

# Fee Assessment Questionnaire

This questionnaire is designed in order to provide the University with complete and accurate details in order to ensure that the correct fee status of either “Home” or “Overseas” is assigned to applicants in accordance with the residency and immigration requirements as defined in the Education (Fees and Awards) England Regulations 2007 (Statutory Instrument No. 779) as amended and the Higher Education (Fee Limit Condition) (England) Regulations 2017 (statutory Instrument No 1189) as amended and the Education (Student Fees, Awards and Support) (Amendment) Regulations 2021 (Statutory Instrument No 127).

Please answer all questions with as much detail as possible and provide documentary evidence where requested (see Appendix) within **ten working days of receipt**. Undergraduates must return the Questionnaire to [fees@city.ac.uk](mailto:fees@city.ac.uk) Postgraduates must return the Questionnaire to the email address that this questionnaire was sent from.

A summary of the government regulations can be found in a guide produced by the UK Council for International Student Affairs (UKCISA) on their website [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

Fee Assessments are conducted with reference to the mentioned regulations along with City's [Fee Status Assessment Policy](#). Should changes to the policy occur, you will be notified in writing.

## PART A: Personal Details

**Title:** Mr / Mrs / Miss / Ms / Dr

**Family name:**

**First name/s:**

**Date of birth (dd/mm/yyyy):**

**UCAS Course Code / Course Title:**

**UCAS Personal ID / City ID:**

**Start Date (mm/yyyy):**

**Country of birth:**

**As shown on your / their passports please list:**

*If you or your family have more than one citizenship, please list them all*

	Nationality	Dual Nationality(ies)
Your nationality / citizenship		
Nationality(ies) of your Father		
Nationality(ies) of your Mother		
Nationality(ies) of your Spouse		

Correspondence Address	Home Address

## PART B: Immigration Status

Please select the option that accurately reflects your immigration status and provide the dates requested:	✓	Please provide copies of the following when returning the questionnaire:
British or British Overseas Territories Citizen or holder of Right of Abode		a) Copy of the identity page of your passport b) Copy of relevant pages confirming status
Indefinite Leave to Enter/Remain in the United Kingdom		a) Copy of the identity page of your passport / identity card b) Copy of relevant page containing the stamp and/or Home Office letter.
Refugee Status (or the child or spouse/civil partner of someone granted refugee status)		a) Copy of Home Office letter or refugee travel document
Refused refugee status (or a child or spouse of someone refused refugee status) but granted either Humanitarian Protection, Exceptional Leave to Enter/Remain or Discretionary Leave		a) Copy of Home Office letter or travel document
Limited Leave To Remain/Time Limit on stay  Date last passport stamp/visa issued:  Date of expiry of most recent permission to stay:		a) Copy of the identity page of your passport / identity card b) Copy of the page containing the stamp and/or Home Office Letter confirming status
National of an EU member state, EEA member state or overseas territory (does not include the UK)		a) Copy of the identity page of your passport or nationality document
Settled/Pre-Settled Status under the EU Settlement Scheme		a) Please obtain a share code from <a href="https://www.gov.uk/view-prove-immigration-status">https://www.gov.uk/view-prove-immigration-status</a> and enter here:
Swiss National		a) Copy of the identity page of your passport or nationality document

If none of the above categories apply to you, or your status is likely to change before **1<sup>st</sup> September 2021**, please give details and provide supporting evidence:



## PART D: Educational History

Please tell us about your educational history. Please include all institutions attended.

School/College/University	Town and Country	Dates Attended (mm/yyyy)		Full or Part Time?
		From	To	

## PART E: Employment and Temporary Residence Abroad

If you have been ordinarily resident outside of the UK/EEA during the last three years because you, your spouse/civil partner or your parent(s) were/are temporarily working abroad, please give details (including length of time abroad and nature of the work) including **a copy of the relevant employment contracts or an official letter from the employer covering this period.**

Country	Length of Stay (including arrival and leaving dates if appropriate)	Nature of work	Contract Type

Was/is a house or flat maintained in the EEA during the period of employment abroad?

Yes  No  If Yes, please provide details:

If a house or flat is/was maintained during the period of employment abroad was/is it rented out or retained for the family's use?

Rented  Retained

If a house or flat is maintained, please give the address, length of possession and provide proof of ownership (eg deeds of purchase, utility bills etc):

How often have you visited the property in the last three years (please provide dates and length of stay)?:

## PART F: Working in the UK

If you are a non-British EEA National, a Swiss National or the child of a Turkish national ordinarily resident in the UK, or a British national who has worked in another EEA country, or the spouse or child of such a person, please complete the following:

### YOU

Please supply details of all recent employment

Location	Type of Work	Date and Period of employment (mm/yyyy)	
		From	To

### SPOUSE

Please supply details of all recent employment

Location	Type of Work	Date and Period of employment (mm/yyyy)	
		From	To

## PARENTS

Please supply details of all recent employment

Location	Type of Work	Date and Period of employment (mm/yyyy)	
		From	To

Use the space below to provide any further relevant information:

## PART G: Marriage and Civil Partnership

Are you:

Married to a UK or EEA National? Yes  No

Married to someone who has Right of Abode in the UK? Yes  No

Married to someone who has Indefinite Leave to Enter or Remain in the UK? Yes  No

If you have ticked YES to any of the above questions please include a copy of your Marriage Certificate and a copy of the identity page of your spouse's passport.

Other (please give details):

## PART H: Declaration

By signing this declaration I hereby confirm that the information provided in this questionnaire is correct to the best of my knowledge

Signature/Type Name:

Date:

Please return this questionnaire and all supporting documentation to [fees@city.ac.uk](mailto:fees@city.ac.uk)

## APPENDIX

Many questions in this form will require documentary evidence. Scans are acceptable but you may be asked to provide original documents at a later date.

Where documents are not in English you will need to get official translations.

You are recommended to provide as much information as possible when you return this Questionnaire but the University may write back to you to request more evidence if it is considered necessary.

Nationality	A copy of the relevant identity page(s) of your current passport.  If you have dual nationality you must include copies of both passports.  In some instances you may be required to provide the passports of both parents and/or your spouse.
Immigration Status	Your passport,  BRP card, Home Office documentation, residence permit, etc.
Family relationship	Marriage/Civil Partnership Certificate, birth certificate, adoption papers, parent's passports.
Ordinary Residence/Residence in a given area	Council Tax bills, tenancy agreement, ownership of property, local government registration, utility bills, bank details, flight tickets etc
Employment	Employment contracts, employer's letters, payslips. This may relate to you or your parents.

If you have any questions regarding this questionnaire please contact the Admissions Office at [fees@city.ac.uk](mailto:fees@city.ac.uk)