

Fee Status – Guidance Notes

The level of fee that a student pays is governed by The Student Fees (Qualifying Courses and Persons) (England) Regulations 2007 Statutory Instrument (SI) 2007 No. 778 and The Education (Fees and Awards) (England) Regulations 2007 Statutory Instrument (SI) 2007 No. 779 with any subsequent amendments.

Under the regulations, eligibility for 'home' fees status depends on the student meeting all of the immigration and residence conditions in the UK. A student meets these conditions if:

- s/he is 'settled' (as defined by the Immigration Act 1971) in the UK on or before the beginning of the first year of the course, and
- s/he is ordinarily resident in the UK on the first day of the first academic year of the course.
- s/he has been ordinarily resident in the UK and Islands for the three year period ending 1st September (courses starting 1st August to 31st December), 1st January (courses starting 1st January to 31st March), 1st April (courses starting 1st April to 30th June) and 1st July (courses starting 1st July to 31st July), and
- s/he was not at any time during that period resident in the UK and Islands wholly or mainly for the purpose of receiving full-time education.

To establish ordinary residence you must show a regular habitual mode of life in a particular place, for a settled purpose, the continuity of which has persisted despite temporary absences. You cannot normally establish a relevant connection if you have entered the UK as a student or a visitor.

If you do not meet all of the above conditions you will be liable for the higher 'overseas' rate unless you fall into one of the following excepted categories. Please tick the box relevant to the category of which the conditions you satisfy;

Refugees, recognised by the UK Government as a refugee on the first day of an academic year of the course OR spouse or civil partner of such a refugee and you must have been the spouse or civil partner of that person on the date on which their asylum application was made OR child of such a refugee or of a refugee's spouse or civil partner and at the time the refugee made the asylum application you must have been the under 18 year old child of the refugee or of the refugee's spouse or civil partner. In all cases you would need to be ordinarily resident in the UK on the first day of the first academic year of the course

Persons granted 'Exceptional Leave to Enter/Remain or Humanitarian Protection as a result of an asylum application on the first day of an academic year OR spouse or civil partner of such a person and you must have been the spouse or civil partner of that person on the date on which their asylum application was made OR child of such a person or of their spouse or civil partner and at the time the person made the asylum application you must have been the under 18 year old child of the person or of their spouse or civil partner. In all cases you would need to be ordinarily resident in the UK on the first day of the first academic year of the course

- **European Union Nationals**, meeting the residence requirements of being ordinarily resident within the European Economic Area (EEA)/Switzerland /Overseas Territories for the three year period preceding the start of the course, not just for education. Also included are spouse or civil partner of the EU national and direct descendants (i.e. children, grandchildren etc) of the EU national, or of the EU national's spouse or civil partner who are under the age of 21 or dependant on the EU national's spouse or civil partner. In addition, direct dependant relatives in the ascending line (i.e. parents, grandparents etc.) of the EU national (not including UK nationals) or of their spouse or civil partner, provided they are self sufficient.
- **Family members of EU nationals not in EEA 3 years**, where the EU national relevant family member has been ordinarily resident in the EEA and/or Switzerland and/or the overseas territories for three years before the 'first day of the first academic year of course'. The relevant family member being spouse or civil partner, direct descendant of the EU national/EU national's spouse/civil partner who are under the age of 21 or if 21 or over, dependant on the EU national/EU national's spouse/civil partner. Also, included, direct dependant relatives in the ascending line of the non-UK EU national or of their spouse/civil partner, provided they are self sufficient. The non-UK EU national family member must be in UK as a self sufficient person or as a student OR where the family member is UK national, they must have exercised a right of residence in another EU member state for more than three months as a self sufficient person, a student or a worker.
- **EEA/Swiss Migrant Worker**, meeting the residence requirement of being ordinarily resident in EEA/Switzerland/Overseas Territories for the 3 year period, not just for education. The EEA/Swiss national was/must be employed in the UK on the first day of an academic year of the course and employment must not be 'ancillary' to the proposed course of study. The course must be related to his/her employment in the UK unless s/he becomes involuntarily unemployed in the UK and the intended course enables him/her to transfer to another job sector. However, if you continue with employment after commencing your studies you need not demonstrate a link, but will need to show evidence of continuous employment. You must be ordinarily resident in the UK on the first day of the first academic year of course.
- **EEA/Swiss Migrant Worker - Family members of**, meeting the residence requirement of being ordinarily resident in EEA/Switzerland/Overseas Territories for the 3 year period, not just for education. Family members are spouse/civil partner/child and direct descendants aged under 21 or dependant on EEA worker/worker's spouse/civil partner. In the case of child/direct descendant aged under 21 or dependant of worker, the EEA/Swiss worker does not have to still be in the UK. If the worker is an EEA national (not Swiss national) dependant direct relatives in the ascending line (i.e. parents, grandparents etc) of the worker or of the worker's spouse or civil partner. The student must be able to demonstrate ordinary residence in the UK on the first day of the first academic year of the course.
- **Child of Swiss National**, meeting the residence requirements of being ordinarily resident in EEA/Switzerland/Overseas Territories for the 3 year period not just for education, unless they were ordinarily resident in the residence area immediately prior to the 3 year period of ordinary residence. Student must be able to demonstrate ordinary residence in UK on the first day of the first academic year.

