**Fee assessment questionnaire**

Guidance notes and form

This document includes the guidance notes and form for the fee assessment questionnaire.

# Guidance for completing the Fee assessment questionnaire

* Your fee status is determined by reference to your nationality, country of domicile and other factors as defined in the UK Fees Regulations. Many of the terms used in the form have a specific meaning defined by the fees regulations and the guidance is therefore split into instructions for completing the form and a glossary of terms.
* Please read these instructions carefully, and refer to them when answering each relevant section.
* All applicants must complete sections A, E and F, plus the sections that apply from B – D. Use the checklist on the front of the form to indicate which sections apply to you.
* Complete the form clearly using BLOCK CAPITALS. You must complete all relevant sections and sign and date the declaration at the end of the form.
* All questions marked \* require documentary evidence. This should be in the form of a certified copy of the document (officially translated into English where necessary). The individual section notes below stipulate which documents are acceptable for each question. Please note that failure to supply the correct documents may delay the decision or may lead to your being incorrectly classified.
* London Metropolitan University normally determine fee status based on the UKCISA guidelines stated on [ukcisa.org.uk](http://www.ukcisa.org.uk).

**Instructions: section by section**

1. Sections A, E and F are compulsory – all applicants
2. Section B completed – resident in UK and Islands at any time during the relevant period
3. Section C completed – resident in EU/EEA at any time during the relevant period
4. Section D completed – resident outside UK/EU/EEA at any time during the relevant period
5. Section E completed – all applicants
6. Section F completed – all applicants
7. Documentary evidence supplied (to all questions marked\*)
8. Declaration signed and dated

## Personal information

* Make sure your name appears here as it does on your application form.
* Ensure you fill in your London Met ID number/UCAS number (if applicable).
* Question 5: Please give your current **permanent address** with the date you moved in.
* Question 8: If you have lived at that address for less than three years preceding your **relevant date**, please give your previous address(es) and the dates of your residence there. Attach an additional sheet if necessary.

### Section A

### Questions 1-4: Attach a copy of your passport to confirm your country of birth and nationality. If your nationality has changed, attach a copy of the official letter confirming the change. If you are married, please attach a copy of your marriage certificate.

### Section B

* Complete this section if you have been resident in the UK and Islands at any time during the **relevant period.**
* Questions 1 and 2: Give the date and purpose of your original entry to live in the UK. Include a copy of your passport stamp.
* Question 3: If the main purpose of residence in the UK has changed since your arrival, please state this here, eg if you moved to the UK for purposes of education but are now resident here for family reasons.
* Question 4:If you have **indefinite leave to remain** in the UK (ILR), please attach evidence in the form of a copy of your letter of confirmation from the Home Office
* Question 5: If there is a restriction on the length of your stay in the UK, such as a fixed-term entry visa, please indicate what this is and attach evidence, eg in the form of a copy of a passport stamp or letter from the Home Office
* Question 6: If you are currently employed in the UK, you should attach evidence in the form of a letter from your employer, which should indicate the start date of your contract, whether the employment is full-time or part-time and whether the contract is fixed term or to retirement.

### Section C

* Complete this section if you have been resident in the EU or EEA at any time during the **relevant period.**
* Question 2 and 3:Give the date and purpose of your original entry to live in the EU/EEA.
* Question 4: If the main purpose of residence in the EU/EEA has changed since your arrival, please state this here, eg if you moved to the EU/EEA for purposes of education but are now resident here for family reasons.
* Question 5:If you have **indefinite leave to remain** in the EU/EEA, please attach evidence in the form of a certified copy of your letter of confirmation from the government.
* Question 6: If there is a restriction on the length of your stay in the EU/EEA, such as a fixed-term entry visa, please indicate what this is and attach evidence, eg in the form of a certified copy of a passport stamp or letter from the government.
* Question 7: If you are currently employed in the EU/EEA, you should attach evidence in the form of a letter from your employer, which should indicate the start date of your contract, whether the employment is full-time or part-time and whether the contract is fixed term or to retirement.

### Section D

* Complete this section if you have been resident outside the UK/EU/EEA at any time during the **relevant period**. If you have been resident in more than one country in this category, please give all relevant information on a separate sheet
* Questions 1-3: Please indicate the country of residence, together with your date and original purpose of entry to that country.
* Question 4:Please indicate if you maintained a home or regular links within the UK/EU/EEA during the period of residence in question. If yes, please give details on a separate sheet, and evidence in the form of eg a copy of a letter from your dentist, bank etc.
* Question 5: Give your status in the country of residence, eg migrant worker, permanent resident.
* Question 6: Give details of any restriction of the length of your stay and attach evidence, eg in the form of a copy of a passport stamp or letter from the government.
* Question 7-9: Please give details of any employment in your country of residence - you should provide evidence in the form of a copy of the letter from your employer.

