

Fee status questionnaire



Publicly funded UK universities charge two levels of tuition fees: these are typically referred to as 'home' and 'overseas'. Students who are considered 'overseas' for fee purposes are liable to pay the full cost of their tuition fees, whereas those who are classed as 'home' are eligible to pay a lower rate. The level of fee you pay is dependent on meeting the residency and immigration requirements specified in the Government's fees regulations. If we find you are eligible to pay home fees, we must charge you the lower level.

The UK Government sets the regulations for fee status classification, but each university makes its own assessment based on these regulations; if you have applied to more than one institution, they may make a different decision regarding your fee status.

Information about tuition fees at the University of Bristol is available online at <http://www.bristol.ac.uk/study/undergraduate/fees-funding/> and <http://www.bristol.ac.uk/study/postgraduate/fees-and-funding/>

For information and guidance on fee status regulations in England, please visit the UKCISA website: <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status>

Please complete and return this questionnaire to us, with relevant supporting evidence, within four weeks, or let us know if there will be a delay in sending us your response. We will let you know the outcome of our assessment as soon as possible.

Failure to supply relevant evidence may delay the final decision or lead to an incorrect fee status decision. Appeals to any decisions will be managed within the Universities Applicant appeals, complaints and feedback policy: <http://www.bristol.ac.uk/study/undergraduate/after-you-apply/policies/>

How to complete this form

The University of Bristol fee status questionnaire is used to assess your fee status in accordance with the regulations.

The form comprises ten sections (A-J):

- | | |
|----------------------------------|-------------------------------------|
| A. Personal information | F. Working in the UK |
| B. Immigration status | G. Refugee / Asylum in the UK |
| C. Residence history | H. Supporting information checklist |
| D. Education history | I. Return Instructions |
| E. Temporary absence from the UK | J. Declaration |

Please make sure you complete each section

Documents and evidence

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

If we do not hear from you, or the information provided is incomplete, we will complete our assessment based on the information available, which may mean classifying you as an overseas student for fee purposes.



You will see this icon wherever we require you to send supporting documentation.

Good quality copies are acceptable; if we require original documentation, we will request it from you. Please see Section I (page 13) for document instructions.

Section A: Personal information

Family name:
Personal names:
Title: Mr / Mrs / Ms / Miss / Dr / Other: _____
UCAS / Applicant ID number:
Course applied for:
Start date (dd/mm/yyyy):
Date of birth (dd/mm/yyyy):
Email address:
Correspondence / mailing address:
Home address:
Your parents' home address:
Nationality / Citizenship: (if you have more than one nationality, please list them all)
Name as printed on your passport:
Country of birth:
Parent 1 Name:
Parent 1 Citizenship(s):
Parent 1 Relationship to you (eg. Mother, father, step-parent, etc)
Parent 2 Name:
Parent 2 Citizenship(s):
Parent 2 Relationship to you (eg. Mother, father, step-parent, etc)

Are you married or in a civil partnership?

- No
- Yes

If no, please go to Section B on the next page.

If yes, are you married to or in a civil partnership with (tick as appropriate):

- a British citizen
- someone who has Right of Abode in the UK
- an EU national
- an EEA/Swiss/Turkish national
- someone who has Indefinite Leave to Enter or Remain in the UK
- other (please give details) _____

Name of spouse:

Date of marriage / civil partnership (dd/mm/yyyy):

Nationality / Citizenship(s) of your spouse/civil partner:

Address of spouse (if different to yours):

Please go to Section B on the next page.

Section B: Immigration status

Please tick the option that applies to you, and enter any information requested for that option. (You may select more than one option if relevant)

