

Fee Assessment Questionnaire

2012 Entry

For Office Use Only:

Please ensure that before completing this questionnaire, you have read the Question and Answer section on pages 7-8 which may aid you in completing this questionnaire accurately.

Please complete every section of this questionnaire, clearly writing 'N/A' for any question that is not applicable. Should you have any enquiries, please contact feestatus@kingston.ac.uk

Fee Status (Tick)	Name of Assessor	Date
Home		
ELQ		
Overseas		
Islands		
Notes		

Section 1: Personal Details

1 (a)

UCAS Personal ID / Kingston ID number: _____

Title: _____ Name: _____ Surname: _____ Date of Birth: _____

Email address: _____

Address: _____

Have you lived at this address for the last 5 years? Yes No

1 (b)

If you answered No above, please give details of all your previous address (es) from 1st September 2009 to present:

From	To	Address	Country

Nationality (as stated in your passport): _____ Country of birth: _____

1 (c)

If Norwegian or Swiss National, please state when you are arriving/arrived in the UK: _____

If Norwegian or Swiss National, please state whether you are a 'worker' in the UK? Yes No

Required Documentation if ticked 'Yes': A copy of your current employment contract

1 (d) – Personal Details (Continued)

Have you ever resided outside of the United Kingdom/European Union? Yes No

1 (e)

Please provide full details of your education and employment from September 2009 – present:

(Please ensure that this section is fully completed and that there are no gaps in the timeline. If there was any period between September 2009 – present where you were out of education and unemployed, please write this ensuring you state which country you were resident in)

From	To	Education & Employment Details	Country

1 (f)

Do you already hold a previous equivalent degree qualification (i.e. if you are applying for a Undergraduate degree, do you already hold a BA or BSc degree or if you are applying for a Postgraduate degree, do you already hold a Postgraduate Certificate or Diploma, MA or MSc)?

Yes. Please state full degree name and qualification:

No

Section 2: Family Details

2 (a)

Please state the nationality of the following individuals (as stated in their passport):

Mother: _____ Father: _____ Legal Guardian: _____ Spouse/Civil Partner: _____

Required Documentation: Proof of any official guardianship, marriage or civil partnership

Please provide details of your parents/legal guardian(s) address (es) from 1st September 2007 to present:

From	To	Address	Country

2 (b)

Have your family members worked in the UK: Yes No

If yes, please give details from 1st September 2007 to present:

From	To	Address	Country

Section 3:

Current Immigration Status in the UK

3 (a)

Please tick below which immigration status applies to you:

UK / EU Passport / EU ID card	
EEA Passport	
Married to a UK / EU Citizen	
Indefinite Leave to Enter/Remain Permit	
Limited Leave to Enter/Remain Permit	

Section 3 (a) continues on the next page

3 (a) – Current Immigration Status in the UK (Continued)

Tier 1-5 Visa (including Tier 4 Student Visa)	
Refugee Status / Humanitarian Protection Document If yes, please answer questions under 3 (b)	
Discretionary Leave to Remain	
Other:	

Required Documentation: A copy of relevant page (s) of Passport details confirming name and Nationality AND relevant immigration visa

3 (b) – Refugee Status *(if this is not applicable, please move to section 4)*

Are you an asylum seeker awaiting a decision from the Home Office? Yes No

Are you a Refugee recognised by Her Majesty's Government? Yes No

Have you been ordinarily resident in the UK (including the Channel Islands and the Isle of Man) since you were recognised as a Refugee? Yes No

Do you have a relevant family member who is recognised as a Refugee in the UK? Yes No

If so, please state their relationship to you: _____

(Relevant family members are: Your Spouse / Civil Partner, your parent or your parent's Spouse / Civil Partner)

Have you been granted any of the following, as a result of an Asylum Application? (Please tick)

	Yes
Exceptional Leave to Remain (Before February 2011)	
Discretionary Leave to Remain (Before February 2011)	
Humanitarian Protection	
Other, please state:	

Do you have a relevant family member who has been granted any of the following, as a result of an Asylum application? Yes No (please tick in table below)

If so, please state their relationship to you: _____

	Yes
Exceptional Leave to Remain (Before February 2011)	
Discretionary Leave to Remain (Before February 2011)	
Humanitarian Protection	
Other, please state:	

Section 4: Temporary Residence Abroad

4 (a)

Have you or a family member resided outside of the UK / EU / EEA / Switzerland / Overseas Territories since 1st September 2007? Yes No

If yes, please complete the rest of section 4 which continues below.

If no, please sign the declaration on page 6, ensuring that you have uploaded a copy of your Passport and if applicable, your Visa, to your OSIS account.

4 (b)

In which country did you reside outside of the UK/EU/EEA/Switzerland/Overseas Territories?