### Section E

* Questions 1 and 2: Attach evidence of your refugee status, **exceptional leave to remain** **(ELR)** or **discretionary leave (DL)** in the form of a copy of your letter from the Home Office.

### Section F

Use this space to give any further information you feel may be relevant to your fee classification. Attach a separate sheet if necessary.

### Declaration

Remember to sign and date the declaration at the bottom of the form before returning it with your documentary evidence to the relevant address at the foot of the form. Use the checklist on page one to make sure you have completed all relevant sections.

## Glossary of terms

**Permanent address:** (personal details) - This is the place where you are ordinarily resident - a home you retain even if you are temporarily absent for educational or professional reasons. The place where you “habitually, lawfully and normally live” (UKCISA).

**Relevant date:** (all sections) - This date is defined in the fees regulations as “1 September, 1 January or 1 April closest to the beginning of the first term of the person’s course”.

**Relevant period:** (all sections) - the three years preceding the relevant date – therefore if your relevant date is 1 September 2015, we require information relating to all of your places of residence (excluding normal holidays) from 1 September 2012 through 1 September 2015.

**Indefinite leave to remain (ILR):** (sections B and C) - an official letter or validation of your passport issued by the immigration authorities.

**Exceptional Leave to Remain (or Enter) (ELR), Humanitarian Protection (HP) or Discretionary Leave (DL)**: (section E) - given to asylum seekers who have not been granted refugee status, but who nevertheless may remain in the UK. An official letter or validation of your passport issued by the immigration authorities.

**UK and Islands:** (section B) - England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man, but excluding Sovereign Bases on Cyprus and UK Dependent Territories such as the Falkland Islands.

**EU:** (section C) - UK (including Gibraltar, but excluding the Channel Islands and Isle of Man), Austria, Belgium, Bulgaria, Cyprus (excluding the Turkish republic of Northern Cyprus), Czech Republic, Denmark (excluding Greenland and Faroe Islands), Estonia, Finland (including Åland Islands), France (including Guadeloupe, Martinique, French Guyana, Reunion and Saint Pierre et Miquelon, but excluding French Polynesia, Mayotte and other French Overseas Territories), Germany (including Heligoland, but excluding Buesingen), Gibraltar, Greece, Hungary, Ireland, Italy (excluding Campione d’Italia and Livigno), Latvia, Lithuania, Luxembourg, Malta, Netherlands (excluding the Netherland Antilles), Poland, Portugal (including Madeira and the Azores, but excluding Macao), Romania, Spain (including Balearic Islands, Canary Islands, Ceuta and Melilla), Slovakia, Slovenia, Sweden. Other excluded territories: Andorra, Monaco, San Marino and The Vatican.

**EEA:** (section C) - EU countries plus Iceland, Liechtenstein and Norway (including Svalbard). Due to a bi-lateral agreement dating from 2002, Switzerland is also considered to be within the relevant area for fee classification purposes.