<input type="checkbox"/> UK National/British Citizen
<input type="checkbox"/> British Overseas Territories Citizen
<input type="checkbox"/> EU National <i>or</i> EU overseas territory national (not including UK Nationals) <i>or</i> <input type="checkbox"/> EEA National <i>or</i> <input type="checkbox"/> Swiss National
If you ticked one of the above please indicate if you have: <input type="checkbox"/> Settled status* <input type="checkbox"/> Pre-settled status*
<p>* If you have Settled or Pre-Settled status please note your Home Officer letter is not evidence of your status, you need to provide us with both a Share Code and full screenshot of your status.</p> <p>The EEA comprises all member states of the EU together with Norway, Iceland and Liechtenstein. Switzerland is also included for fees purposes.</p>
<input type="checkbox"/> Indefinite Leave to Enter <i>or</i> Indefinite Leave to Remain
<input type="checkbox"/> Time limit on stay in the UK <ul style="list-style-type: none">● Date your last passport stamp was issued (dd/mm/yyyy): _____● Expiry date of your most recent permission to stay (dd/mm/yyyy): _____
<input type="checkbox"/> Refugee / refugee-related / asylum status <ul style="list-style-type: none">● You will be asked for more information about your status in Section G



Please ensure you include a copy of your passport / BRP / visa / Share code & status screenshot when returning the questionnaire.

Please go to Section C on the next page.

Section C: Residence history

1) Date of first entry into the UK (if applicable): / / (dd/mm/yyyy)

2) Please give details of all the countries, including the UK, in which you have been ordinarily resident¹ over the **last 10 years**, with approximate dates for each one. Do not include any holiday or tourist visits to other countries (if you currently reside outside the UK but make visits here, we will ask you about this in a later section)

Please start with your most recent residence first and provide as much detail as possible, ensuring that there are no gaps in the dates supplied. Continue on a separate sheet if required.

Country and postal address	Dates of residence (dd/mm/yyyy)	Main reason for residence (eg living with family, work, education, etc)
	To:	
	From:	
	To:	
	From:	
	To:	
	From:	
	To:	
	From:	



If you have been ordinarily resident in the UK/EEA for the last three years, please provide evidence for each year of residence. We require one document per academic year, which can include:

- Utility bill
- Council tax statement
- Employment contract
- Bank statement
- Tenancy agreement

Documents should usually be in your name (or, if you are under 18, in the name of your parent or legal guardian) and confirm a UK/EEA based address and date of document.

Please go to Section D on the next page.

¹ For a definition of 'ordinary residence', please visit the UKCISA website: www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Ordinary-residence-case-law

Section D: Education history

1) Please list below the places where you have previously or are currently studying and the dates you studied there.

This should be completed even if you are not currently in education. Please start with your most recent studies first.

Please continue on a separate sheet if necessary.

School / college / university	Town and Country	Dates attended (mm/yyyy)	Mode of study (eg full-time, part-time, distance learning)
		To:	
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	
		From:	

Please go to Section E on the next page.

Section E: Temporary absence from the UK

In this section, we will ask for more information from those who have spent some time during the last three years or more outside the UK on a temporary basis, for employment, or education.

1) Have you been temporarily absent from the UK, Islands (Channel Islands and Isle of Man) / Overseas Territories during the last three years?

Yes I have been temporarily absent

Please indicate the reason for your temporary absence from the options listed and complete the below table in full

- I was attending an educational institution overseas
- I was temporarily working overseas
- I was accompanying my parent(s) / spouse who was temporarily working overseas
- Other (please provide details): _____

Yes I have been permanently absent

No I have not been absent

2) If you have been ordinarily resident outside the UK, Islands (Channel Islands and Isle of Man) and EEA/Switzerland/Overseas Territories over the last three years because you, your spouse or parent was temporarily working abroad, please enter the required details below. Continue on a separate sheet if required.

Country and town of residence	Name of employer	Dates employment began and ended	Contract type (eg fixed term)	Person employed (eg self, father, wife)



Please include evidence of employment (e.g. contract or letter from employer) showing start and end dates when returning the questionnaire.

3) Have you, your spouse or your parents maintained a home/property in the UK during your absence?

No – *Please go to the next question*

Yes

Property address: _____

Has this property been rented out or retained for family use?

Yes – retained

Yes – rented



Please provide evidence for each year of residence for the property in the UK, which can include:

- Utility Bill
- Bank statement
- Council Tax Statement, or
- Tenancy agreement

Documents should usually be in your name (or, if you're under 18, in the name of your parent or legal guardian) and confirm a UK-based address

4) Do you / your family intend to return to the UK on a permanent basis?

No – *Please go to the next question*

Yes

Please indicate when you intend to return: _____

5) Please indicate the dates of any periods of time you have spent in the UK since leaving, and the purpose of your visit (e.g. visiting family, studying in the UK). Evidence of visits must be included with your questionnaire and show the full date of travel.