- **Child of Turkish Worker**, meeting the residence requirement of being ordinarily resident in EEA/Switzerland/Turkey/Overseas Territories for the 3 year period. Turkish worker needs to be resident in UK and to be or to have been lawfully employed in the UK. The student must be able to demonstrate ordinary residence in the UK on the first day of the first academic year of the course.
- **Discretionary Leave to Remain or Limited leave to Remain**, eligible for support from Student Finance England and can demonstrate being ordinarily resident in England with at least 7 years in the UK (if under 18) or having spent at least half of your life in the UK (those aged 18-25) and have been ordinarily resident in the UK and island throughout the 3 year period preceding the first academic year of course.
- **FE Asylum Seeker with No Decision**, If you are to attend a course of further education and by the learner aim date you are an asylum seeker and the Home Office has taken more than six months to decide on your application OR that you are supported under Section 4 support of the Immigration and Asylum Act 1999, you will be eligible for 'home' rate of fees. Your fee status will need to be reassessed when applying for further studies.
- **FE Immigration Status**, If you are to attend a course of further education, you will be considered 'home' if by the learner aim date you or a relevant family member has any of the following immigration status ; Refugee Status; Discretionary Leave to Enter/Remain; Exceptional Leave to Enter/Remain; Indefinite Leave to Enter/Remain; Humanitarian Protection. Your fee status will need to be reassessed when applying for further studies.
- **Reciprocal exchange** students.
- Those absent because they have been temporarily employed abroad. People who have been absent from the UK (or, in the case of EU Nationals or EEA/Swiss National Migrant Workers, who have been absent from the EEA) because they, their spouse or their parent was **temporarily working abroad**, (or, in the case of EU Nationals or EEA National Migrant Workers, working outside the EEA).

Member States of the European Union (EU) Currently Austria, Belgium, Bulgaria, Republic of Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

EU legislation does not apply in certain territories including Hong Kong, Macao, Andorra, Monaco, San Marino and The Vatican.

- **EU Member State Territories** : (Denmark) - Greenland & Faroe Isles, (Netherlands) Netherlands Antilles (Bonaire, Curacao, Saba, St Eustatius and St Marten) and Aruba, (France) - New Caledonia, French Polynesia, Wallis and Futuna, Mayotte, St Pierre et Miquelon, Saint Barthélemy, French Southern and Antarctic Territories.
- **British Overseas Territories** : Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn Islands, Dacie & Oeno Islands, Henderson, South Georgia & South Sandwich Isles, St Helena & its Dependencies and Turks & Caicos Islands.

Countries in the EEA (European Economic Area)

Member States of the European Union plus Iceland, Norway and Liechtenstein. Swiss Nationals have similar movement rights to non EU EEA Nationals.

