

Your fee status is determined by reference to your nationality, country of domicile and other factors as defined in the UK Fees Regulations, including your parents' or spouse/civil partner's status. **A glossary of terms can be found on page 8.**

**All applicants must complete sections A and F, plus the sections that apply from B-E.** The section notes stipulate which documents are acceptable for each question. **Please note that failure to supply the correct documents may delay the decision made on your application** or may lead to you being incorrectly classified. Each section has spaces for information regarding yourself, your spouse/civil partner (where applicable) and your parents. There is **no need to duplicate information** – eg, if both your parents live at the same address, you may simply add 'as previous'. Information regarding your spouse/civil partner and parents is requested because some types of eligibility for home fee status are affected by your family relationships eg, the children of EU nationals who are not themselves EU nationals, or the spouses/civil partners of asylum seekers who have been awarded refugee status.

Classification as a **'Home'** student for the purposes of fee payment depends on qualifying under the 'Main Formula' for UK residence, or on inclusion in one of ten limited categories. For information regarding this please see the UKCISA website at [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

## Personal information

### SECTION A: COMPULSORY

**Q1-3** Attach a certified copy of your passport to confirm your country of birth and nationality. If your nationality has changed, attach a certified copy of the official documentation confirming the change. If you are married, please attach a certified copy of your marriage/civil partnership certificate.

**Q4** Please give your current **PERMANENT ADDRESS**, with the date you moved in.

**Q5-6** If you have lived at that address for less than three years preceding the first day of the first academic year of the course, please give your previous address(es) and the dates of your residence there. **Attach an additional sheet if necessary.**

# Fee Classification Questionnaire



**Undergraduate Admissions**  
LSE, Houghton Street,  
London WC2A 2AE  
Tel: 020 7955 7125, Fax: 020 7955 6001

**Graduate Admissions**  
LSE, PO Box 13420, Houghton Street,  
London WC2A 2AR  
Tel: 020 7955 7160, Fax: 020 7955 6137

Please read all the information in the shaded area carefully **before** completing this form. Please use **BLOCK CAPITAL** letters when completing this form. The information in this questionnaire can be made available in alternative format, on request.

Surname/Family name		Forenames	
UCAS/LSE number (undergraduate only)		Admissions ID number (graduate only)	
<b>You</b>		<b>Your spouse/civil partner</b>	
1. Country of birth		1. Country of birth	
2. Nationality (if dual give both)		2. Nationality (if dual give both)	
3. Previous nationality if changed since birth		3. Previous nationality if changed since birth	
4. Current permanent/home address		4. Current permanent/home address	
5. Have you lived at this address for three years preceding your relevant date? Yes <input type="checkbox"/> No <input type="checkbox"/>		5. Have you lived at this address for three years preceding your relevant date? Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. Dates living at this address		6. Dates living at this address	
<i>From</i> Day    Month    Year /       /	<i>To</i> Day    Month    Year /       /	<i>From</i> Day    Month    Year /       /	<i>To</i> Day    Month    Year /       /
7. If no, give address details for all residences in the relevant period		7. If no, give address details for all residences in the relevant period	
8. Dates living at this address		8. Dates living at this address	
<i>From</i> Day    Month    Year /       /	<i>To</i> Day    Month    Year /       /	<i>From</i> Day    Month    Year /       /	<i>To</i> Day    Month    Year /       /
<b>Your mother</b>		<b>Your father</b>	
1. Country of birth		1. Country of birth	
2. Nationality (if dual give both)		2. Nationality (if dual give both)	
3. Previous nationality if changed since birth		3. Previous nationality if changed since birth	

