

Fee status questionnaire

Publicly funded UK universities charge two levels of tuition fees: these are typically referred to as ‘home’ and ‘overseas’. The level of tuition fee to be charged to a student is based on The *Education (Fees and Awards) (England) Regulations 2007 (as amended).* Under these Regulations students who are classified as ‘overseas’ may be charged a higher level of fee than those classified as ‘home’

This Fee Status Questionnaire has been issued to you by the admissions staff at the University of Liverpool to allow the Fee Status Team to determine whether you will be classified as a ‘home’ or ‘overseas’ student for the purpose of the payment of tuition fees. **Please complete this form with all the necessary information even if you do not believe that you need to do so.**

Please note that the University fee assessment process is carried out independently of your application to study. A decision on your fee status has no bearing on our decision on your application. Further details of how we determine eligibility are available at[www.ukcisa.org.uk.](http://www.ukcisa.org.uk/)

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.

Failure to supply the completed questionnaire or relevant evidence may delay the final decision or lead to an incorrect fee status decision. Appeals to any decisions will be managed within the [Fee Assessment Procedure for Applicants.](https://www.liverpool.ac.uk/student-administration/fees-and-finance/fee-status/)

1. Please note that all questions are mandatoryunless indicated otherwise and you will need to provide proof to support any of the answers you give. **You must provide the evidence required**. An assessment cannot be made without the relevant evidence.
2. Please answer all questions **accurately** to make sure the University can classify you correctly at the beginning of your programme. **Incomplete questionnaires will not be considered**.
3. This form is designed to be completed electronically so please send the completed form back to feestat@liverpool.ac.uk in Word or PDF format.

This form is only for **current applicants** to the University of Liverpool. General information for prospective applicants can be found on the UKCISA website: [http://www.ukcisa.org.uk.](http://www.ukcisa.org.uk/) We recommend you read the UKCISA Guidance detailing the eligibility criteria which can be found at: [http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status) [status.](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status)

How to complete this form

The form comprises nine sections (A-I): **Please make sure you complete each section where applicable**

1. Personal information
2. Immigration status
3. Residence history
4. Education history
5. Temporary absence from the UK (**where relevant**)
6. Working in the UK (**where relevant**)
7. Refugee / Asylum in the UK (**where relevant**)
8. Supporting information checklist
9. Declaration
10. Additional Information

# Section A: Personal information:

|  |
| --- |
| Family name:Click or tap here to enter text. |
| Personal names:Click or tap here to enter text. |
| Title: Mr / Mrs / Ms / Miss / Dr / Other: Click or tap here to enter text. |
| University Reference Number/Student ID number:Click or tap here to enter text. |
| Proposed Programme applied for (e.g. MA Archaeology):Click or tap here to enter text. |
| Start date (dd/mm/yyyy):Click or tap to enter a date. |
| Date of birth (dd/mm/yyyy):Click or tap to enter a date. |
| Email address:Click or tap here to enter text. |
| Home address:Click or tap here to enter text. |
| Correspondence/mailing address (if different):Click or tap here to enter text. |
| Nationality / Citizenship:Click or tap here to enter text.(if you have more than one nationality, please list them all) |
| Country of birth:Click or tap here to enter text. |
| Parent 1 Name:Click or tap here to enter text.Parent 1 Citizenship(s):Click or tap here to enter text.Parent 1 Relationship to you (e.g. Mother, father, step-parent, etc)Click or tap here to enter text. |
| Parent 2 Name:Click or tap here to enter text.Parent 2 Citizenship(s):Click or tap here to enter text.Parent 2 Relationship to you (e.g. Mother, father, step-parent, etc)Click or tap here to enter text. |
| Parents home address (if different from your home address)Click or tap here to enter text. |

|  |
| --- |
| 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:Click or tap here to enter text. |
| Date of marriage / civil partnership Click or tap to enter a date. |
| Nationality / Citizenship(s) of your spouse/civil partner:Click or tap here to enter text. |
| Address of spouse (if different to yours):Click or tap here to enter text. |

