Fee Classification Questionnaire



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Please use **BLOCK CAPITAL** letters when completing this form. The information in this questionnaire can be made available in alternative format, on request.

	factors as defined in the Immigration and Nationality (Fees) can be found on page 2.			
	r residency in the past three years. Section F is available for you			
Each section has spaces for information regarding yourself, your spouse/civil partner (where applicable) and your parents. There is no need to duplicate information – eg, if both parents live at the same address, you may simply add "as previous". Information regarding your spouse/civil partner and parents is requested because some types of eligibility for home fee status are affected by your family relationships, eg, the children of EU nationals who are not themselves EU nationals, or the spouses/civil partners of asylum seekers who have been awarded refugee status.				
Classification as a "Home" student for the purposes of fee payment depends on qualifying under the "Main Formula" for UK residence, or on inclusion in one of a number of limited categories. For information regarding this, please see the UKCISA website at www.ukcisa.org.uk				
	ne Office documents. If your fee status is dependent upon your cuments must be in English or translated into English and			
e must include:				
document ocument				
locuments . The notes at the top of each	section stipulate which documents are acceptable.			
ed sections and/or supply the correct docu	ments may delay the decision made on your application or			
m is, to the best of my knowledge and	l belief, accurate and complete.			
	Date			
	DD/MM/YYYY			
	e/civil partner's status. A glossary of terms at apply from B to E, dependent upon you elevant to your fee classification. Yourself, your spouse/civil partner (where a ddress, you may simply add "as previous" ome fee status are affected by your family ers of asylum seekers who have been awards of fee payment depends on qualifying uption regarding this, please see the UKCISA dicture page and any relevant visas or Homeride copies of their documents as well. Do the must include: Council official, or solicitor/legal notary per document Council Office, or solicitor/legal notary put documents. The notes at the top of each			

Glossary of terms					
ALL SECTIONS	First day of the first academic year of the course ("relevant date")	This date is defined in the fees regulation as 'the 1 September, 1 January or 1 April closest to the first term of the person's course'. It is referred to in this document as the "relevant date". Therefore for ALL undergraduate programmes, the majority of master's programmes and PhD programmes that date will be 1 September of the year of entry. Only PhD students intending to commence their study in the Lent or Summer terms will have a different relevant date.			
	Relevant three year period	The three years preceding the relevant date – therefore if your relevant date is 1 September 2017, we require information relating to all of your places of residence (excluding normal holidays) from 1 September 2014 – 1 September 2017.			
SECTION A	Permanent address	This is the place where you are ordinarily resident – a home you retain even if you are temporarily absent for educational or professional reasons. The place where you "habitually, lawfully and normally live" (UKCISA).			
SECTION B	UK and Islands	England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man, but excluding Sovereign Bases on Cyprus and UK Dependent Territories such as the Falkland Islands.			
	ILR	Indefinite Leave to Remain – an official letter of validation of your passport issued by the immigration authorities.			
SECTION C	EU	Austria, Belgium, Bulgaria, Republic of Cyprus (but not the Turkish Republic of Northern Cyprus), Croatia, Czech Republic, Denmark, Estonia, Finland (including the Aland Islands), France (including the French Overseas Departments of Guadeloupe, Martinique, French Guyana, Reunion, and Saint Martin), Germany (including Heligoland), Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal (including Madeira and the Azores), Romania, Slovakia, Slovenia, Spain (including the Balearic Islands, the Canary Islands, Ceuta, and Melilla), Sweden, UK (including Gibraltar).			
	EEA	EU countries plus Iceland, Liechtenstein and Norway (including Svalbard). Due to a bi-lateral agreement dating from 2002, Switzerland is also considered to be within the relevant area for fee classification purposes.			
SECTION E	НР	Humanitarian Protection – given to asylum seekers who have not been granted refugee status, but who nevertheless may remain in the UK. Official documentation issued by the immigration authorities.			
	Normal holidays	Short absences with a fixed intention to return to the UK, ie, with no change in your place of ordinary residence.			