## SECTION A: COMPULSORY

continued

4. Current permanent/home address	4. Current permanent/home address												
5. Have you lived at this address for three years preceding your relevant date? Yes <input type="checkbox"/> No <input type="checkbox"/>	5. Have you lived at this address for three years preceding your relevant date? Yes <input type="checkbox"/> No <input type="checkbox"/>												
6. Dates living at this address	6. Dates living at this address												
<table border="1"> <tr> <td><i>From</i></td> <td><i>To</i></td> </tr> <tr> <td>Day Month Year</td> <td>Day Month Year</td> </tr> <tr> <td>/ /</td> <td>/ /</td> </tr> </table>	<i>From</i>	<i>To</i>	Day Month Year	Day Month Year	/ /	/ /	<table border="1"> <tr> <td><i>From</i></td> <td><i>To</i></td> </tr> <tr> <td>Day Month Year</td> <td>Day Month Year</td> </tr> <tr> <td>/ /</td> <td>/ /</td> </tr> </table>	<i>From</i>	<i>To</i>	Day Month Year	Day Month Year	/ /	/ /
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Day Month Year	Day Month Year												
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<i>From</i>	<i>To</i>												
Day Month Year	Day Month Year												
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7. If no, give address details for all residences in the relevant period	7. If no, give address details for all residences in the relevant period												
8. Dates living at this address	8. Dates living at this address												
<table border="1"> <tr> <td><i>From</i></td> <td><i>To</i></td> </tr> <tr> <td>Day Month Year</td> <td>Day Month Year</td> </tr> <tr> <td>/ /</td> <td>/ /</td> </tr> </table>	<i>From</i>	<i>To</i>	Day Month Year	Day Month Year	/ /	/ /	<table border="1"> <tr> <td><i>From</i></td> <td><i>To</i></td> </tr> <tr> <td>Day Month Year</td> <td>Day Month Year</td> </tr> <tr> <td>/ /</td> <td>/ /</td> </tr> </table>	<i>From</i>	<i>To</i>	Day Month Year	Day Month Year	/ /	/ /
<i>From</i>	<i>To</i>												
Day Month Year	Day Month Year												
/ /	/ /												
<i>From</i>	<i>To</i>												
Day Month Year	Day Month Year												
/ /	/ /												

## SECTION B:

**Complete this section if you have been resident in the UK AND ISLANDS at any time during the RELEVANT 3 YEAR PERIOD.**

**Q1-2** Give the date and purpose of your original entry to live in the UK. Include a **certified copy** of your passport stamp.

**Q3** 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.

**Q4** If you have **INDEFINITE LEAVE TO REMAIN/ENTER** in the UK (ILR/ILE), please attach evidence in the form of a **certified copy** of your letter of confirmation from the Home Office or the relevant page in your passport.

**Q5** 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 **certified copy** of a passport stamp or letter from the Home Office.

**Q6** 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.

<b>You</b>		<b>Your spouse/civil partner</b>	
1. Date of entry to UK	Day Month Year / /	1. Date of entry to UK	Day Month Year / /
2. What was the purpose of your original entry to UK?		2. What was the purpose of your original entry to UK?	
3a. Has the main purpose changed in the relevant three year period	Yes <input type="checkbox"/> No <input type="checkbox"/>	3a. Has the main purpose changed in the relevant three year period	Yes <input type="checkbox"/> No <input type="checkbox"/>
3b. If yes, please give details		3b. If yes, please give details	
4a. Do you have Indefinite Leave to Remain/Enter in the UK (ILR/ILE)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	4a. Do you have Indefinite Leave to Remain/Enter in the UK (ILR/ILE)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4b. On what basis do you have ILR/ILE?		4b. On what basis do you have ILR/ILE?	
5a. Is there any restriction on the length of your stay in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	5a. Is there any restriction on the length of your stay in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5b. If yes, please give details		5b. If yes, please give details	
6. Are you currently employed in the UK?		6. Are you currently employed in the UK?	
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Your mother</b>		<b>Your father</b>	
1. Date of entry to UK	Day Month Year / /	1. Date of entry to UK	Day Month Year / /
2. What was the purpose of your original entry to UK?		2. What was the purpose of your original entry to UK?	

