

Student ID No

Date

DD/MM/YY



# Fee Status Assessment Form 2019/20

## Higher Education Courses (Please let us know if you require this form in large print)

Government legislation entitles educational institutions to assess the amount of fee students should pay according to their immigration and residence status. Please complete this form fully in order to help us determine the level of fee you are required to pay. Please be aware that the fee status assessment criteria for Higher Education courses are different to those used to assess fee status for Further Education courses. Therefore, even if you met the requirements for 'Home' fee status for a Further Education course you may not qualify for 'Home' fee status for a Higher Education course.

**Please post / email your completed form, along with any supporting documents, to the relevant department.**

Where the form refers to the **first day of the academic year** of the course, this is:

1 Sep 2019 – if the course starts on or after 1 Aug 2019 and before 1 Jan 2020

1 Jan 2020 – if the course starts on or after 1 Jan 2020 and before 1 Apr 2020

1 Apr 2020 – if the course starts on or after 1 Apr 2020 and before 1 Jul 2020

1 Jul 2020 – if the course starts on or after 1 Jul 2020 and before 1 Aug 2020

(3-year residence starts from 1 Sep 2016)

(3-year residence rule starts from 1 Jan 2017)

(3-year residence rule starts from 1 Apr 2017)

(3-year residence rule starts from 1 Jul 2017)

## PERSONAL DETAILS

Family name

First name(s)

Birth name (if different)

Date of birth

 DD/MM/YYYY Email 

Nationality

(if you have citizenship of two or more countries, please list them all)

Father's nationality

Mother's nationality

Spouse's or civil partner's nationality

## COURSE DETAILS

Course title

Course start date

 DD/MM/YYYY

Mode of study

 Full-time  Part-time  Distance Learning

Site

 Ealing  Reading  Brentford  Other

## SECTION 1

- a. Are you an EU\* national (this includes **British Citizens**)?  YES  NO
- b. Have you been ordinarily resident in the UK / in the EU, or in Iceland, Liechtenstein, Norway, Switzerland or Overseas Territories for the 3 years before the first day of the first academic year of the course?  YES  NO

IF 'YES' TO BOTH QUESTIONS, PLEASE GO TO **SECTION 8**

IF 'NO' TO EITHER QUESTION, PLEASE GO TO **SECTION 2**

**NB: If you are from the Channel Islands or the Isle of Man, will you be receiving financial support from your island government for this course?**

YES  NO

## SECTION 2

Are you in the UK with the immigration (visa) status of 'student' (includes Tier 4)?  
(Note: for students who have not yet arrived in the UK, please answer according to what your immigration status will be when you arrive.)

YES  NO

IF 'YES', PLEASE GO TO **SECTION 8**

IF 'NO', PLEASE GO TO **SECTION 3**

## SECTION 3

Are you studying at the University of West London as part of a formal exchange arrangement between your home university and the University of West London (if you are on the 'Study Abroad Scheme', please tick 'No')?

YES  NO

If 'Yes', please give the name of your home university

IF 'YES', PLEASE GO TO **SECTION 9**

IF 'NO', PLEASE GO TO **SECTION 4**

## SECTION 4

- a. Do you have either:
- i) Indefinite leave to enter/remain in the UK that was granted on or before the first day of the first academic year of the course?  YES  NO
  - ii) A Certificate of Entitlement to right of abode in the UK that was granted on or before the first day of the first academic year of the course?  YES  NO
  - iii) Are you a non-UK national serving in the British armed forces and living in the UK on the first day of the first academic year of the course?  YES  NO
  - iv) Have you been ordinarily resident in the UK longer than half your life/20 years period?  YES  NO  
(specify your age and since when you've been ordinarily resident in the UK)  AGE
- b. Have you lived in the UK and islands for the three years before the first day of the first academic year of the course (ignore any temporary absences)?  YES  NO
- If 'Yes', during that time, did you have a main reason for residence in the UK and islands other than to receive full-time education?  YES  NO

