior to the start of your course.

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.

If you have already started your course and you feel that your fee status has been incorrectly assessed, or your circumstances have changed and you now believe you meet the requirements for a Home fee status, please provide the relevant information in order for your fee status to be reassessed. It may not be possible in all circumstances for your fee status to be changed once your course has started.

Fee status can only be reviewed for current or prospective students. If the expected end date of your course has passed then you are no longer eligible for a fee status re-assessment.

The UK Council for International Student Affairs (UKCISA) provides guidance on eligibility requirements for home fee status. Please read the [UKCISA England: fee status information](#).

## Section 1: Personal Details

You are required to provide the following personal details:

- Title;
- First/Given names;
- Surname;
- Date of birth (DD/MM/YYYY);
- Applicant/UCAS ID;
- Student number (if known);
- Course title and;
- Course start date.

## Section 2: Eligibility Category

Please read [UKCISA England: fee status information](#) and confirm which category you feel accurately describes your circumstances.

## Section 3: Immigration Status

You are required to state which of the following categories apply to you. You will need to tick all that apply on the Fee Status form.

- 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 (including resettlement schemes), or the child/spouse of someone holding a Visa;
- Granted Indefinite Leave to Remain in the UK;
- Granted Exceptional Leave to Remain in the UK, or the child/spouse of someone with Exceptional Leave to Remain;
- Refugee, or the child/spouse of a refugee;
- Relevant Family member of a UK/EU/EEA/Swiss National;
- Other not specified above.

You will need to provide copies of the relevant documentation for each of the categories that apply to you. This includes passports, residence permits or visa documents. Please note that for the EU Settled / Pre-settled status scheme we will also need your confirmation code/link to verify your status.

## Section 4: Relevant Family Members

Please note this section is only relevant if you have identified that you are a relevant family member of the UK/EU/EEA/ Swiss National in section 3. Please provide the details of your relatives, their nationality and their relationship to you. You will need to provide official documentation which legally confirms your relationship, such as a birth/marriage certificate or national ID card, plus their passport, residence permits or visa documentation. Where applicable you may need to provide evidence of their status as a self sufficient person in the UK e.g. as a worker or student. This could be by providing a confirmation of their studies or pay slips.

## Section 5: Residential History

In order to establish ordinary residence we will ask for your address history. You may also be asked for further evidence of your residence history, such as reasons for travelling. For the

three years prior to your course start date, you must provide documentation specifying your address. This should generally be an official document such as a council tax bill, a bank statement, a utilities bill, a telephone bill, a tenancy agreement or mortgage statement.

Note if you have lived in a country other than the UK prior to this, please also add details on the fee status form.

The supporting documents will need to be in your name and should be dated, and one should be provided for each of the years in the three year period preceding the start of study (i.e one document for 2020, one for 2021 and one for 2022). If living with parents/guardians and the documents are in their name please note that we will need their details/relationship to you but you should endeavour to provide at least one document in your name to establish your residency .

## **Section 6: UK/EEA Nationals Living Overseas**

This section is only relevant if you are a citizen 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. You must provide full details of all return visits and provide supporting evidence e.g. flight bookings, entry / exit passport stamps. It's important to complete all columns in this section, failure to do so will delay the assessment as we will need to contact you for further information. You will also need to provide information and supporting evidence if you or your parents have maintained a residence in the UK/EEA during any periods of absence over the 3 years prior to your course start date. You should provide dates, addresses and ownership details.

## **Section 7: Temporary Absence**

If you have been temporarily absent from the UK/EEA during the past three years for the purposes of education or employment (either your own or that of your parents/spouse), please provide supporting documentation outlining the dates and purpose of this absence and where you would have been resident had it not been for this absence. This may be a temporary employment contract, temporary residence visa or details of enrolment on a course of study and details of how you maintained your ordinary residence within the UK/EEA during this time.

## **Section 8: Additional Information**

If there is any additional information or explanation that may support your tuition fee assessment please enter it in this section. Please provide supporting evidence as appropriate to support your information.

## **Section 9: Declaration**

Please sign and date the form to confirm that the information you have provided is true, complete and accurate and that if you are a visa holding student, you give consent for the University to check details with the UK Visas and Immigration (UKVI)

## Section 10: Where to send your completed form

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-fee-assessment@york.ac.uk](mailto:ug-fee-assessment@york.ac.uk)

Undergraduate applicants include Hull York Medical School (HYMS), PGCE and MA Social Work.

- **Postgraduate Admissions** - [pg-fee-assessment@york.ac.uk](mailto:pg-fee-assessment@york.ac.uk)

Postgraduate applicants excluding MA Social Work and PGCE.

- **Partnerships Admissions** – [partnership-admissions@york.ac.uk](mailto:partnership-admissions@york.ac.uk)

Applicants including York Online, Distance Learning and Degree Apprenticeships.

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

- **Student Records** - [student-records@york.ac.uk](mailto: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:**

Undergraduate Admissions / Postgraduate Admissions  
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.

We will aim to process fee assessment requests within ten working days, if we have all supporting documents as requested. You will be informed of the fee assessment decision by email. If you disagree with the outcome please email the relevant team (see email addresses above). Please note you have up until two weeks after the start of your course to appeal your fee assessment decision.

If you provide further information about your circumstances changing after enrolment, the University of York reserves the right to uphold its decision made on your original fee status application, in accordance with UKCISA guidelines.