(For a list of the Overseas Territories, please refer to the Question & Answer section at the back of this questionnaire)

Country you resided in	From (Month/Year)	To (Month/Year)

What was your reason for this residency? _____

If you were not residing outside of the UK/EU/EEA/Switzerland/Overseas Territories, where would you have been ordinarily resident? _____

Did you make regular return visits to the UK/EU/EEA/Switzerland/Overseas Territories?

Yes No

Do you or your family own a property in the UK/EU/EEA/Switzerland/Overseas Territories?

Yes No

If so, did you maintain this in the period you resided outside of the UK/EU/EEA/Switzerland/Overseas Territories? Yes No

Required Documentation for Temporary Residence Abroad:

- Evidence of your temporary absence overseas i.e. if it was for education, please provide a school admission letter or if it was for employment reasons, please provide a work contract
- Evidence that links to the UK/EU/EEA/Switzerland/Overseas Territories were maintained whilst overseas i.e. a bank statement from these areas from the period that you were overseas
- Evidence that you or your parents/legal guardians own a property in the UK/EU/EEA/Switzerland/Overseas Territories i.e. a Council Tax statement from the period that you were overseas
- Evidence that regular return visits were made to the UK/EU/EEA/Switzerland/Overseas Territories i.e. flight tickets, online booking forms, boarding passes, visas, stamps in your passports

**Section 5:
Declaration**

5 (a)

I declare that the information I have given is both true and correct. I understand that giving inaccurate or false information, or submitting false or fraudulent documentation or withholding relevant information will affect my ability to enrol or remain on a course of study at the University. I also understand that the University requires further documentary evidence to verify this information and that failure to produce this may result in my being charged Overseas fees. I also understand that the University is unable to accept responsibility for any original documents submitted with this questionnaire. I agree to pay fees at the advised rate on an annual basis, subject to increase, for the duration of the course and accept that my fee status cannot be amended part way through my course unless I meet the eligibility criteria set out by the UKCISA regulations. However, I understand that if it transpires that I do hold an Equivalent or Lower Qualification (ELQ) that was not declared on this questionnaire, this may affect my fee status and I may be liable to pay an increased amount in tuition fees. Furthermore, I also understand that the outcome of my assessment is based upon the eligibility criteria for 'Home' student status as outlined on the UKCISA website.

Signature: _____ **Date:** _____

Under the Data Protection Act 1998, the information you supply will be held in the strict confidence for the purpose of ascertaining fee status only and may be viewed by you subject to written request

Thank you for providing this information. This questionnaire is now complete. The Fee Assessment Team will contact you via email with further information or the outcome of your assessment in due course.

2012 Fee Assessment Questionnaire Question & Answer section

Why am I fee assessed?

Kingston University is obliged to fee assess all applicants to determine whether they will be charged Home, Overseas or Islands fees in accordance with the provisions of the Education (Fees and Awards) Regulations 1997 (including amendments).

HEFCE (Higher Education Funding Council for England) regularly audit all Universities in the UK to ensure applicants are being correctly and fairly fee assessed.

What criteria does Kingston University use for fee assessing?

The criteria used for fee assessment are explained on the UK Council for International Student Affairs (UKCISA) website below who are a separate organisation from Kingston. The University abides by the criteria for eligibility for Home student fee status as explained on this website without exception so that we can treat all students equally within a fully consistent approach. Further information can be found on the UKCISA website at:

www.ukcisa.org.uk/student/info_sheets/tuition_fees_ewni.php.

Please note that this criteria is applied at time of assessment, and should there be any subsequent change in the fee regulations as stated by UKCISA, these are implemented by the University immediately for any future assessment. These however, will not affect any previous assessment conducted by Kingston unless explicitly stated by UKCISA.

I am a UK Citizen. Do I still need to complete the Questionnaire?

All applicants where we cannot clearly determine the necessary residency information from their application form are asked to complete the Questionnaire. We would kindly request that if you have been asked to complete one, you do so as quickly as possible so that we can inform you of your fee status before the start of your course.

I do not have a Passport.

If you do not have a Passport and you are a British Citizen you can submit a copy of your full Birth Certificate AND some form of photo ID (e.g. driving licence)

If you have submitted your Passport to the Home Office please can you send copies of any UK Border Agency or Home Office correspondence you have received? We may ask you for further documentation.

Do I need to bring my Passport to enrolment?

You will be required to bring your Passport to your enrolment as the main piece of identification required.

What happens to the copy of my Passport I have to submit?

Once you submit a copy of your Passport to the University it will be uploaded to your record. No other copies are retained by the University unless you are having a CRB check completed. Only limited staff is given access to view your Passport against your record.

I was a previous Kingston University Student. Do I need to complete the Questionnaire?

You will still be required to complete the Questionnaire even if you have completed a course recently at the University. This is because the University is required to obtain up-to-date information about all of its applicants and the fee regulations are subject to change and different criteria may have been introduced since you last studied with us.

