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**Fee Status Assessment**

Please complete the relevant sections of the following questionnaire in order to help us assess your fee status. You must also provide the documentary evidence indicated. Scanned colour copies of documents will usually be acceptable, but please note that we may require you to supply original documents or legally certified copies. Where the original is in a language other than English, please provide an official, certified translation.

Your form and additional documentation should be **returned to Admissions within 14 days**. You should return the form and supporting documents to the e-mail address you have received in correspondence from the Admissions Office or upload this to your MySIS Applicant Portal.

If we do not receive your completed questionnaire or satisfactory documentary evidence, we will classify you as ‘overseas’ for fees purposes. For further details about the immigration and residence status requirements, and how we classify fee status as ‘home’ or ‘overseas’, please consult the Advice & Counselling Service web pages: <https://www.welfare.qmul.ac.uk/money/tuition-fee-status-will-i-pay-home-or-overseas-rate-tuition-fee>.

If you have any questions about your fee status assessment, please contact us by e-mail using the e-mail address in correspondence you have received from the Admissions Office. You must quote your QMUL Applicant ID, name and date of birth in all correspondence.

Checklist of Documents

Please provide all relevant documents with your fee status questionnaire for the sections you complete below:

*Section 2*

[ ] Photo page of passport

[ ] Relevant immigration document (such as visa, BRP, Home office letter, ID card, parents’ passports)

*Section 4*

[ ] Proof of property ownership in the UK/EU/EEA (such as mortgage statement, deed transfer, contract)

[ ] One document at the address for each of the past three years (such as Utility bill, Council Tax, Employment contract, Bank statement, Tenancy Agreement)

*Section 5*

[ ] Evidence of temporary work contract OR other reason for temporary absence

[ ] Evidence of regular return to the UK/EU/EEA (such as flight records)

[ ] Evidence of permanent return to the UK/EU/EEA, if applicable (such as flight record and bills)

*Section 6*

[ ] Evidence of regular return to the UK/EU/EEA (such as flight records)

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**Fee Status Assessment Questionnaire**

**Section 1 – Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Family Name: |  | Forename(s): |  |
| Date of birth: |  | QMUL applicant ID: |  |
| Course start date: |  | UCAS personal ID (if appropriate): |  |
| Course code and title: |  |
| Nationality:(list all if you have citizenship of more than one country) |  | Nationality of parent/guardian 1: |  |
| Nationality of spouse (if appropriate): |  | Nationality of parent/guardian 2: |  |

**Section 2 – Immigration Status**

|  |  |
| --- | --- |
| Please indicate (if known) which category you feel accurately describes your circumstance. See UKCISA guidance for more information <http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status>  | ***Category:***  |
| **Please tick the most relevant box:** | **Please provide colour scanned copies:**  |
| [ ] British citizen or Commonwealth national with Right ofAbode  | Photo page of your passport and any relevant visa |
| [ ] Indefinite Leave to Enter/Remain in the UK  | Relevant page(s) of your passport AND photo page of your passport OR your BRP (both sides) |
| [ ] Refugee status OR child or civil partner/spouse of someone granted refugee status | Home Office letter OR refugee status travel document AND photo page of passport if available |
| [ ] Refused refugee status but granted one of:* Exceptional leave to enter/remain;
* Humanitarian protection
* Discretionary Leave

OR child or civil partner/spouse of someone granted one of the above  | Home Office letter AND photo page of passport if available |
| [ ] Time limit on stay OR limited leave to remain  | Photo page of passport AND pages confirming right to stay OR BRP (both sides). *Please ensure this includes the date the last passport stamp visa issued and the date of expiry of most recent permission to stay:* |
| [ ] Non-UK EU or EEA national or Swiss national  | Photo page of passport OR ID card confirming nationality |
| [ ] Child of Swiss or Turkish national who is working in the UK | Photo page of parent’s passport AND photo page of your passport AND evidence of parental relationship |
| If none of the above is relevant to you or you expect your status to change before the start of your course, please give details ina separate statement and supply relevant documentary evidence |