Section	checklist (please tick to indicate which sections you have completed)	Tick (√)
Section A	All applicants should complete this section.	
Section B	This section should be completed by applicants who have been resident in the UK and Islands at any time during the relevant three year period.	
Section C	This section should be completed by applicants who have been resident in the EU/EEA/Switzerland at any time during the relevant three year period.	
Section D	This section should be completed by applicants who have been resident outside of the UK/EU/EEA/Switzerland at any time during the relevant three year period. Applicants who have been resident in more than one country in this category should give all relevant information on a separate sheet.	
Section D: Table	This section should be completed by applicants who have been resident outside of the UK/EU/EEA/Switzerland at any time during the relevant three year period but who have maintained a home or links within the UK/EU/EEA/Switzerland.	
Section E	This section should be completed by applicants who have applied for refugee status in the UK.	
Section F	Applicants should provide any additional information they feel is relevant in this section.	

Evidence ch	ecklist (please tick to indicate which documents you have attached)				
Document type	Purpose of document	Please provide:			
Passport	To confirm your country of birth and your nationality	Copy of the picture page of your passport. If you are claiming Home/EU status through a family member, a copy of the picture page of their passport.			
Visa	To confirm your immigration status in the UK, EU, EEA, or Switzerland	Copy of the relevant visa(s) to show your immigration status in the UK, EU, EEA, or Switzerland (eg. Indefinite Leave to Remain/Enter, refugee status, etc.).			
Letter from Home Office	To confirm your immigration status in the UK, EU, EEA, or Switzerland	Copy of your letter from the Home Office to show your immigration status in the UK, EU, EEA, or Switzerland (eg. Indefinite Leave to Remain/Enter, refugee status, etc.).			
Letter from employer	To confirm your employment in your country of residence	Copy of a contract or letter from your employer indicating the start date of your contract, whether the employment is part-time or full-time and whether the contract is fixed term or to retirement.			
Other	Other supporting documents	Copy of other documents such as a marriage/civil partnership certificate.			

Section A: All applicants

				Tick (√)		
Please attach certified copies of the	Please attach certified copies of the following documents:					
• a copy of your passport						
a copy of official documentation co	infirming a change of	nationality (if app	olicable)			
a copy of your marriage/civil partne	rship certificate (if app	olicable)				
You			Your spouse/civil partner			
1. Country of birth			1. Country of birth			
2. Nationality (if dual give both)			2. Nationality (if dual give both)			
3. Previous nationality if changed since birth			3. Previous nationality if changed since birth			
4a. Current permanent/home address			4a. Current permanent/home address			
4b. Dates living at this address	From: DD / MM /	/ YYYY	4b. Dates living at this address	From: DD / MM / YYYY		
	To: DD / MM /	/ YYYY		To: DD / MM / YYYY		
5a. Have you lived at this address for three years preceding the start date of your course?	Yes	No 🗌	5a. Have you lived at this address for three years preceding the start date of your course?	Yes No No		
5b. If no, give address details and dates for all residences in the relevant period			5b. If no, give address details and dates for all residences in the relevant period			
Your mother			Your father			
1. Country of birth			1. Country of birth			
2. Nationality (if dual give both)			2. Nationality (if dual give both)			
3. Previous nationality if changed since birth			3. Previous nationality if changed since birth			
4a. Current permanent/home address			4a. Current permanent/home address			
4b. Dates living at this address	From: DD / MM / YYYY		4b. Dates living at this address	From: DD / MM / YYYY		
	To: DD / MM /	/ YYYY		To: DD/MM/YYYY		
5a. Have you lived at this address for three years preceding the start date of your course?	Yes	No 🗌	5a. Have you lived at this address for three years preceding the start date of your course?	Yes No No		
5b. If no, give address details and dates for all residences in the relevant period			5b. If no, give address details and dates for all residences in the relevant period			