I have a different name to the one on my Passport/relevant ID.

If you have got married or had a civil partnership and changed your name, but have your maiden name on your Passport please can you submit a copy of your Marriage/Civil Partnership Certificate?

If you have changed your name by Deed Poll please can you submit a copy of your certificate?

I live independently of my Parents. Do I need to complete Section 2 of the Questionnaire?

If you no longer obtain support from your Parents/Legal Guardians you do not need to complete section 2 of the Questionnaire. Please either cross through this section or put 'Not Applicable' next to it.

We collect information regarding applicant's Parents/Legal Guardians if an applicant is still dependent on them or if an applicant has been residing outside of the UK/EU for their Parent's employment or other residency reasons

What is a Home Fees Payer?

To be assessed as a home fee payer (paying a lower rate of fees), you must meet all of the following three criteria:

- You must either hold a UK/EU Passport; be married/civil partner of a UK/EU Citizen who is residing in the UK; have a UK/EU Parent who is residing in the UK; have Indefinite Leave to Remain in the UK; have full refugee status; or Humanitarian Protection as a result of an asylum application
- You must have resided in the UK/EU for at least three years immediately preceding the start of your course. (Temporary absence or being resident in two places at one time being an exception).
- You must be residing in the UK on the first day of your course.

What is an Overseas Fees Payer?

An overseas fees payer (paying a higher rate of fees), will normally fit into one or both of the below categories:

- You will not have settled status in the UK; you will not have an EU Passport; you will not have a UK/EU Spouse/Civil Partner who is living in the UK or a UK/EU Parent who is residing in the UK.
- You will not have been residing in the UK/EU for the three years immediately preceding the start of your course.

What is an Islands Fees Payer?

An Islands fee payer will be a Jersey, Guernsey or Isle of Man, Alderney, Sark or Herm Citizen. An agreement between Universities in the UK and Islands governments means that where Islands students are entitled to financial support from their Island government, institutions levy an agreed rate of fee, paid by their island government.

What happens if I do not complete this questionnaire?

If you do not complete this questionnaire correctly, or if you fail to produce copies of the required documents as outlined in the questionnaire you may be defaulted to that of an overseas fees payer and could therefore be charged higher fees. You may be asked to provide additional documentation to support any answers you give and the University may on occasion request to see originals.

**Please do not send original documents to be fee assessed.
We cannot accept responsibility for these documents.**

Can my fee status change part way through my course?

If you have been categorised as an Overseas fee payer, you may become eligible for Home fees part way through your course if you *already meet the three year residency condition on the first day of the first academic year of your course* and you meet one of the following criteria:

- an EU national or the relevant family member of an EU national
- an EEA or Swiss migrant worker or the relevant family member of such a person
- a refugee or person with Humanitarian Protection after a failed asylum application
- the child of a Swiss national
- the child of a Turkish worker in the UK

Your Fee status cannot change part way through your course if you are just granted Indefinite Leave to Remain alone.

I have additional questions, whom should I contact?

If you have any additional questions that have not been covered in this section, please contact feestatus@kingston.ac.uk

We also encourage you to have a look at the fee regulations, which can be found on the UKCISA website at:

www.ukcisa.org.uk/student/info_sheets/tuition_fees_ewni.php. Please note that UKCISA are a separate organisation from Kingston and have no bearing on making your actual assessment. The Fee Assessment Team at Kingston determines your fee assessment using these regulations.

Definition of Terms used within the Fee Assessment Questionnaire

European Union (EU) national

You are an EU national if you are a national or citizen of Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or the UK

The European Economic Area (EEA)

The EEA is a larger area than the EU. It is made up of all countries in the EU plus Iceland, Liechtenstein and Norway.

The Overseas Territories

The "overseas territories" are Anguilla; Aruba; Bermuda; British Antarctic Territory; British Indian Ocean Territory; British Virgin Islands; Cayman Islands; Ducie & Oeno Islands; Falkland Islands, Faroe Islands; French Polynesia; French Southern and Antarctic Territories; Greenland; Henderson; Mayotte; Montserrat; Netherlands Antilles (Bonaire, Curacao, Saba, Sint Eustatius and Sint Maarten); Pitcairn; South Georgia and the South Sandwich Islands; St Helena and Dependencies (Ascension Island and Tristan de Cunha); St Pierre et Miquelon; the Territory of New Caledonia and Dependencies; Turks and Caicos Islands; and Wallis and Futuna.

Ordinarily Resident

You are 'ordinarily resident' if you have habitually, normally and lawfully resided in that area from choice and for a settled purpose.

Norwegian or Swiss 'Worker'

A Norwegian or Swiss applicant can be employed or self-employed in the UK, either on a full-time or part-time basis.

Students who give up work to start a course should still be treated as workers if their course is related to their former job or area of work. Applicants who become involuntarily employed do not have to show that their course of study is related to their previous job in the UK.