**Admissions and Access**

**Fee Assessment Form**

|  |  |
| --- | --- |
| **APPLICANT SURNAME:** |  |
| **FORENAME:** |  |
| **STUDENT NUMBER or UCAS PERSONAL ID:** |  |

The University of Stirling charges tuition fees at a different rate to students classified as ‘RUK’ (Rest of UK & Republic of Ireland – England, Wales, Northern Ireland & Republic of Ireland) and ‘International’ for fee purposes than to those classified as ‘Home’ (Scottish) fee students.

**DEFINITION**

Eligibility for home fee status depends on the student meeting **all** of the following immigration and residence conditions. The **‘relevant date’** is 1 August, 1 January, 1 April or 1 July and falls before and closest to the start date of the applicant’s university programme.

**Conditions:**

1. **SETTLED STATUS**

The student is ‘settled’ in the UK on the relevant date. Settled means ordinarily resident and free of immigration controls as defined by the Immigration Act 1971 (as amended).

1. **ORDINARY RESIDENCE**

The student has been ‘ordinarily resident’ in the relevant area of the UK and Islands for the 3-year period before the relevant date, apart from any temporary absences.

 **MAIN PURPOSE FOR RESIDENCE**

The student was not at any time during that 3-year period resident in the relevant area of the UK and Islands or the EEA wholly or mainly for the purpose of receiving full-time education.

Certain categories of students who do not meet all of the conditions described above may still be charged at ‘home’ fee rates. Details of these categories are given in the [**UKCISA (UK Council for International Student Affairs) Guidance**](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Scotland-fee-status)

If you believe you are in one of these excepted categories, please complete Section 1, plus the relevant section of the form as follows:

|  |  |
| --- | --- |
| Those temporarily employed outside the UK  | Complete Section 2  |
| Those ‘settled’ in the UK who have exercised a ‘right of residence’ in the EEA and/or Switzerland  | Complete Section 3  |
| Non-UK European Union Nationals resident in the EEA or Switzerland and certain family members  | Complete Section 4  |
| EEA Migrant Workers/Swiss Workers and certain family members  | Complete Section 5  |
| Certain Refugees and persons of similar status  | Complete Section 6  |

If you believe that you are in an excepted category not covered by the above sections, please complete Section 1 and provide further information in the Declaration section at the end of this form. **Please include supporting documentation.**

**PLEASE NOTE: IF YOUR PERMISSION TO REMAIN IN THE UK IS BASED SOLELY ON YOU HOLDING A STUDENT VISA YOU MUST BE CLASSED AS ‘INTERNATIONAL’ FOR FEES PURPOSES.**

**Home fee status** is applied where an applicant is able to meet the criteria for this assessment on the ‘relevant date’ prior to starting their programme. Once a student has been accepted and has enrolled on their programme their fee status will not be re-assessed unless they fall in to one of the immigration categories where review after commencement of study is permitted. These are Refugees or those granted Humanitarian Protection/Discretionary Leave having applied for Asylum and their relevant family members.

**CONFIDENTIAL**

In order to determine the correct fee status that would apply in the event of admission to the University of Stirling, the student applicant and (where applicable) their parent, guardian or spouse are asked to complete and return this form. Supporting documentation should be provided where requested, or if considered appropriate.

It is important that you provide information in a timely manner otherwise your application may be declined or rejected by default. The information provided will be treated in confidence subject to such verification of details as the University may consider necessary.

**ALL APPLICANTS MUST COMPLETE SECTION 1**

# Section 1

|  |  |
| --- | --- |
| **Immigration Status** | **You must provide (tick which document you have include):** |
| British Citizen or holder of Certificate of Entitlement to Right of Abode in the UK | Copy of relevant page of passport  | [ ]  |
| EU citizen with Pre-settlement or settled status |  | [ ]  |
| Indefinite Leave to Enter/Remain | Copy of relevant pages of passport and/or Home Office letter or Biometric Residence Permit | [ ]  |
| Refugee Status | Home Office letter, Biometric Residence Permit or immigration status document | [ ]  |
| Refused refugee status but granted exceptional Leave to Enter/Remain | Home Office Letter | [ ]  |
| EU national, other than UK | Copies of relevant pages of passport | [ ]  |
| Other | Copy of relevant pages of passport and/or Home Office Letter | [ ]  |