Documentary Evidence

Might include:- Copies of your passport and that of your spouse or parent(s); marriage certificate; letters from the United Kingdom Border Agency, certificate of registration; birth certificate; temporary contract of employment; payment of council tax; mortgage statement; bank statement; tax certificate (P60); electric, gas or telephone bills. (This list is not exhaustive).

Please supply any other information you think relevant on a separate sheet. If you have any difficulties completing this form please contact the Student Administrator.

The information given on the fee assessment form will be considered together with the details on your application and enrolment form (where applicable). You may also be required to submit further information.

The status form is designed for completion on your computer but to be printed and sent by post to the college.

Once you have completed this form, print it, taking a further copy for yourself and send with copies of all documents to the Student Administrator by the deadline in the accompanying letter.

These guidance notes have been prepared to assist you in completing the fee assessment form, and whilst every care is taken to ensure their accuracy the regulations are subject to change and the information given should not be considered an authoritative interpretation of the law. (November 2015)

Fee Assessment Form

Please read the guidance notes and complete all sections relevant to you. Documentary evidence must be supplied, where requested. Incomplete forms or those without documents will be returned. **Please retain a copy for yourself.**

SECTION 1

1. Surname or Family Name

2. First Name and Other Names

3. Nationality (if dual national, state both)

4. Date of Birth

4a. Place of Birth

5. Country of Permanent Residence

6. Permanent Home Address

7. Current/Correspondence Address (if different)

8. Email Address

8a. Contact Phone Number

SECTION 2

9. Course Applied for

10. UAL College applied for

11. Course start date (MM/YY)

12. UAL Student ID

13. UCAS Application No.

SECTION 3

14. Have you been or do you expect to be ordinarily resident in the UK during the three year period ending 1 September, 1 January, 1 April, whichever is closest to the beginning of the first term of your course?

YES

NO

15. What was your last date of entry (excluding return from holidays) into the UK?

Date:

16. Please specify the main reason for residence in the UK during the 3 year period (as detailed in item 14) preceding the start of your course.

23. Have you been resident outside the EEA for any period during the past three years solely because you, your parent(s) or your spouse were temporarily employed outside that area?

YES

NO

24. Are you an asylum seeker attending a further education course and have waited more than six months for the Home Office to make a decision on your application OR currently supported under Section 4 of the Immigration and Asylum Act 1999?

YES

NO

If you have answered YES to any of SECTION 4 please submit documentary evidence.

SECTION 5

25. Have you ever lived outside the UK? If yes, please state countries, dates and reasons for residence then go to SECTION 6

YES

NO

SECTION 6

25. Have you been resident outside the UK for any period during the past three years solely because you, your parent(s) or your spouse were temporarily employed outside the area?

YES

NO

If Yes, please submit documentary evidence of this.

26. Have you applied for assistance towards funding your course?

If yes, please state the proposed funder and the outcome of your application:

If no, please give reasons why:

Now go to SECTION 7 and read, date, print, and sign the declaration

SECTION 7

DECLARATION

I declare that the information that I have provided to the University, including in particular the information on this form, is true, accurate and complete.

If, as a result of taking such information into account, the University offers to me a place on one of its courses and I am classified as an 'Overseas student' I acknowledge the status will not be amended for the duration of the course unless the University in its sole discretion considers it is fair and reasonable to so change the status.

I acknowledge that the University places reliance upon the information I have provided. I understand that if I intentionally or recklessly provide misleading information or cause the University to be misled by omission or withheld information that would, or might, affect the fee status prescribed to me on account of the information that I have provided then I will be liable to the University for such acts or omission which will include having to pay the overseas students rates of fees throughout my studies at the University.

I confirm that I have read the University's guidance notes and understand that the education contract between me and the University may be terminated if I have misled the University by my statements, acts or omissions.

I promise to notify the University immediately of any changes in my circumstances that take place before the start of the course.

Now print and then sign the form.

Signed

Date