IF 'YES' TO ANY OF POINT a AND ALL OF POINT b, GO TO **SECTION 8**

IF NOT PROCEED TO **SECTION 5**

## SECTION 5

- a. Have you been granted any of the following by the UK Home Office?
- i) Full Refugee Status
  - ii) Humanitarian Protection
  - iii) Exceptional Leave to Enter/Remain
  - iv) Stateless Person
- b. Has your spouse or your civil partner or your parent(s)/their spouse/civil partner been granted one of the above categories? (If 'Yes', please tick which one above)  
Note that in order to tick 'Yes', you must have been that person's spouse, civil partner, or child under 18 (as applicable) on the date of the asylum application.
- c. If you have answered 'Yes' to question 'a' or 'b' above, have you (and your family member with the relevant status, if applicable) lived in the UK and islands since the date that you/they were granted that status/leave to remain in the UK?  YES  NO

IF 'YES' TO ANY OF POINTS a AND c GO TO **SECTION 8**

OR IF 'YES' TO POINTS b AND c GO TO **SECTION 8**

IF NOT PROCEED TO **SECTION 6**

## SECTION 6 – ICELAND, LIECHTENSTEIN, NORWAY AND SWITZERLAND NATIONALS, CHILD OF A TURKISH NATIONAL

- a. Are you a (non-UK) EEA or Swiss national who is working in the UK?  YES  NO
- b. Are you the spouse/civil partner or child under the age of 21 of a Non-UK EEA worker?  YES  NO
- c. Are you the child of a Turkish national and your parent is ordinarily resident in the UK and working in the UK?  YES  NO
- d. Are you the child of a Swiss national and your parent is ordinarily resident in the UK as worker, self-sufficient or student?  YES  NO
- If 'Yes' to b, c, or d, state who (your relationship with them) you are in the UK with   
and their nationality
- e. Are you/will you be resident in the UK on the first day of the first academic year of the course?  YES  NO
- f. Have you been ordinarily resident in the EU/EEA/Switzerland/overseas territories for the three years before the first day of the academic year  YES  NO

IF 'YES' TO ANY OF POINTS a, b, c, d AND 'YES' TO BOTH POINTS e AND f GO TO **SECTION 8**

IF 'NO' (YOU ARE NOT AN EEA/SWISS OR TURKISH NATIONAL) PROCEED TO **SECTION 7**

## SECTION 7 – EU FAMILY MEMBERS

- |      |   |   |                             |
|------|---|---|-----------------------------|
| a.   | Are you the spouse or civil partner of a British Citizen or other EU national who is living in the UK as a 'self-sufficient' person, worker or as a student?  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| b.   | Are you under the age of 21 and the child of a British citizen?   | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| c.   | Are you the child age 21 and over and dependant financially on your British parent?   | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| d.   | Are you the child under the age of 21 of a Non-UK EU national (or their spouse / civil partner) who is living in the UK as a worker, a 'self-sufficient' person or a student  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| e.   | Are you the child age of 21 and over and dependent financially on a Non-UK EU national (or their spouse/civil partner) who is living in the UK as a worker, a 'self-sufficient' person or a student   | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| f.   | Have you been ordinarily resident in the EEA / Switzerland / Overseas Territories for the 3 years before the start of the academic year?  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| i.)  | If 'Yes', was the main purpose of your residence other than receiving full-time education   | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| ii.) | If 'No',<br>• Is your non-UK family member ordinarily resident as a worker, self-sufficient or student in the UK?<br>• Has your non-UK family member ordinarily resident in another EU country/EEA/Switzerland/Overseas territory for the previous 3 years? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |

## SECTION 8

**ALL APPLICANTS MUST ANSWER THIS SECTION WITH THEIR COMPLETE ADDRESS.** Please provide details of all your addresses for the three years before the first day of the first academic year of the course. If you need more space, please continue on a separate sheet.

