

Fee Status Information Form

ASSESSMENT OF TUITION FEE STATUS

Publicly funded UK Universities are able to charge two levels of fees under the terms of the Education (Fees and Awards) Regulations 2007 and the Student Fees (Qualifying Courses and Persons) (England) Regulations 2007. Students who are liable to pay full cost fees are classified as “Overseas” for fee purposes whereas those who are eligible to pay at the lower rate are classified as “Home” for fee purposes.

- Information and guidance for Undergraduate applicants is available at: www.york.ac.uk/study/undergraduate/fees-funding/fee-status/
- Information and guidance for Postgraduate applicants is available at: www.york.ac.uk/study/postgraduate/fees-funding/fee-status/
- The Education (Fees and Awards) Regulations Guidance on Fees is available at: www.ukcisa.org.uk

While the Government lays down the Regulations, each Institution makes the final decision.

ABOUT THIS FORM

The University of York Fee Status Information Form is used to assess your fee status in accordance with the Regulations. Please refer to the [UKCISA](http://www.ukcisa.org.uk) guidance for Higher Education when completing this form:

<https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6082>

The form is divided into six sections (A-F). Please read and complete all sections carefully.

- | | | |
|---------------------------|----------------------|----------------------------|
| A) General information | C) Current Residence | E) Relevant Family Members |
| B) Immigration Status | D) Temporary Absence | F) Eligibility Category |
| G) Documents and Evidence | H) Declaration | |

ONCE YOU’VE COMPLETED THE FORM

Please return this form by email, post (recorded or special delivery), or fax to the relevant office details below.

If sending by email:

- **This is our recommended form of submission.** Please ensure that the subject heading of your email is ‘Fee Status Information Form - your name’

If sending by post:

- We recommend that you use recorded or special delivery and obtain a receipt of your postage. You should retain a copy of your fee status assessment form for your records. Please DO NOT send original documents via post as the University cannot take responsibility for any loss. We are happy to accept good quality copies of documentation. If original documents are required we will contact you.

Undergraduate Admissions		Postgraduate Admissions	
Post:	Undergraduate Admissions The Stables University of York York, Y010 5DD	Post:	Postgraduate Admissions The Stables University of York York YO10 5DD
Email:	ug-admissions@york.ac.uk	Email:	pg-admissions@york.ac.uk
Fax:	01904 323538	Fax:	01904 323538

Fee Status Information Form

HOW YOU'LL BE INFORMED OF THE OUTCOME

Once your completed Fee Status Information Form has been submitted, along with the appropriate supporting evidence, we will aim to confirm our decision within 10 working days. During peak times of year (October to March, July and August) this may take a little longer.

Please note that if further documentary evidence is required, this will likely delay the outcome of your fee status assessment.

By accepting our offer of admission, you are accepting the University's decision in relation to your fee status. This decision is made on the basis of the evidence provided by you at the point of assessment. Once you have enrolled with the University, this decision cannot be changed except in specific and exceptional circumstances. If you consider our decision to be incorrect you must query this prior to enrolment, by contacting the relevant Admissions team.

Fee Status Information Form

SECTION A: GENERAL INFORMATION

Family Name:	
All other Names:	
Applicant ID Number:	
Course applied for:	
Date of Birth:	
Nationality (Citizenship): <i>If you have citizenship of more than one country please list them all)</i>	

SECTION B: IMMIGRATION STATUS

Please select	Immigration status in the United Kingdom	Evidence required:
<input type="checkbox"/>	I am a British Citizen or UK national with Right of Abode in the UK	A copy of relevant page(s) of your passport (including page(s) confirming your name and nationality)
<input type="checkbox"/>	I have Indefinite Leave to Enter/Remain in the UK	A copy of relevant page(s) of your passport (including page(s) confirming your name and nationality) and/or Home Office Indefinite Leave letter
<input type="checkbox"/>	I or a member of my family have been granted Refugee Status in the UK	A copy of the relevant Home Office letter, refugee travel document or Biometric Residence Permit
<input type="checkbox"/>	I or a member of my family have been refused refugee status but have been granted Humanitarian Protection or Discretionary Leave on humanitarian protection grounds	A copy of the relevant Home Office letter
<input type="checkbox"/>	There is a time limit on my stay in the UK <ul style="list-style-type: none"> • Date last passport stamp/visa was issued: _____ • Date of expiry of most recent permission to stay: _____ 	A copy of relevant page(s) of your passport (including page(s) confirming your name and nationality)
<input type="checkbox"/>	I am an EEA national, other than UK. Note: The EEA comprises all member states of the European Union together with Norway, Iceland and Liechtenstein. Switzerland is also included for fees purposes.	A copy of relevant page(s) of your passport (including page(s) confirming your name and nationality)

