

## **FUNDING TEAM, UNIVERSITY OF ESSEX**

### **FEE STATUS QUESTIONNAIRE**

**Please read these instructions carefully:**

**This form is only for students who started their course after August 2021**

Please complete **all relevant sections** of the questionnaire and return this by email to [funding@essex.ac.uk](mailto:funding@essex.ac.uk)

#### **Outcome of your fee status assessment**

Once we have processed your form we will contact you either to ask for more information or to advise you of what evidence you will need to provide to show your eligibility for 'home' fees.

We will contact you by email to inform you of the outcome of your assessment, or request any additional information that we require – so please check your email and reply to any requests for additional information.

The deadline for the fee status change for Academic year 2023-24 is **31<sup>st</sup> October 2022**.

#### **Further information regarding fee status:**

The University of Essex adheres to the Fee Regulations for England when considering fee status.

For details of these Fee Regulations and the categories of students who may be eligible to pay 'home' fees, please read the [guidance](#) carefully.

Please read the Pdf Guide "[Who pays 'home' fees for higher education in England?](#)" which details the criteria for students who started their course from August 2021 onwards.

WHICH UKCISA CATEGORY DO YOU BELIEVE YOU QUALIFY FOR 'HOME FEES' UNDER? PLEASE TICK THE RELEVANT BOX:	
SETTLED	PLEASE TICK
3 years in UK and Islands, settled in UK	<input type="checkbox"/>
3 years in Republic of Ireland/UK/Islands, settled in UK	<input type="checkbox"/>
3 years in UK and Islands, EUSS settled status connection	<input type="checkbox"/>
FAMILY MEMBER OF A SETTLED PERSON	
Family member of a settled person, course starts on or after 1 August 2022	<input type="checkbox"/>
Family member of a UK national, course starts before 1 August 2022	<input type="checkbox"/>
RESIDENCE IN BRITISH OVERSEAS TERRITORIES	
Residence in British overseas territories, course starts on or after 1 August 2022	<input type="checkbox"/>
Residence in British overseas territories, course starts before 1 August 2022	<input type="checkbox"/>
BREXIT TEMPORARY OFFERS FOR COURSES STARTING BEFORE 2028	
UK nationals and family with residence in Europe or overseas territories	<input type="checkbox"/>
Settled and exercised a right of residence	<input type="checkbox"/>
Irish citizens with residence in Europe or overseas territories	<input type="checkbox"/>
Residence in Gibraltar	<input type="checkbox"/>
BREXIT PROTECTED RIGHTS	
EU national and family / family of relevant person of Northern Ireland	<input type="checkbox"/>
EU national, 3 years in UK & Islands	<input type="checkbox"/>
Worker and family	<input type="checkbox"/>
Child of worker	<input type="checkbox"/>
Child of a Swiss national	<input type="checkbox"/>
Child of a Turkish worker	<input type="checkbox"/>
LONG RESIDENCE	
Long residence	<input type="checkbox"/>
SPECIAL STATUS	
Refugee and family	<input type="checkbox"/>
Those granted humanitarian protection, and family	<input type="checkbox"/>
Those granted Stateless leave, and family	<input type="checkbox"/>
Those with Section 67 leave	<input type="checkbox"/>
Person granted Calais leave to remain	<input type="checkbox"/>
Person granted indefinite leave as a victim of domestic violence or domestic abuse	<input type="checkbox"/>
Those with indefinite leave as a Bereaved partner	<input type="checkbox"/>
Persons granted leave under the Afghan schemes	<input type="checkbox"/>
Persons granted leave under the Ukraine schemes	<input type="checkbox"/>

**SECTION A: APPLICANT DETAILS**

Registration number <b>or</b> PRID:	
Course	
Last name/Family name:	
Other name(s)	

**SECTION B: APPLICANT DETAILS**

Date of Birth:	
Current permanent address:	
Date you began living in the UK (if applicable):	
If not living in the UK, date you began living in the EU (if applicable):	
Nationality (if you have dual nationality, please state both):	

**SECTION C: IMMIGRATION STATUS**

**Please complete this section if you are a resident in the UK. See guidelines [here](#) for settled status and other relevant categories.**