## SECTION B:

continued

3a. Has the main purpose changed in the relevant three year period Yes <input type="checkbox"/> No <input type="checkbox"/>	3a. Has the main purpose changed in the relevant three year period Yes <input type="checkbox"/> No <input type="checkbox"/>
3b. If yes, please give details	3b. If yes, please give details
4a. Do you have Indefinite Leave to Remain/Enter in the UK (ILR/ILE)? Yes <input type="checkbox"/> No <input type="checkbox"/>	4a. Do you have Indefinite Leave to Remain/Enter in the UK (ILR/ILE)? Yes <input type="checkbox"/> No <input type="checkbox"/>
4b. On what basis do you have ILR/ILE?	4b. On what basis do you have ILR/ILE?
5a. Is there any restriction on the length of your stay in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	5a. Is there any restriction on the length of your stay in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>
5b. If yes, please give details	5b. If yes, please give details
6. Are you currently employed in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	6. Are you currently employed in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>

## SECTION C:

**Complete this section if you have been resident in the EU/EEA/Switzerland at any time during the RELEVANT 3 YEAR PERIOD.**

**Q2-3** Give the date and purpose of your original entry to live in the EU/EEA/Switzerland.

**Q4** If the main purpose of residence in the EU/EEA/Switzerland has changed since your arrival, please state this here, eg, if you moved to the EU/EEA/Switzerland for purposes of education but are now resident there for family reasons.

**Q5** If you have **INDEFINITE LEAVE TO REMAIN** in the UK or equivalent in the EU/EEA/Switzerland, please attach a **certified copy** of your letter of confirmation from the government.

**Q6** If there is a restriction on the length of your stay in the EU/EEA, such as a fixed-term entry visa, please attach a **certified copy** of a passport stamp or letter from the government.

**Q7** If you are currently employed in the EU/EEA/Switzerland, you should attach 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.

You				Your spouse/civil partner			
1. Country of residence				1. Country of residence			
2. Date of entry to EU/EEA/Switzerland	Day	Month	Year	2. Date of entry to EU/EEA/Switzerland	Day	Month	Year
	/	/	/		/	/	/
3. What was the purpose of your original entry to EU/EEA/Switzerland?				3. What was the purpose of your original entry to EU/EEA/Switzerland?			
4a. Has the main purpose changed in the relevant three year period? Yes <input type="checkbox"/> No <input type="checkbox"/>				4a. Has the main purpose changed in the relevant three year period? Yes <input type="checkbox"/> No <input type="checkbox"/>			
4b. If yes, please give details				4b. If yes, please give details			
5a. Do you have Indefinite Leave to Remain (or equivalent) in the EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>				5a. Do you have Indefinite Leave to Remain (or equivalent) in the EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>			
5b. On what basis do you have Indefinite Leave to Remain?				5b. On what basis do you have Indefinite Leave to Remain?			
6a. Is there any restriction to the length of your stay in the EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>				6a. Is there any restriction to the length of your stay in the EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>			
6b. If yes, please give details				6b. If yes, please give details			
7. Are you currently employed in the EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>				7. Are you currently employed in the EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Your mother				Your father			
1. Country of residence				1. Country of residence			

## SECTION C:

continued

2. Date of entry to EU/EEA/Switzerland	Day / Month / Year	2. Date of entry to EU/EEA/Switzerland	Day / Month / Year
3. What was the purpose of your original entry to EU/EEA/Switzerland?		3. What was the purpose of your original entry to EU/EEA/Switzerland?	
4a. Has the main purpose changed in the relevant three year period? Yes <input type="checkbox"/> No <input type="checkbox"/>		4a. Has the main purpose changed in the relevant three year period? Yes <input type="checkbox"/> No <input type="checkbox"/>	
4b. If yes, please give details		4b. If yes, please give details	
5a. Do you have Indefinite Leave to Remain (or equivalent) in the EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>		5a. Do you have Indefinite Leave to Remain (or equivalent) in the EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>	
5b. On what basis do you have Indefinite Leave to Remain?		5b. On what basis do you have Indefinite Leave to Remain?	
6a. Is there any restriction to the length of your stay in the EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>		6a. Is there any restriction to the length of your stay in the EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>	
6b. If yes, please give details		6b. If yes, please give details	
7. Are you currently employed in the EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>		7. Are you currently employed in the EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## SECTION D:

**Complete this section if you have been resident outside the UK/EU/EEA/Switzerland at any time during the relevant 3 year period. If you have been resident in more than one country in this category, please give all relevant information on a SEPARATE SHEET.**

**Q1-3** Please indicate the country of residence, together with your date and original purpose of entry to that country.