Evidence of visits can include: flight tickets, email confirmations of flights, etc. showing full date of travel

Please continue on a separate sheet if required.

Country and town / region	Place of stay (eg hotel, family home, with relatives)	Dates of visit	Purpose of visit

Please go to Section F on the next page.

Section F: Working in the UK

1) Please tick the option that applies to you from the list below.

- I am *or* I am the child of a non-British EEA National who is working in the UK
- I am *or* I am the child of a Swiss National who is ordinarily resident in the UK
- I am the child of a Turkish national who is ordinarily resident and has worked/is working in the UK
- I am none of the above – ***Please go to Section G***

2) Are you, your spouse / partner or your parent(s) currently resident in the UK?

- No
- Yes

3) Have you, your spouse / partner or your parent(s) worked in the UK?

- No
- Yes

If yes, please provide details below.

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



Please provide evidence of any employment in the UK such as a copy of contracts or a letter from the employer.

Please go to Section G on the next page.

Section G: Refugee / Asylum in the UK

1) Please tick **all** the options below that apply to you. Please note, these questions are to help us get an accurate picture of your circumstances

- I have not applied to the UK Home Office for Refugee status or the right to remain in the UK. – **Please go to Section H.**
- I have Refugee status
- My parent(s) / guardian(s) have Refugee status
- My spouse / civil partner has Refugee status
- I am an asylum seeker and am awaiting a decision from the Home Office or the result of an appeal

Please give the date that you first applied for asylum in the UK (dd/mm/yyyy): _____

- I have Exceptional Leave to Enter / Remain in the UK
- I have been granted Humanitarian Protection in the UK
- I have been granted Discretionary Leave in the UK
- I have been given the right to stay indefinitely / a no time limit stamp / settlement in the UK within the last three years
- I have been granted stateless leave
- I have been granted Section 67 leave
- I am the family member of someone who has been granted one of the above

2) If you have been given the right to remain/enter indefinitely in the UK, please give the date that this was granted (dd/mm/yyyy): _____



Please provide copies of any relevant Home Office letters to support your refugee status and evidence of your UK address since securing refugee status.

Please go to Section H on the next page.

Section H: Supporting information checklists



Please use this section to check you have included all the relevant documents (as applicable) that have been requested using this icon throughout the questionnaire.

The following supporting documents are required:

- A copy of your passport details including name, photograph and passport number
- Copy of your biometric residence permit, Home Office Share Code and screenshot (if applicable)

Please indicate below what additional supporting documentation you have included with your questionnaire, if applicable:

- Section A Personal information: Proof of marriage or civil partnership (if applicable)
- Section B Immigration status: Copy of your passport/s for relevant family members/spouse or civil partner (if applicable)
- Section C Residence history: Utility bill, Council tax statement, Employment contract, Bank statement, or Tenancy agreement
- Section E Temporary absence:
 - Copies of relevant overseas employment contracts
 - Evidence of property maintained in the UK/EEA (at least one piece of evidence per year of ownership/residence if applicable)
 - Evidence of return visits (including outgoing and return flights, which may include e-tickets, etc.)
- Section F Working in the UK: Copies of relevant employment contracts
- Section G: Refugee/Asylum in the UK: A copy of your refugee status Home Office letter, ARC card or travel document
- Other (please indicate what other documents are included and why): _____

Section I: Return Instructions

Use this section to check you have prepared your documents appropriately, please ensure:

- You do not upload more than one copy of each document
- Your documents have appropriate/useful names (i.e. not 12345.doc)
- You use a zip folder to reduce file size and group together similar documents, such as council tax statements, flight tickets, etc.
- None of your documents are larger than 5000 KB (5MB)
- Files are in an acceptable format (BMP, DOC, DOCX, DOTX, JPEG, JPG, PDF, PNG, TXT, ZIP)

Please note that documentation not in English may be requested to be resent with certified English translations

Section J: Declaration

I have fully completed the fee status questionnaire, and I confirm that the information provided is correct to the best of my knowledge.

Signature:

If you are completing the form electronically, please tick this box instead of signing:

Date (dd/mm/yyyy):