Fee Status Information Form

<input type="checkbox"/>	I am the relevant family member of a UK/EU national	A copy of relevant page(s) of your passport and your relevant family member's passport (including page(s) confirming name and nationality)
<input type="checkbox"/>	I am the relevant family member of an EU/EEA/Swiss or Turkish worker	A copy of relevant page(s) of your passport and your relevant family member's passport (including page(s) confirming name and nationality)
<input type="checkbox"/>	I am the child of a Swiss/Turkish national	A copy of relevant page(s) of your passport and your relevant family member's passport (including page(s) confirming name and nationality)

SECTION C: CURRENT RESIDENCE

Please give details of the countries in which you have been resident for the last seven years with approximate dates for each one. Please provide as much detail as possible and ensure that there are no gaps in the dates supplied. Continue on a separate sheet if necessary.

Country and town / region of residence	Dates of residence	Main reason for residence (e.g. living with family, work, study/education, etc.)
	From:	
	To:	
	From:	
	To:	
	From:	
	To:	
	From:	
	To:	
	From:	
	To:	

Fee Status Information Form

Evidence required:

If you have been ordinarily resident* in the UK / EEA for the last three years, please provide one of any of the following documents for EACH year of residence, and indicate the evidence you are providing in the table below:

[Please note that documents should usually be in your name or the name of your legal parent/guardian, and confirm a UK / EEA based address]

Acceptable evidence:	Year 1	Year 2	Year 3
Utility bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Tax bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tenancy Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide the date of your first entry to the UK/EEA: _____

*See the [UKCISA](http://www.ukcisa.org.uk) website for a definition of ordinary residence:

<http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-5638>

SECTION D: TEMPORARY ABSENCE

1. Have you been temporarily absent from the UK and Islands and EEA during the last three years?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If you have been temporarily resident outside the UK and Islands, and EEA during the last 3 years, please indicate the reason for your temporary absence from the options below:

a) Attending an educational institution away from home	<input type="checkbox"/>
b) Temporarily employed away from home	<input type="checkbox"/>
c) Accompanying your parent(s), guardian(s), or spouse who was temporarily employed away from home	<input type="checkbox"/>
d) Other (please provide details) _____	<input type="checkbox"/>
e) N/A (I have not been temporarily resident outside the UK, Islands and EEA during the last three years)	<input type="checkbox"/>

2. Have you or your parents/guardians been living outside the UK/EEA for the purpose of employment?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Fee Status Information Form

If you or your parents/guardians have been living outside the UK/EEA for the purpose of employment, please provide details of employment (name of employer and dates) and copies of contracts covering the period(s) of absence.

Country and town/region of residence	Name of Employer	Date employment began and ended

3. Have you or your parents/guardians maintained/owned a property in the UK/EEA during your absence?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please provide the address and the dates that you owned or maintained this property, and indicate whether the property has been rented out and/or retained for family use.

Address in UK/EEA	Dates maintained/owned	Retained for family use	Rented out	Other (please give details)
	From:			
	To:			
	From:			
	To:			

Evidence Required:

Please provide one of any of the following documents for EACH year of residence, and indicate the evidence you are providing in the table below:

[Please note that documents should usually be in your name (if you are under the age of 18 we will also accept documents in the name of your legal parent/guardian) and confirm the above UK / EEA based address]

Acceptable evidence:	Year 1	Year 2	Year 3
Utility bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Tax bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tenancy Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fee Status Information Form

4. Do you / your family intend to return to the UK / EEA?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, please indicate when you intend to return: _____

5. Please indicate the dates and lengths of any periods of time spent by you in the UK / EEA since your family first moved to live overseas. It is important that you also indicate the purpose of your visit(s) to the UK / EEA.