**Q4** Please indicate if you maintained a home or regular links within the UK/EU/EEA/Switzerland during the period in question.

**Q5** Give your status in the country of residence, eg, migrant worker, permanent resident.

**Q6** Give details of any restriction on the length of your stay eg, a **certified copy** of a passport stamp or letter from the government.

**Q7** Give the date of your proposed return to live in the UK/EU/EEA/Switzerland, and indicate if this is a firm or provisional intention.

**Q8** Please give details of any employment in your country of residence – you should provide a letter from your employer.

You				Your spouse/civil partner			
1. Country of residence				1. Country of residence			
2. Date of entry to country of residence	Day /	Month /	Year /	2. Date of entry to country of residence	Day /	Month /	Year /
3. What was the purpose of your move to this country?				3. What was the purpose of your move to this country?			
4a. Did you visit the UK/EU/EEA/Switzerland in the relevant period? Yes <input type="checkbox"/> No <input type="checkbox"/>				4a. Did you visit the UK/EU/EEA/Switzerland in the relevant period? Yes <input type="checkbox"/> No <input type="checkbox"/>			
4b. If yes, please complete the table below <b>(failure to do so may delay the decision made on your application)</b>				4b. If yes, please complete the table below <b>(failure to do so may delay the decision made on your application)</b>			
Exact dates of visit				Exact dates of visit			
<i>From</i> Day / Month / Year			<i>To</i> Day / Month / Year	<i>From</i> Day / Month / Year			<i>To</i> Day / Month / Year
Purpose of visit				Purpose of visit			
Type of residence stayed in eg, own home, hotel				Type of residence stayed in eg, own home, hotel			
Name(s)/addresses of friends/relatives stayed with				Name(s)/addresses of friends/relatives stayed with			

# SECTION D:

continued

5. What is your status in the country of residence?		5. What is your status in the country of residence?	
6a. Is there any restriction on the length of your stay? Yes <input type="checkbox"/> No <input type="checkbox"/>		6a. Is there any restriction on the length of your stay? Yes <input type="checkbox"/> No <input type="checkbox"/>	
6b. If yes, please give details		6b. If yes, please give details	
7a. Do you propose to return to live in the UK/EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>		7a. Do you propose to return to live in the UK/EU/EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>	
7b. Is this a firm or provisional intention?		7b. Is this a firm or provisional intention?	
8a. Are/were you employed in the country of residence above? Yes <input type="checkbox"/> No <input type="checkbox"/>		8a. Are/were you employed in the country of residence above? Yes <input type="checkbox"/> No <input type="checkbox"/>	
8b. If yes, was the job obtained prior to you moving to this country? Yes <input type="checkbox"/> No <input type="checkbox"/>		8b. If yes, was the job obtained prior to you moving to this country? Yes <input type="checkbox"/> No <input type="checkbox"/>	
8c. Are/were you in continuous employment in the country of residence? Yes <input type="checkbox"/> No <input type="checkbox"/>		8c. Are/were you in continuous employment in the country of residence? Yes <input type="checkbox"/> No <input type="checkbox"/>	
8d. Is the employment permanent or temporary?		8d. Is the employment permanent or temporary?	
8e. If temporary, what date is the contract scheduled to end?	Day / Month / Year	8e. If temporary, what date is the contract scheduled to end?	Day / Month / Year
8f. Is the contract renewable? Yes <input type="checkbox"/> No <input type="checkbox"/>		8f. Is the contract renewable? Yes <input type="checkbox"/> No <input type="checkbox"/>	
8g. Do you intend to renew the contract if possible? Yes <input type="checkbox"/> No <input type="checkbox"/>		8g. Do you intend to renew the contract if possible? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Your mother</b>		<b>Your father</b>	
1. Country of residence		1. Country of residence	
2. Date of entry to country of residence	Day / Month / Year	2. Date of entry to country of residence	Day / Month / Year
3. What was the purpose of your move to this country?		3. What was the purpose of your move to this country?	
4a. Did you visit the UK/EU/EEA/Switzerland in the relevant period? Yes <input type="checkbox"/> No <input type="checkbox"/>		4a. Did you visit the UK/EU/EEA/Switzerland in the relevant period? Yes <input type="checkbox"/> No <input type="checkbox"/>	
4b. If yes, please complete the table below <b>(failure to do so may delay the decision made on your application)</b>		4b. If yes, please complete the table below <b>(failure to do so may delay the decision made on your application)</b>	
Exact dates of visit		Exact dates of visit	
From Day / Month / Year	To Day / Month / Year	From Day / Month / Year	To Day / Month / Year
Purpose of visit		Purpose of visit	
Type of residence stayed in eg, own home, hotel		Type of residence stayed in eg, own home, hotel	
Name(s)/addresses of friends/relatives stayed with		Name(s)/addresses of friends/relatives stayed with	