Section B: UK and Islands residents

Please attach certified copies of the		Tick (√)					
• Q4 – a copy of your letter of confirm							
• Q5 – a copy of your passport pictur	Q5 – a copy of your passport picture page and any relevant visas or letter from the Home Office						
• Q6 – evidence in the form of a letter from your employer, indicating the start date of the contract, whether the employment is full-time or part-time and whether the contract is fixed term or to retirement							
You Your spouse/civil partner							
Date of entry to the UK		M / YYYY	Date of entry to the UK		D / MM / YYYY		
2. What was the purpose of your original entry to the UK?	- DD / IVIII	VI / I I I	What was the purpose of your original entry to the UK?		/ IVIIVI / I I I I		
3a. Has the main purpose changed in the relevant three year period?	Yes	No 🗌	3a. Has the main purpose changed in the relevant three year period?	Yes	No 🗌		
3b. If yes, please give details			3b. If yes, please give details				
4a. Do you have Indefinite Leave to Remain/Enter (in) the UK (ILR/ILE)?	Yes	No 🗌	4a. Do you have Indefinite Leave to Remain/Enter (in) the UK (ILR/ILE)?	Yes	No 🗌		
4b. If yes, on what basis do you have ILR/ILE?			4b. If so, on what basis do you have ILR/ILE?				
5a. Is there any restriction on the length of your stay in the UK?	Yes	No 🗆	5a. Is there any restriction on the length of your stay in the UK?	Yes	No 🗆		
5b. If yes, please give details (including the type of visa held)			5b. If yes, please give details (including the type of visa held)				
6. Are you currently employed in the UK?	Yes	No 🗌	6. Are you currently employed in the UK?	Yes	No 🗌		
7. Are you currently studying in the UK?	Yes	No 🗌	7. Are you currently studying in the UK?	Yes 🗌	No 🗌		
Your mother			Your father				
1. Date of entry to the UK	DD / MN	A / YYYY	1. Date of entry to the UK	D	D / MM / YYYY		
2. What was the purpose of your original entry to the UK?			2. What was the purpose of your original entry to the UK?				
3a. Has the main purpose changed in the relevant three year period?	Yes	No 🗌	3a. Has the main purpose changed in the relevant three year period?	Yes	No 🗌		
3b. If yes, please give details			3b. If yes, please give details				
4a. Do you have Indefinite Leave to Remain/Enter (in) the UK (ILR/ILE)?	Yes	No 🗌	4a. Do you have Indefinite Leave to Remain/Enter (in) the UK (ILR/ILE)?	Yes	No 🗌		
4b. If yes, on what basis do you have ILR/ILE?			4b. If so, on what basis do you have ILR/ILE?				
5a. Is there any restriction on the length of your stay in the UK?	Yes	No 🗆	5a. Is there any restriction on the length of your stay in the UK?	Yes	No 🗆		
5b. If yes, please give details (including the type of visa held)			5b. If yes, please give details (including the type of visa held)				
6. Are you currently employed in the UK?	Yes	No 🗌	6. Are you currently employed in the UK?	Yes 🗌	No 🗌		
7. Are you currently studying in the UK?	Yes	No 🗌	7. Are you currently studying in the UK?	Yes	No 🗌		