## Personal Details

|  |  |  |
| --- | --- | --- |
| 1.1 | Family Name |  |
| 1.2 | Other Name(s) |  |
| 1.3 | Title (Mr/Miss/Mrs/Dr etc.) |  |
| 1.4 | Date of Birth |  |
| 1.5 | Country of Birth |  |
| 1.6 | Nationality (please list ALL nationalities that apply to you) |  |
| 1.7 | Nationality of parents/relevant family member (if applicable) and please advise relationship to other family member if this is the option selected (please list ALL nationalities that apply). | Father:Mother:Other:Relationship: |
| 1.8 | Marital Status |  |
| 1.9 | Nationality of spouse/civil partner (if applicable) |  |
| 1.10 | Applicants present address |  |
| 1.11 | Applicants permanent address (if different) |  |
| 1.12 | Telephone number |  |
| 1.13 | Email address |  |
| 1.14 | Full title of course applied for (please confirm level of study) |  |
| 1.15 | Proposed date of entry (from offer letter) |  |
| 1.16 | STUDENT NUMBER or UCAS PERSONAL ID: |  |

## Residence

1.17 Please provide all details of places of residence during the 10-year period before the relevant date: all addresses and dates of residence.

|  |  |  |
| --- | --- | --- |
| **Country and Town**  | **Dates of residence**  | **Main reason for residence (e.g. living with family, study, employment etc.)**  |
|   |   |     |
|   |   |   |

## Documents required as evidence of residency

**All applicants must provide evidence of their residency in the three years preceding the relevant date.** (Please tick to confirm which documents you have supplied)

|  |  |
| --- | --- |
| Utility bills |[ ]  Payslips/P60/Letter from Employer |[ ]
| Council/local property tax statements |[ ]  Active bank statement |[ ]
| Letter or transcript from School or University |[ ]  Other |[ ]

**If you are living, or have previously lived, in the UK or EU, please answer questions 1.18 to 1.22**

**If you have never lived in the UK, please go to question 1.23**

|  |  |  |
| --- | --- | --- |
| 1.18 | If you are currently living in the UK or EU, what was your date of entry? |  |
| 1.19 | If you are not currently living in the UK or EU, what was your date of leaving? |  |
| 1.20 | Do you intend to remain in the UK or EU after completing your course? |  |
| 1.21 | What is your current employment status or most recent employment status in the UK or EU? If you are employed, please provide your employer name and address. |  |
| 1.22 | If you are/have been temporarily absent from the UK or EU during the 3 year period before the relevant date, please complete sections 2 and /or 3. |  |

## Education

1.23 Please give full details of your education history (continue on separate sheet if required).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School/College/University Name**  | **Country**  | **Full/Part- time**  | **Start & End Dates**  | **Intended Qualification**  |
|  |  |  |  |  |
|  |      |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1.24 | If you have previously attended a UK university, were you classed as 'Home' , ‘RUK’ or 'International' for fee purposes?  |  |
| 1.25 | What will be your source of finance if admitted to this University? (E.g. self-funding, parents, overseas government sponsorship, SAAS, Student Finance)  |  |
| 1.26 | What will be your source of finance if admitted to this University? (E.g. self-funding, parents, overseas government sponsorship, SAAS, Student Finance)   |  |

# Section 2

# Temporary Absence due to Employment Abroad

To be completed **only** if the applicant's temporary absence from the EEA during the **3-year period** before the relevant date was due to temporary employment. Please provide answers to the following questions (on a separate sheet if necessary):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.1 | If you were absent from the EEA due to temporary employment overseas, please indicate whether the employee was (please tick): | **Yourself** | **Your Parents** | **Your spouse or civil partner** |
|  |  |[ ] [ ] [ ]

