

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

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

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

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SECTION 3: IMMIGRATION STATUS

Please indicate below, all that apply

British Citizen	<input type="checkbox"/>			
EU/EEA/Swiss with Settled Status or Pre-settled Status in the UK	<input type="checkbox"/>			
EEA/Swiss migrant worker in the UK	<input type="checkbox"/>			
In the UK on Visa (including resettlement schemes), or the child/spouse of someone holding a Visa	<input type="checkbox"/>	<table border="1"> <tr> <td>If yes, expiry date of Visa (DD/MM/YYYY):</td> <td></td> </tr> </table>	If yes, expiry date of Visa (DD/MM/YYYY):	
If yes, expiry date of Visa (DD/MM/YYYY):				

Granted Indefinite Leave to Remain in the UK	<input type="checkbox"/>	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	<input type="checkbox"/>	If yes, date status granted (DD/MM/YYYY):	
Refugee, or the child/spouse of a refugee	<input type="checkbox"/>	If yes, date status granted (DD/MM/YYYY):	
Relevant Family member of a UK/EU/EEA/Swiss National. Please give details in Section 4	<input type="checkbox"/>		
Other not specified above. Please give details:	<input type="checkbox"/>		
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. Note if you have lived in a country other than the UK prior to this, add details here also.			
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:			

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?	
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

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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.

Signature of applicant/student (if you are completing the form electronically, you may type your name if you wish):	
Date (DD/MM/YYYY):	

It might not be possible to make an assessment on your fee status without contacting the UK Visas and Immigration (UKVI) for further information. Please confirm that you give permission for the University of York to contact UKVI by ticking this box. Please note that if you do not confirm we may not be able to complete the fee assessment. ☐

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-fee-assessment@york.ac.uk

Postgraduate Admissions - pg-fee-assessment@york.ac.uk

Online or Distance Learners – 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:

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.

For administrative use only

Fee assessment decision:	
Name:	
Signature:	
Date (DD/MM/YYYY):	