Section C: EU, EEA, and Switzerland residents

Please attach certified copies of the following documents: Tick (\(\)							
• a copy of your passport or that of the relevant parent(s), if you are the child of a Swiss national or if you are claiming 'Home' fee status on the basis of your parent(s)'s passport							
• Q5a – a copy of your visa letter or confirmation from the relevant authorities (if applicable)							
• Q6a – a copy of your passport picture page and any relevant visas or letter from the government (if applicable)							
• Q7 – evidence in the form of a letter from your employer, indicating the start date of your contract, whether the employment is full-time or part-time and whether the contract is fixed term or to retirement (if applicable)							
You			Your spouse/civil partner				
1. Country of residence			1. Country of residence				
2. Date of entry to the EU/EEA/ Switzerland	DD/M	M / YYYY	Date of entry to the EU/EEA/ Switzerland	DD / M	M / YYYY		
3. What was the purpose of your original entry to the EU/EEA/ Switzerland?			3. What was the purpose of your original entry to the EU/EEA/ Switzerland?				
4a. Has the main purpose changed in the relevant three year period?	Yes	No 🗌	4a. Has the main purpose changed in the relevant three year period?	Yes	No 🗌		
4b. If yes, give details			4b. If yes, give details				
5a. Do you have Indefinite Leave to Remain (or equivalent) in the EU/EEA/Switzerland?	Yes	No 🗌	5a. Do you have Indefinite Leave to Remain (or equivalent) in the EU/EEA/Switzerland?	Yes	No 🗌		
5b. If yes, on what basis do you have Indefinite Leave to Remain?			5b. If yes, on what basis do you have Indefinite Leave to Remain?				
6a. Is there any restriction to the length of your stay in the EU/EEA/Switzerland?	Yes	No 🗌	6a. Is there any restriction to the length of your stay in the EU/EEA/Switzerland?	Yes	No 🗌		
6b. If yes, please give details (including the type of visa held)			6b. If yes, please give details (including the type of visa held)				
7. Are you currently employed in the EU/EEA/Switzerland?	Yes	No 🗌	7. Are you currently employed in the EU/EEA/Switzerland?	Yes	No 🗌		
8. Are you currently studying in the EU/EEA/Switzerland?	Yes	No 🗌	8. Are you currently studying in the EU/EEA/Switzerland?	Yes	No 🗌		
Your mother			Your father				
1. Country of residence			1. Country of residence				
2. Date of entry to the EU/EEA/ Switzerland	DD / M	M / YYYY	2. Date of entry to the EU/EEA/ Switzerland	DD / M	M / YYYY		
What was the purpose of your original entry to the EU/EEA/ Switzerland?			3. What was the purpose of your original entry to the EU/EEA/ Switzerland?				
4a. Has the main purpose changed in the relevant three year period?	Yes	No 🗌	4a. Has the main purpose changed in the relevant three year period?	Yes	No 🗌		
4b. If yes, give details			4b. If yes, give details				
5a. Do you have Indefinite Leave to Remain (or equivalent) in the EU/EEA/Switzerland?	Yes	No 🗌	5a. Do you have Indefinite Leave to Remain (or equivalent) in the EU/EEA/Switzerland?	Yes	No 🗌		
5b. If yes, on what basis do you have Indefinite Leave to Remain?			5b. If yes, on what basis do you have Indefinite Leave to Remain?				
6a. Is there any restriction to the length of your stay in the EU/EEA/Switzerland?	Yes	No 🗌	6a. Is there any restriction to the length of your stay in the EU/EEA/Switzerland?	Yes	No 🗌		
6b. If yes, please give details (including the type of visa held)			6b. If yes, please give details (including the type of visa held)				
7. Are you currently employed in the EU/EEA/Switzerland?	Yes	No 🗌	7. Are you currently employed in the EU/EEA/Switzerland?	Yes	No 🗌		
8. Are you currently studying in the EU/EEA/Switzerland?	Yes	No 🗌	8. Are you currently studying in the EU/EEA/Switzerland?	Yes	No 🗌		