**Fee assessment questionnaire#**

|  |
| --- |
| **Personal details** (all applicants) |
| 1. Title
 |  |
| 1. Surname
 |  |
| 1. Forename(s)
 |  |
| 1. London Met ID number/UCAS number (if known)
 |  |
| 1. Current and/or permanent home address and postcode
 |  |
| 1. Have you lived at this address for three years preceding your relevant date?
 | [ ]  Yes [ ]  No |
| If no, please go to question 8. |
| 1. Dates living at this address: (DD/MM/YY)
 | From:To: |
| 1. If you answered **no** to question 6, give dates and address details for all residences during the relevant period
 |  |
| 1. Date of birth
 |  |
| 1. Email address
 |  |
| 1. Telephone number
 |  |
| 1. **Personal information (all applicants)**
 |
| 1. Country of birth
 |  |
| 1. Previous nationality (if changed since birth, provide date of change)
 |  |
| 1. Nationality (if dual, give both)
 |  |
| 1. Country from which your passport originates
 |  |
| 1. **Applicants resident in UK and Islands (at any time during the relevant period)**
 |
| 1. Date of entry to the UK
 |  |
| 1. Purpose of your original entry to UK
 |  |
| 1. Has the main purpose changed since arrival?
 | [ ]  Yes [ ]  No |
| If yes, please give details: |
| 1. Do you have ILR\*(Indefinite Leave to Remain) in the UK?
 | [ ]  Yes [ ]  No |
| If yes, on what basis do you have ILR?: |
| 1. Is there any restriction on the length of your stay in the UK?
 | [ ]  Yes [ ]  No |
| If yes, please give details: |
| 1. Are you currently employed in the UK?
 | [ ]  Yes [ ]  No |
| If yes, please give details here and additionally attach a copy of a letter from your employer: |
| 1. **Applicants resident in EU/EEA (at any time during the relevant period)**
 |
| 1. Country of residence
 |  |
| 1. Date of entry to the EU/EEA
 |  |
| 1. Purpose of your original entry to the EU/EEA
 |  |
| 1. Has the main purpose changed since arrival?
 | [ ]  Yes [ ]  No |
| If yes, please give details: |
| 1. Do you have ILR\*(Indefinite Leave to Remain) in the EU/EEA?
 | [ ]  Yes [ ]  No |
| If yes, on what basis do you have ILR?: |
| 1. Is there any restriction on the length of your stay in the EU/EEA?
 | [ ]  Yes [ ]  No |
| If yes, please give details: |
| 1. Are you currently employed in the EU/EEA?
 | [ ]  Yes [ ]  No |
| If yes, please give details here and additionally attach a copy of a letter from your employer: |
| 1. **Applicants resident outside the UK/EU/EEA (at any time during the relevant period)**
 |
| 1. Country of residence
 |  |
| 1. Date of entry to country of residence
 |  |
| 1. What was your purpose of move to this country?
 |  |
| 1. Did you maintain a home/links in the UK/EU/EEA?
 | [ ]  Yes [ ]  No |
| If yes, please give details here and/or attach copies of documentary evidence: |
| 1. What is your status in the country of residence?
 |  |
| 1. Is there any restriction on the length of your stay?
 | [ ]  Yes [ ]  No |
| If yes, please give details: |
| 1. Are/were you employed in the country of residence above?
 | [ ]  Yes [ ]  No |
| If yes, was your job obtained prior to your move to this country?: |
|  |
| 1. Are/were you in continuous employment in the country of residence above?
 | [ ]  Yes [ ]  No |
| 1. If you answered yes, what was the nature of the employment?
 | [ ]  Temporary [ ]  Permanent |
| If temporary, when is contract scheduled to end?: |
| If temporary, is the contract renewable and do you intend to renew it?: |
| 1. **Other information (ALL applicants)**
 |
| 1. Have you applied for Refugee or Asylum status?
 | [ ]  Yes [ ]  No |
| If yes, please attach copies of documentary evidence to this form. |
| 1. Have you been granted Exceptional Leave, Humanitarian Protection, or Discretionary Leave to Remain in the UK?
 | [ ]  Yes [ ]  NoIf yes, please attach copies of documentary evidence to this form. |
| 1. When you first arrived in the UK/EU was your passport stamped to indicate:
 | A limitation on your period stay? | [ ]  Yes |
| A restriction on your ability to take up employment without prior approval from the Home Office/Employment service? | [ ]  YesIf yes, please send copies of your passport photo pages. |
| Do you have to apply periodically for a renewal of your residence visa? | [ ]  Yes[ ]  No |
| 1. Are you married to a person that has unrestricted right of abode in the UK/EU?
 | [ ]  Yes [ ]  NoIf yes, please answers questions below: |
| 1. Date of marriage:
 |  |
| 1. Date applied to Home Office to have restrictions/limitations on your residence in the UK/EU lifted?:
 |  |
| 1. Date indefinite leave to remain or unrestricted right of abode granted (if applicable)?:
 |  |
| 1. Nationality of spouse:
 |  |
| 1. Details of residence (country and dates) of spouse during the relevant period (if residing in the UK/EU/EEA):
 |  |
| 1. Are one or both of your parents resident in the UK/EU?
 | [ ]  Yes [ ]  NoIf yes, please answer the following: |
| 1. How long have they been in the UK/EU?
 |  |
| 1. Where do your parents currently live?
 |  |
| 1. Where have your parents lived for the past 10 years? Please provide dates:
 |  |
| 1. **Additional information**
 |
| Please detail below any information, which may help in deciding your fee status: |
|  |
| 1. **Declaration**
 |
| I confirm the information given on this form is correct and complete and gives a true and accurate account of my personal circumstances. |
| Applicant’s full name |  |
| Date |  |

Please return this form via email with your application to the Research and Postgraduate Office at **research@londonmet.ac.uk.**