<b>IMMIGRATION STATUS</b>	<b>PLEASE TICK IF APPLICABLE</b>	<b>PLEASE PROVIDE COLOUR COPY OF THE FOLLOWING:</b>
British citizen (or spouse of British Citizen)	<input type="checkbox"/>	Photo page of your passport (If spouse, copy of spouse's passport and copy of marriage certificate)
Right of abode	<input type="checkbox"/>	Photo page of your passport
Indefinite Leave to Remain/Enter	<input type="checkbox"/>	Biometric Residence Permit (both sides) or Home Office letter confirming status
Right of Permanent Residence	<input type="checkbox"/>	Permanent residence card If you do not have a permanent residence card but believe that you

		have the right of permanent residence, please let us know
EEA or Swiss national (or spouse of EEA national)	<input type="checkbox"/>	Photo page of your passport (If spouse, copy of spouse's passport, copy of marriage certificate, and proof of spouse's employment in the UK)
Refugee status Or child/spouse of someone with refugee status	<input type="checkbox"/>	Home Office letter or refugee status travel document and passport when possible
Granted humanitarian protection Or child/spouse of someone granted humanitarian protection	<input type="checkbox"/>	Home Office letter and passport when possible
British Overseas Territory citizen	<input type="checkbox"/>	Photo page of your passport
Time limit on stay	<input type="checkbox"/>	Biometric Residence Permit (both sides) or Home Office letter confirming status and photo page of passport

**IF NONE OF THE ABOVE CATEGORIES APPLY TO YOU, PLEASE PROVIDE DETAILS OF YOUR CURRENT STATUS AND SUPPORTING EVIDENCE BELOW:**

## SECTION D: RESIDENCY DETAILS

Please list where you currently live, where you have previously lived and the reason for living there.

Country	From (dd/mm/yy)	To (dd/mm/yy)	Purpose (e.g. born, work, study, migrated in order to settle)	Living with

## SECTION E: RELEVANT FAMILY MEMBERS

We ask for this information because some students are not entitled to Home fees in their own right, but could be entitled to Home fees because of their family members.

Mother's nationality:	
Father's nationality:	
Mother's current permanent address (if different from yours):	
Father's current permanent address (if different from yours):	
Do any members of your family, other than your parents, have EU nationality? If yes, please detail and provide appropriate evidence: <a href="#">See guidelines</a> for relevant family members.	
Are you or any members of your family nationals of Iceland, Liechtenstein, Norway, Switzerland or Turkey, who lives or has lived, in the UK? If yes please provide details including dates and purpose of residence and provide appropriate evidence. <a href="#">See guidelines</a> for relevant family members.	

## SECTION F: TEMPORARY ABSENCE

**Please complete this section if you have been resident outside of the UK/EEA during the last 4 years because you, your spouse or your parent/s were temporarily working abroad. See [guidelines](#) for temporary absence.**

Who was employed outside of the UK/EEA?	
Dates of employment outside of the UK/EEA:	
Details of the work:	
Details of residential property owned by you or your family in the UK/EEA:  Please include address, dates of ownership and dates of visits to the property during your absence	
Details of visits to the UK/EEA during your absence:  Please include dates, locations of stay and reasons for your visit/s	

## SECTION G: STUDENT FINANCE

<b>Please tick the relevant box:</b>	<b>YES</b>	<b>NO</b>
Have you been granted Student Finance for your course? If 'Yes', please send us a copy of your Student Finance England entitlement letter	<input type="checkbox"/>	<input type="checkbox"/>
If no, have you made an application for Student Finance?	<input type="checkbox"/>	<input type="checkbox"/>
If no, do you intend to make an application for Student Finance?	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION H: OTHER RELEVANT INFORMATION

Please use this section to inform us of any other information that you feel is relevant to your fee status assessment.

## SECTION I: DECLARATION

The information I have given is, to the best of my knowledge and belief, accurate and complete.

Signed (please type name if returning by email).	
Date:	

## OFFICE USE ONLY

**Which category of the guidance does the student meet and what evidence has been received to support their eligibility?**

Please copy and paste the category from the guidance and include box links to evidence.

[UKCISA - international student advice and guidance - England: HE fee status](#)

Date:		FSO name:	
Decision:		Date:	
Signed off by:			
Notes			