2.2 Give details of all employment in the **last 10 years**

|  |  |  |
| --- | --- | --- |
| **Employer's Name**  | **Employer's Address**  | **Start and End Dates**  |
|       |   |   |
|       |   |   |
|       |   |   |

|  |  |  |
| --- | --- | --- |
| 2.3 | Was the employment obtained prior to departure?   | [ ]  Yes[ ]  No  |
|   | If not, what were you doing in the overseas country before obtaining employment?   |   |
| 2.4  | Was/is the employment for a specified period?   | [ ]  Yes[ ]  No  |
|   | If yes, what is the length of contract?   |   |
| 2.5  | Was/is the employment contract renewable and/or part of a series of contracts?  | [ ]  Yes[ ]  No  |
| 2.6  | Did/ does the contract include liability for UK/ EU income tax?  | [ ]  Yes[ ]  No  |
| 2.7  | Did/does the contract specifically state that the employee can return to the UK/ EU to resume employment with the same company after the temporary employment abroad?  | [ ]  Yes[ ]  No  |
| 2.8  | Was/is the property in which the family were residing immediately prior to temporary absence still owned?  | [ ]  Yes[ ]  No  |
| 2.9  | Have holidays been spent in the UK/ EU?  | [ ]  Yes[ ]  No  |
| **If** **‘yes’**  | How often were holidays spent in the UK/EU?  |   |
|   | How long were the holidays which were spent in the UK/EU?  |  |
|   | What other periods of time (except for holidays) were spent in the UK/ EU? The university must have evidence that you have exercised habitual residence in the UK/EEA. |  |
| 2.10  | How long have you spent outside the UK/ EU since last leaving?  |  |

## Documents required as evidence of temporary absence

All applicants that have been temporary absent must provide evidence of the absence and (if applicable) their continued links to their place of ordinary residence. (Please tick to confirm which documents you have supplied)

Please note that a temporary visa will not be accepted as evidence of temporary absence

|  |  |
| --- | --- |
| Letter from Employer |[ ]  Evidence of time spent in EU/UK (such as flight bookings, bank statements, accommodation bookings) |[ ]
| Employment contract |[ ]  Evidence of property maintained in the EU/UK |[ ]
| Evidence of income tax paid in the EU/UK |[ ]  Evidence of habitual residence **(this must be supplied)** |[ ]
| Other |[ ]  Please confirm details: |

# Section 3

# Those who are ‘settled’ in the UK and have exercised a ‘Right of Residence’ in the EEA and/or Switzerland

Please provide answers to the following questions (on a separate sheet if necessary**) plus supporting evidence where appropriate:**

|  |  |  |
| --- | --- | --- |
| 3.1 | Are you a UK national? | [ ]  Yes[ ]  No  |
| 3.2 | Are you the family member of a UK national?If yes, please provide a copy of the relevant family member’s passport and evidence of their relationship to you, eg, birth certificate, marriage certificate etc. | [ ]  Yes[ ]  No  |
| 3.3 | Have you been resident in the European Economic Area (EEA) and/or Switzerland continuously for the three years preceding 1 August, 1 January, 1 April or 1 July closest to the start of your course? Please ignore absences of less than 4 weeks. | [ ]  Yes[ ]  No  |
|  3.4 | If you answered yes to 3.3, please indicate below what you have been doing for the past four years in the EEA and/or Switzerland |
| **Country** | **Start and End Dates** | **Reason (Employment, self-employed, student etc)** |
|  |  |  |
|  |  |  |
|  |  |  |

# Section 4

# Non-UK European Union Nationals Resident in the EEA or Switzerland and certain family members

Please provide answers to the following questions (on a separate sheet if necessary) **plus supporting evidence where appropriate:**

|  |  |  |
| --- | --- | --- |
| 4.1  | Are you a National, or the relevant family member of a National, of a **Non-UK** member state of the European Union (EU)?  | [ ]  Yes[ ]  No  |
| 4.2  | If yes, please state nationality and provide copy of relevant family member’s passport and evidence of their relationship to you.  |  |
| 4.3  | Will your relevant family member be accompanying you to the UK for the duration of your studies? **You may be asked to provide evidence of this throughout your course**  | [ ]  Yes[ ]  No  |
| 4.4  | Have you been resident in the European Economic Area (EEA) or Switzerland continuously for the last three years? (Please ignore absences of less than 4 weeks)   | [ ]  Yes[ ]  No  |