<b>CURRENT ADDRESS</b>	Date from <b>DD/MM/YY</b>	to <b>DD/MM/YY</b>
Address	Country	
Main reason for residing here (eg Work/Study/It's your home/Join family member)		
<b>PREVIOUS ADDRESS</b>	Date from <b>DD/MM/YY</b>	to <b>DD/MM/YY</b>
Address	Country	
Main reason for residing here (eg Work/Study/It's your home/Join family member)		
<b>PREVIOUS ADDRESS</b>	Date from <b>DD/MM/YY</b>	to <b>DD/MM/YY</b>
Address	Country	
Main reason for residing here (eg Work/Study/It's your home/Join family member)		
<b>PREVIOUS ADDRESS</b>	Date from <b>DD/MM/YY</b>	to <b>DD/MM/YY</b>
Address	Country	
Main reason for living that country (eg Work/Study/It's your home/Join family member)		

**If your main reason for living in the countries you have listed was to receive full-time education, please give details of where you lived prior to the three year period**

## SECTION 9

The information I have given on this form is complete and accurate to the best of my knowledge.

I understand that if I give false information, or fail to give complete information, my fee status may be changed.

I have attached documentary evidence to support my answers.

Signature  Date **DD/MM/YYYY**

PLEASE CHECK THAT YOU HAVE ANSWERED EVERY RELEVANT QUESTION IN FULL AND HAVE ENCLOSED ANY DOCUMENTARY EVIDENCE YOU HAVE BEEN ASKED TO PROVIDE.

YOU MUST PROVIDE DOCUMENTARY EVIDENCE TO SUPPORT ALL YOUR ANSWERS (ie passport/residence card/Home Office letters, etc)

# NOTES

## 1 Where the form refers to the first day of the first academic year of the course, this is:

- |                  |  |
|------------------|--|
| 1 September 2019 | if the course starts on or after 1 August 2019 and before 1 January 2020 |
| 1 January 2020   | if the course starts on or after 1 January 2020 and before 1 April 2020  |
| 1 April 2020     | if the course starts on or after 1 April 2020 and before 1 July 2020     |
| 1 July 2020      | if the course starts on or after 1 July 2020 and before 1 August 2020    |

## 2 Definition of ordinarily resident:

You are ordinarily resident in the relevant residence area if you have habitually, normally and lawfully resided in that area from choice. Temporary absences from the residence area should be ignored and therefore would not stop you being ordinarily resident.

## 3 European Union (EU)

UK  
Austria  
Belgium, Bulgaria  
Croatia, Cyprus  
Czech Republic  
Denmark  
Estonia  
Finland, France  
Germany, Greece  
Hungary  
Ireland, Italy  
Latvia, Lithuania, Luxembourg  
Malta  
Netherlands  
Poland, Portugal  
Romania  
Slovakia, Slovenia, Spain, Sweden

## 4 European Economic Area (EEA)

Iceland  
Liechtenstein  
Norway

## 5 British overseas territories

Anguilla  
Bermuda, British Antarctic Territory, British Indian Ocean Territory  
British Virgin Islands  
Cayman Islands  
Falkland Islands  
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

## 6 Overseas territories of other EU member states

Aruba  
Faroe Islands French Polynesia, French Southern and Antarctic Territories  
Greenland  
Netherland Antilles (Bonaire, Curaçao, Saba, Sint Eustatius and Sint Maarten)  
St Pierre et Miquelon, Saint-Barthélemy  
the Territory of New Caledonia and Dependencies  
Wallis and Futuna Islands

Guidance on the criteria determining fee status – including the circumstances in which a person may be eligible for a change in fee status during their course – is available on the UKCISA (UK Council for International Student Affairs) website:

[www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status)

If you believe that your fee status has not been assessed correctly, please provide further information to support your case, or request a copy of the appeals procedure.

Any queries regarding this should be directed to: **Student Advice Team/Student Services,**  
**University of West London, St Mary's Road, Ealing, London W5 5RF, United Kingdom – [StudentAdvice@uwl.ac.uk](mailto:StudentAdvice@uwl.ac.uk)**

**HAVE YOU REMEMBERED TO SIGN THIS FORM?**

### OFFICE USE ONLY

Initial decision on fee status      Home  EU  CI/Isle of Man  Overseas

University staff member

Signature

Second decision on fee status      Home  EU  CI/Isle of Man  Overseas

University staff member

Signature