Country and town/region	Dates of visit	Purpose of visit
	From:	
	To:	
	From:	
	To:	
	From:	
	To:	

SECTION E: Relevant Family Members

1. If you have a relevant family member* currently residing in the UK, please provide their details below:

Name of relevant family member	Nationality	Relationship to you	Do you consider this family member to have parental responsibility** for you?
N/A I have no relevant family members residing in the UK			<input type="checkbox"/>

*This could include spouse, partner, parent, or legal guardian. See the [UKCISA](http://www.ukcisa.org.uk) website for a definition of a relevant family member:

https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#RL?rl_playlist=playlist6085&rl_id=10

**See the Government website for a definition of parental responsibility: <https://www.gov.uk/parental-rights-responsibilities/what-is-parental-responsibility>

2. Have you, or a relevant family member listed above, worked in the UK?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Fee Status Information Form

Name	Country and town/region of residence	Name of employer	Date of employment
			From:
			To:
			From:
			To:
			From:
			To:

3. If you are currently living outside the UK, do you intend to move to the UK?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
N/A I currently live in the UK	<input type="checkbox"/>

If yes, please indicate when you intend to move to the UK: _____

Evidence required:

If your relevant family member is an EU or UK National, or an EEA or Swiss worker we require evidence of their current status as a self-sufficient person, a worker or a student. If you are the child of a Turkish worker then we require evidence that they are, or have been, lawfully employed in the UK.

Acceptable evidence:	
Employment contract, letter from employer, payslip (for current employment)	<input type="checkbox"/>
Evidence that they are a current student	<input type="checkbox"/>
Birth certificate, marriage certificate or other evidence of relationship to relevant family member	<input type="checkbox"/>

SECTION F: ELIGIBILITY CATEGORY

The UK Council for International Student Affairs (UKCISA) provides guidance on eligibility requirements for home fee status. Guidance notes for **Higher Education** are available at:

<http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status>

After reading these notes, please confirm which category (1 - 11) you feel accurately describes your circumstances below:

- I consider myself to be eligible for home fees under category _____
- None of these categories are relevant to my circumstances

If none of these categories fits your situation, or your status is likely to change before the start of your course, please give details below and provide supporting documentary evidence.

Fee Status Information Form

If you would like to provide additional relevant information to support your application please use the box below or provide details on a separate sheet.

SECTION G: DOCUMENTS AND EVIDENCE WE REQUIRE FROM YOU

Documentary evidence and additional information

Please provide documentary evidence where applicable. Good quality photocopies are acceptable and we do advise that you do not send original documents by post. However, the University reserves the right to request original documentation if necessary.

Passports

If you need to send photocopies of your passport you must include a copy of the page giving details of the passport number and the name of the passport holder. We will also require copies of any pages with relevant visa stamps on them.

Contract of employment / letter from employer

All documentation provided must be in English. A contract of employment or a letter from an employer must cover the whole period of time referred to in the Fee Status Information form and should state the duration of the contract, whether the contract is renewable and, if so, on what basis it would normally be renewed. If applicable, include the expected date of your return to your permanent country of residence. Documents not in English must be accompanied by a formally certified translation into English.

Evidence of relationship to family members

If you believe your fee status assessment to be reliant on a relevant family member you may be required to provide evidence of your relationship to this person, for example, birth certificate, marriage certificate, etc.

Fee Status Information Form

CHECKLIST

Please be aware that we will not be able to determine your fee status if you have not fully completed the relevant sections of the form or if you have not provided appropriate supporting documentation.

Please indicate below all evidence provided which applies to your circumstances:

- I have fully completed relevant sections of the Fee Status Information Form
- I have provided a copy of relevant page(s) of my passport
- I have provided a copy of my Home Office letter or refugee travel document
- I have provided a copy of my relevant family member's passport and/or immigration status documentation
- Copies of relevant employment contracts
- Evidence of property maintained in the UK/EEA (at least one piece of evidence per year of ownership/residence)
- Copies of relevant page(s) of your passport which show that you have a visa allowing you to live / work in a country outside the UK / EEA on a temporary basis
- Evidence of your relationship to your relevant family member

Note: Our decision will be made on the basis of the evidence provided by you at the point of assessment. If you consider our decision to be incorrect, you **must** query this prior to enrolment. Once you have enrolled with the University we consider that you have accepted your fee status as correct. If you provide further information after enrolment please be advised that this may not be taken into consideration and your fee status is unlikely to change.

SECTION H: DECLARATION

I hereby declare that the information provided above is correct to the best of my knowledge. If any of the information is found to be misleading or inaccurate, the University of York reserves the right to withdraw its offer of place, terminate attendance at the University or amend the level of tuition fees charged.

I understand that if I provide further information or my circumstances change after enrolment, the University of York reserves the right to uphold its decision made on my original fee status application, in accordance with UKCISA guidelines.

Signed:		Date:	
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Fee Status Information Form

FOR OFFICE USE ONLY:			
Decision:	Home / EU		Overseas
UKCISA Category:			
Comments / Notes:			
Assessed by:			
Date:			