Section D: Overseas (non-UK/EU) residents

Please attach certified copies of the		Tick (√)					
a copy of the passport of the relevative employment of your parent(s) or the employment of your parent(s) or the employment of your parent(s) or the employment of your parent (s) or the employment (s)	ed to						
• Q6a – a copy of your passport picture page and any relevant visas or letter from the government							
Please complete the table on page 8 if you or your parents have maintained a home or links within the UK/EU/EEA/Switzerland at any time during the relevant three year period							
during the relevant times year period							
You			Your spouse/civil partner				
1. Country of residence			1. Country of residence				
2. Date of entry to country of residence	DD / MM	1/YYYY	2. Date of entry to country of residence		/ MM / YYYY		
3. What was the purpose of your move to this country?			3. What was the purpose of your move to this country?				
4a. Did you visit the UK/EU/EEA/ Switzerland in the relevant period?	Yes	No 🗌	4a. Did you visit the UK/EU/EEA/ Switzerland in the relevant period?	Yes	No 🗌		
4b. If yes, please list all dates in the tak	ole on page 8	'	4b. If yes, please list all dates in the table on page 8				
5. What is your immigration status in the country of residence?			5. What is your immigration status in the country of residence?				
6a. Is there any restriction on the length of your stay?	Yes	No 🗌	6a. Is there any restriction on the length of your stay?	Yes	No 🗌		
6b. If yes, please give details			6b. If yes, please give details				
7a. Do you propose to return to live in the UK/EU/EEA/Switzerland?	Yes	No 🗌	7a. Do you propose to return to live in the UK/EU/EEA/Switzerland?	Yes	No 🗌		
7b. If yes, is this a firm or provisional intention?			7b. If yes, is this a firm or provisional intention?				
8a. Are/were you employed in the country of residence above?	Yes	No 🗆	8a. Are/were you employed in the country of residence above?	Yes	No 🗌		
8b. If yes, was the job obtained prior to you moving to this country?	Yes	No 🗌	8b. If yes, was the job obtained prior to you moving to this country?	Yes	No 🗆		
8c. Are/were you in continuous employment in the country of residence?	Yes	No 🗌	8c. Are/were you in continuous employment in the country of residence?	Yes	No 🗌		
8d. If yes, is the employment permanent or temporary?			8d. If yes, is the employment permanent or temporary?				
8e. If temporary, what date is the contract scheduled to end?	DD / MN	1 / YYYY	8e. If temporary, what date is the contract scheduled to end?		/ MM / YYYY		
8f. Is the contract renewable?	Yes	No 🗌	8f. Is the contract renewable?	Yes 🗌	No 🗌		
9. Are/were you in full-time education in the country of residence?	Yes	No 🗌	9. Are/were you in full-time education in the country of residence?	Yes	No 🗌		

Continued on page 7

Your mother			Your father		
1. Country of residence			1. Country of residence		
2. Date of entry to country of residence	DD / MM / YYYY		2. Date of entry to country of residence	DD / MM / YYYY	
3. What was the purpose of your move to this country?			3. What was the purpose of your move to this country?		
4a. Did you visit the UK/EU/EEA/ Switzerland in the relevant period?	Yes	No 🗌	4a. Did you visit the UK/EU/EEA/ Switzerland in the relevant period?	Yes	No 🗌
4b. If yes, please list all dates in the tab	ole on page 8		4b. If yes, please list all dates in the tab	le on page 8	
5. What is your immigration status in the country of residence?			5. What is your immigration status in the country of residence?		
6a. Is there any restriction on the length of your stay?	Yes	No 🗌	6a. Is there any restriction on the length of your stay?	Yes	No 🗌
6b. If yes, please give details			6b. If yes, please give details		
7a. Do you propose to return to live in the UK/EU/EEA/Switzerland?	Yes	No 🗌	7a. Do you propose to return to live in the UK/EU/EEA/Switzerland?	Yes	No 🗌
7b. If yes, is this a firm or provisional intention?			7b. If yes, is this a firm or provisional intention?		
8a. Are/were you employed in the country of residence above?	Yes	No 🗌	8a. Are/were you employed in the country of residence above?	Yes	No 🗌
8b. If yes, was the job obtained prior to you moving to this country?	Yes	No 🗌	8b. If yes, was the job obtained prior to you moving to this country?	Yes	No 🗌
8c. Are/were you in continuous employment in the country of residence?	Yes	No .	8c. Are/were you in continuous employment in the country of residence?	Yes	No 🗌
8d. If yes, is the employment permanent or temporary?			8d. If yes, is the employment permanent or temporary?		
8e. If temporary, what date is the contract scheduled to end?	DD / MIV	1/YYYY	8e. If temporary, what date is the contract scheduled to end?	DD / MM	/ YYYY
8f. Is the contract renewable?	Yes	No 🗌	8f. Is the contract renewable?	Yes	No 🗌
9. Are/were you in full-time education in the country of residence?	Yes	No 🗌	9. Are/were you in full-time education in the country of residence?	Yes	No 🗌