If you answered No to 4.4, give details of the periods when you were resident outside the EEA/Switzerland, including where you were resident, with dates, and reason for absence from the EEA/Switzerland. (If absence was for employment, **you must attach documentary evidence confirming the temporary nature of the employment.**)

|  |  |  |
| --- | --- | --- |
| Where resident | Reason for Absence from the EEA/Switzerland | Dates Absent (From/To) |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 5**

**EEA Migrant Workers / Swiss Workers and certain family members**

Please provide answers to the following questions (on a separate sheet if necessary) **plus supporting evidence where appropriate (i.e. copy of the relevant person’s passport and proof of their employment):**

Please provide answers to the following questions (on a separate sheet if necessary):

|  |  |  |
| --- | --- | --- |
| 5.1 | Are you, your parent(s) or your spouse/civil partner EEA migrant workers or Swiss workers?  | [ ]  Yes[ ]  No  |
| 5.2 | If Yes, please indicate the relevant person | [ ]  You[ ]  Your parents[ ]  Your spouse or civil partner  |
|  | Please state the nationality of the relevant person: |  |
| 5.3 | Name and Address of employer |  |
|  | Please provide start date |  |
| 5.4 | Have you personally been resident in the EEA/Switzerland for the last three years? | [ ]  Yes[ ]  No  |

# Section 6

# Certain Refugees and Persons of Similar Status

|  |  |  |
| --- | --- | --- |
| 6.1 | Have you, or your parent(s) or your spouse/civil partner been recognised by the Home Office as a Refugee or have been refused Asylum but granted Humanitarian Protection (HP) or Discretionary Leave (DL)? | [ ]  Yes[ ]  No  |
| 6.2 | If Yes, please attach a copy of the relevant letter from the Home Office confirming granting of recognition and indicate details of person concerned | [ ]  You[ ]  Your parent(s)[ ]  Your spouse or civil partner  |
|  | Please state the nationality of the relevant person: |  |
|  | Date of Home Office recognition |  |
| 6.3 | Has the person with this status been ordinarily resident in the UK since the date of recognition as a Refugee or since HP or DL was granted? **If yes, please provide evidence of this.** | [ ]  Yes[ ]  No  |

|  |  |  |
| --- | --- | --- |
| 6.4 | Are you the child of an Asylum seeker or an unaccompanied child asylum seeker?If yes, please attach a copy of the relevant letter from the Home Office confirming this. | [ ]  Yes[ ]  No  |

**Additional Information (To be completed by all applicants)**

|  |  |
| --- | --- |
| Based on the eligibility conditions for home fee status, please state whether you think that you qualify, and if so, on what basis   |  |
|  Please provide any further information which you think will assist us in determining your fee status  |       |

**Home fee status is applied where an applicant is able to meet the criteria for this assessment on the ‘relevant date’ prior to starting their programme. Once a student has been accepted and has enrolled on their programme their fee status will not be re-assessed unless they fall in to one of the immigration categories where review after commencement of study is permitted. These are Refugees, or those granted Humanitarian Protection/Discretionary Leave having applied for Asylum, and their relevant family members.**

## Declaration

I declare that the information I have given in this form is complete and accurate to the best of my knowledge or belief. I understand that I may be asked to provide additional supporting documentation. I authorise University of Stirling to make any necessary enquiries to verify the authenticity of any information or supporting documentation submitted as part of this enquiry and for third parties to confirm.

|  |  |
| --- | --- |
| **Applicant Signature:** |  |
| **Date:** |  |

**Thank you for completing this form. Please complete all relevant sections and make sure you upload all pages of the form along with all supporting documentation to your applicant portal. You must ensure that you upload this form as a document type of Fee Status Assessment form. Further evidence should be loaded against the appropriate document type (passport, driving licence, other ID). If you fail to do this, your assessment form may not be identified by our systems.**

Independent fee status advice is also available from:

**UKCISA: The UK Council for International Student Affairs**

Please consult their Guidance Note for Students “Fee status in Scotland: higher education” available at [www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Scotland-fee-status](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Scotland-fee-status)

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| --- |
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| **Reasons and Evidence:** |
| **Processed By:** **Confirmed By:** |