**Section 3 – Current and previous residence**

*Please give details of the country or countries where you have lived since birth, including dates and reasons for residence.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Country** | **Date residence began** | **Date residence ended** | **Main reason for your residence:*** **Living with family**
* **Work**
* **Study**
 | **If reason for residence was study, state your permanent residence, e.g. parents’ address, during this period** |
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**Section 4 - Ordinary Residence**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you or your parents own a residential property in the UK/EU/EEA?**  | **Yes** |  | **No** |  |
| If YES, please state address, length of ownership and provide proof of ownership. Please also give details of visits to the property in the past three years. |
| **Property details:** (Please provide the full address) |  | **Date of Purchase**:  |  |
| Visits to property in past three years.  | **Start Date** | **End Date** | **Address (if not above)** |
|  |  |  |
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|  |  |  |
| --- | --- | --- |
| **Have you been ordinarily resident\* in the UK/EU/EEA for the last three years?** | **Yes** |[ ]  **No** |[ ]
| If NO, proceed to section 5. If YES, please provide one of the following documents for each year of residence - please note that documents should usually be in your name and confirm a UK/EU/EEA based address. If you are under the age of 18 we will also accept documents in the name of your legal parent / guardian. \*Please see the [UKCISA](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6085) website for a definition of ordinary residence.* Utility bill
* Council Tax
* Employment contract
* Bank statement
* Tenancy Agreement
 |

**Section 5 – Temporary absence**

|  |  |  |
| --- | --- | --- |
| **Do you believe your absence from the UK/EU/EEA can be defined as ‘temporary absence’?** | **Yes** |[ ]  **No** |[ ]
| If NO, proceed to section 6 If YES, please provide the additional information requested below when returning this questionnaire, but do be aware we may request further evidence depending on your individual circumstances. |

|  |
| --- |
| **Evidence for Temporary Absence** |
| *Please provide colour scanned copies:*  |
| 1. **Evidence of your parent’s/spouse’s temporary work contract**. Contracts must explicitly include the start and end date of employment. Where a contract of employment has been extended, we require copies of the original contract and all subsequent unbroken extensions.
 |
| 1. **Other reason for temporary absence.** Please provide details of the reasons for the temporary absence and any supporting evidence. Please also ensure you have provided the evidence requested in points 3 & 4.
 |
| 1. **Evidence of return to the UK/EU/EEA:** If you have returned permanently to the UK/EU following a period of temporary absence, please provide evidence of your return (such as a flight confirmation).
 |
| 1. **Evidence of regular return to the UK/EU/EEA**Please provide a full list of dates and duration of your return trips to the UK. Please also provide relevant evidence of these returns, such as flight confirmations. **(see section 6 below)**
 |

**Section 6 - Evidence of regular return to the UK/EU/EEA.**

*If you have been temporarily absent from the UK/EU or are ordinarily resident in more than one country, please provide details of any visits to the UK/EU/EEA during the period of absence or for at least the last three years. Please note that we request documentary evidence of these visits, e.g. in the form of flight confirmation travel documents. Please continue on a separate page where required.*

|  |  |  |  |
| --- | --- | --- | --- |
| Start date  | End date | Reason for visit | Location (address details) |
|  |  |  |  |
|  |  |  |  |
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**Section 7 – Additional Information**

*Please use this section to add any other information that you believe may be relevant to your fee status.*

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**Section 8 – Declaration**

I declare that, to the best of my knowledge, the information I have provided in this fee status assessment questionnaire is comprehensive and accurate. I have provided documentary evidence as required.

|  |  |
| --- | --- |
| Signed:  | Date: |

*Thank you for completing this questionnaire. We will complete your assessment as soon as possible. If we require further information or documentation, we will contact you by e-mail.*