Section D: Overseas residents - links maintained within the UK/EU/EEA/Switzerland

If you have lived outside of the UK/EU/EEA/Switzerland at any time during the relevant 3 year period, you need to give us detailed information regarding regular links you have maintained within the UK/EU/EEA/Switzerland.

Country visited within the UK/EU/ EEA/Switzerland	Purpose of visit, eg, visiting family, work experience, holiday, etc	Type of residence you stayed in, eg, own home, hotel, etc	Full address of residence you stayed in	Name(s) and relationship(s) to the person(s) with whom you stayed
	within the UK/EU/	within the UK/EU/ eg, visiting family, EEA/Switzerland work experience,	within the UK/EU/ eg, visiting family, you stayed in, eg, EEA/Switzerland work experience, own home, hotel, etc	within the UK/EU/ eg, visiting family, you stayed in, eg, residence you EEA/Switzerland work experience, own home, hotel, etc stayed in

Section E: Refugee status in the UK

Please attach certified copies of the	following docum	ents:	Tick (√)			
• Q1 – a copy of your letter from the Home Office (if applicable)						
• Q3 – a copy of your letter from the Home Office (if applicable)						
• Q5 – a copy of your marriage/civil p	artnership certificate	e (if applicable)				
You			Your spouse/civil partner			
1. Have you been granted refugee status in the UK?	Yes	No 🗌	1. Have you been granted refugee status in the UK?	Yes	No 🗌	
2. Date refugee status was granted	DD / MM	I / YYYY	2. Date refugee status was granted	DD / MN	// YYYY	
3. If your application for refugee status has not been agreed, have you been granted Humanitarian Protection (HP)?	Yes	No .	3. If your application for refugee status has not been agreed, have you been granted Humanitarian Protection (HP)?	Yes	No 🗌	
4a. Have you remained in the UK since your status was granted (except for normal holidays)?	Yes	No 🗌	4a. Have you remained in the UK since your status was granted (except for normal holidays)?	Yes	No 🗌	
4b. If you answered 'no' to question 4a	a, please complete S	ection F	4b. If you answered 'no' to question 4a, please complete Section I			
5. If married, please state date of marriage/civil partnership	DD / MM	I / YYYY	5. If married, please state date of marriage/civil partnership			
Your mother			Your father			
1. Have you been granted refugee status in the UK?	Yes	No 🗌	1. Have you been granted refugee status in the UK?	Yes	No 🗌	
2. Date refugee status was granted	DD / MM	I / YYYY	2. Date refugee status was granted	DD / MN	// YYYY	
3. If your application for refugee status has not been agreed, have you been granted Humanitarian Protection (HP)?	Yes	No .	3. If your application for refugee status has not been agreed, have you been granted Humanitarian Protection (HP)?	Yes	No 🗌	
4a. Have you remained in the UK since your status was granted (except for normal holidays)?	Yes	No .	4a. Have you remained in the UK since your status was granted (except for normal holidays)?	Yes	No 🗌	
4b. If you answered 'no' to question 4a	a, please complete S	ection F	4b. If you answered 'no' to question 4a, please complete Section F			
5. If married, please state date of marriage/civil partnership	DD / MM	I / YYYY	5. If married, please state date of marriage/civil partnership	DD / MN	M / YYYY	

Section F: Further information

Please use this space to give any further information you feel may be relevant to your fee classification. Attach a separate sheet if necessary.