Section B: Immigration status

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

|  |
| --- |
| [ ] UK National/British Citizen or Indefinite Leave to Remain (not EUSS) living in the UK |
| [ ] UK Nationals and family with residence in Europe or overseas territories |
| [ ] British Overseas Territories Citizen/Residence in British Overseas Territories |
| [ ] Irish Citizen with residence in Europe or overseas territories |
| [ ] EU/EEA national living in UKIndicate if you have:[ ] Settled status\*[ ] Pre-settled status\*\* **If you have Settled or Pre-Settled status please provide us with a Share Code for your status. Please note your Home Office letter is not sufficient evidence.** [**https://www.gov.uk/view-prove-immigration-status**](https://www.gov.uk/view-prove-immigration-status) |
| [ ] EU/EEA national living in EU/EEA |
| [ ] Irish national living in UK |
| [ ] Time limit on stay in the UK/Leave to Remain* Date your last passport stamp was issuedClick or tap here to enter text.
* Expiry date of your most recent permission to stay Click or tap here to enter text.
 |
| [ ] Refugee / refugee-related / asylum status* 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 when returning the questionnaire where applicable

Section C: Residence history

1. **Date of first entry into the UK** (if applicable): Click or tap to enter a date.
2. Please give details of all the countries, including the UK, in which you have been ordinarily resident since birth**,** with approximate dates for each one. Do not include any holidays 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 (e.g. living with family, work, education, etc)** |
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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.

For a definition of ‘ordinary residence’, please visit the UKCISA website: [www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Ordinary-residence-case-law](http://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 (e.g. full-time, part-time, distance learning)** |
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# 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 or more?

## [ ] 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): Click or tap here to enter text.

[ ] No, I have been permanently absent

1. 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 or more 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 (e.g. fixed term)** | **Person employed (e.g. self, father, wife)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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## Please include evidence of employment (e.g. contract or letter from employer) showing start and end dates when returning the questionnaire.

1. 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: Click or tap here to enter text.

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

[ ] Yes – retained for family use

[ ] Yes – rented out

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

|  |  |
| --- | --- |
| * Utility Bill
 | * Council Tax Statement, or
 |
| * Bank statement
 | * 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

1. 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**: Click or tap to enter a date.

1. 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 dates of travel.

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

Please continue on a separate sheet if required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Country and town / region** | **Place of stay (e.g. hotel, family home, with relatives)** | **Dates of visit** | **Purpose of visit** |
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**Section F: Worker and Family in the UK**

1. Please check 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***

1. Are you, your spouse / partner or your parent(s) currently resident in the UK? [ ] Yes

[ ] No

1. Have you, your spouse / partner or your parent(s) worked in the UK? [ ] Yes

[ ] No

If yes, please provide details below.

|  |  |  |
| --- | --- | --- |
| **Country and town / region of residence** | **Name of employer** | **Dates of employment** |
| Click or tap here to enter text. | Click or tap here to enter text. | To: Click or tap here to enter text. |
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## Please provide evidence of any employment in the UK such as a copy of contracts or a letter from the employer.

Section G: Refugee / Asylum in the UK

1. Please check **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): Click or tap to enter a date.

[ ] 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

1. If you have been given the right to remain/enter indefinitely in the UK, please give the date that this was granted Click or tap to enter a date.

# Section H: Supporting information checklist

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

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

[ ] Section A Personal Information

A copy of your passport details including name, photograph and passport number

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**)

Copy of your biometric residence permit, Home Office Share Code and screenshot (**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 Click or tap here to enter text.

## 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.

# Return Instructions

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

* + 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 (JPEG, JPG, PDF, ZIP)

# Section I: 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:**Click or tap here to enter text.If you are completing the form electronically, please check this box instead of signing:[ ]  |
| **Date**:Click or tap to enter a date. |

# Section J: Additional Information

Click or tap here to enter text.