Fee Status Questionnaire 2024

As part of the admissions process, we need to determine your fee status. We will assign you one of the following fee statuses:

Home
International

Your fee status will affect the tuition fee you will pay. It will also help us determine whether you are eligible for our scholarships.

The regulations defining who is eligible to pay Home fees are specified by the UK government. Most of the information we require relates to your nationality or immigration status, and to your place of ordinary residence. Determining fee status can be a complex area, including some specific definitions, and we would **strongly** encourage you to visit the UKCISA website at [www.ukcisa.org.uk](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-HE-fee-status) for further information on how Higher Education Institutions in England assess this.

This questionnaire will ask you some preliminary questions relating to your circumstances. It may be that we need to ask you some further questions, in which case we will contact you via email. Though we are asking you these questions, please note it is up to you to demonstrate that you have a sufficiently compelling case for Home fees. If you don’t return the questionnaire, or return an incomplete questionnaire, we will be required to make a decision on the basis of the information provided, which may result in you being classified as an International student.

Please complete and return this as a .docx or .pdf file. Additional evidence can also be provided as .jpeg. We’re unable to read .pages or .heic file formats.

# Section 1: Main Details

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| 1. Family name |  |
| 2. Forename |  |
| 3. UCAS ID orApplication number *(as applicable)* |  |
| 4. Course applied for |  |

# Section 2: Nationality and Immigration Status

The following questions will ask you about your nationality and immigration status.

**Please provide documentary evidence in support of these e.g. passport, residence permits, gov.uk share code etc.**

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| --- | --- |
| 5. Nationality (including dual nationality) |  |
| 6. If you are a British national, does your passport give your nationality as:[ ]  British Citizen [ ]  British National (Overseas)[ ]  British Overseas Territories Citizen |

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| 7. If you are not a British or Irish citizen, do **you personally** have any of the following immigration statuses:[ ]  Indefinite Leave to Remain/Enter the UK[ ]  Settled status under the EU Settlement Scheme[ ]  Pre-settled status under the EU Settlement Scheme[ ]  Certificate of application for EU Settlement Scheme[ ]  Ukraine Scheme Leave[ ]  Afghanistan Scheme Leave[ ]  BNO visa[ ]  Awaiting outcome of asylum application[ ]  Refugee status[ ]  Leave to remain in the UK on the grounds of ‘humanitarian protection’[ ]  None of the aboveIf you do not have any of the above immigration statuses, but hold another immigration status, please confirm your current immigration/visa status here:  |
| 8. If you selected “None of the above” for question 7:* Do you have a parent, spouse or civil partner who is a British Citizen or Irish citizen?
* Do you have a parent, spouse or civil partner with any of the statuses mentioned in question 7?
* Do you have a parent who is a Turkish national ordinarily resident in the UK?
* Do you have ‘Brexit Protected Rights’ through a family member or other reason?

If no, please go to the next section. If yes, please give details below for the parent(s), spouse or civil partner.If you did NOT select “None of the above” for question 7, you are welcome to complete this section anyway if you think it may help us determine your fee status, for example, if you think it is more likely that you will qualify for Home fee status through a family member. If there is any clarification you would like to give, you can use the space in question 11. |
| Name |  |
| Nationality |  |
| Place of residence |  |
| Relationship to you |  |
| Immigration status (e.g. British Citizen, Indefinite Leave to Remain, Refugee, Settled status under EU Settlement Scheme etc.) |  |

# Section 3: Place of Residence

9. Using the table on the next page, please tell us where you have lived for the last 10 years, at least. You are welcome to give us information for a longer period of time, if you wish. Please note you may be asked to provide evidence demonstrating the residence history given (see notes at the end for more information). Here are some guidelines on how to complete this information:

* + Please give rough dates, to the best of your knowledge, including month and year.
	+ Please include all periods of time, with no gaps.
	+ Examples of “Purpose” might include employment, parental employment or education. This is a free text box, so you are free to explain your purpose in your own words.
	+ It is possible to be living in more than one country at a time.
	+ Please include countries where you have lived temporarily.
	+ Please include details if you have been educated outside of your usual residence area

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Place (country)** | **From** | **To** | **Purpose** | **If purpose was education, place of residence outside term-time** |
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**Section 4: Further Context**

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| 10. Is there any further context or narrative you’d like to give us to take into consideration alongside the detail already provided, or to consider alongside any accompanying evidence you may have? The fee status regulations are complex and it is not possible for us request all the information that could possibly be of relevance. Therefore, if there is any information that we have not requested that you would like us to take into account, or if you would like to provide further context to help us understand your situation, then please do share it with us here. Again, you may like to visit the UKCISA website at [www.ukcisa.org.uk,](http://www.ukcisa.org.uk) where there is a very helpful guide that describes who is eligible to pay Home fees. |
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# Section 5: Declaration

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| I certify that the information that I have provided is accurate to the best of my knowledge and that I will notify the university of any changes. I understand that Lancaster University will use this information to help determine my fee status. Should the details given be found false or misleading, the university retains the right to change my fee status, any fees payable and any scholarships awarded.  |
| Signature |  | Date |  |

**Additional notes on evidence**

* If we require evidence to help demonstrate your ordinary residence, or temporary absence, we will contact you in due course.
* You do not need to send evidence of your residence at the point of completing your questionnaire, but if you do have supporting evidence available that you would like to send us now, you are welcome to send this via email alongside your completed questionnaire.
* If you are sending additional evidence, please ensure you complete Section 4 providing any further context you would like us to take into consideration alongside your documents.
* If you are providing evidence to help support your residence history, your evidence should clearly display your name, and depending on the evidence supplied, dates and addresses.
* If you are supplying evidence in a family member’s name, it is helpful if you can provide clarification of their full name and their relationship to you.
* If you are providing evidence that shows an address different to the home or correspondence address listed on your application, it is very helpful if you can provide further clarification on this.
* Below are some suggestions of some common types of evidence used to help demonstrate ordinary residence and/or temporary absence. This list is not exhaustive.
* We would typically expect evidence of ‘ordinary residence’ to demonstrate a regular, habitual mode of life in the residence area. In most cases, this will need to span at least the three year period prior to the start of your course. This could include:
	+ documents relating to the UK property you return to
	+ letters from UK based GPs/dentists/opticians/other health services
	+ club/library memberships
	+ UK bank statements showing UK based ATM or point of sale transactions.
* If you are dual resident (i.e. resident in more than one country), or you have been temporarily absent, and have maintained a regular pattern of return, then details of return visits including flight bookings can be useful evidence.
* If you have been temporarily absent from the UK, evidence such as employment contracts showing an overseas assignment, or information regarding the family home and belongings may be helpful. Please note that temporary absence from the UK is not necessarily the same as being temporarily resident elsewhere, so a temporary residence permit for another country would not necessarily demonstrate that you have been temporarily absent from the UK in and of itself.