## SECTION D:

continued

5. What is your status in the country of residence?	5. What is your status in the country of residence?
6a. Is there any restriction on the length of your stay? Yes <input type="checkbox"/> No <input type="checkbox"/>	6a. Is there any restriction on the length of your stay? Yes <input type="checkbox"/> No <input type="checkbox"/>
6b. If yes, please give details	6b. If yes, please give details
7a. Do you propose to return to live in the UK/EU/ EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>	7a. Do you propose to return to live in the UK/EU/ EEA/Switzerland? Yes <input type="checkbox"/> No <input type="checkbox"/>
7b. Is this a firm or provisional intention?	7b. Is this a firm or provisional intention?
8a. Are/were you employed in the country of residence above? Yes <input type="checkbox"/> No <input type="checkbox"/>	8a. Are/were you employed in the country of residence above? Yes <input type="checkbox"/> No <input type="checkbox"/>
8b. If yes, was the job obtained prior to you moving to this country? Yes <input type="checkbox"/> No <input type="checkbox"/>	8b. If yes, was the job obtained prior to you moving to this country? Yes <input type="checkbox"/> No <input type="checkbox"/>
8c. Are/were you in continuous employment in the country of residence? Yes <input type="checkbox"/> No <input type="checkbox"/>	8c. Are/were you in continuous employment in the country of residence? Yes <input type="checkbox"/> No <input type="checkbox"/>
8d. Is the employment permanent or temporary?	8d. Is the employment permanent or temporary?
8e. If temporary, what date is the contract scheduled to end? Day    Month    Year /        /	8e. If temporary, what date is the contract scheduled to end? Day    Month    Year /        /
8f. Is the contract renewable? Yes <input type="checkbox"/> No <input type="checkbox"/>	8f. Is the contract renewable? Yes <input type="checkbox"/> No <input type="checkbox"/>
8g. Do you intend to renew the contract if possible? Yes <input type="checkbox"/> No <input type="checkbox"/>	8g. Do you intend to renew the contract if possible? Yes <input type="checkbox"/> No <input type="checkbox"/>

## SECTION E:

**Complete this section if you have applied for refugee status in the UK.**

**Q1-2** Attach evidence of your refugee status, Exceptional Leave to Remain (ELR), Humanitarian Protection (HP) or Discretionary Leave (DL) in the form of a certified copy of your letter from the Home Office.

**Q5** Provide evidence of a certified copy of your marriage/civil partnership certificate.

You		Your spouse/civil partner	
1. Have you been granted refugee status as an asylum seeker in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>		1. Have you been granted refugee status as an asylum seeker in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Date of asylum application Day    Month    Year /        /		2. Date of asylum application Day    Month    Year /        /	
3. If your application for refugee status has not been agreed, have you been granted Exceptional Leave to Remain (ELR), Humanitarian Protection (HP) or Discretionary Leave (DL)? Yes <input type="checkbox"/> No <input type="checkbox"/>		3. If your application for refugee status has not been agreed, have you been granted Exceptional Leave to Remain (ELR), Humanitarian Protection (HP) or Discretionary Leave (DL)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Have you remained in the UK since your status was granted (except for normal holidays)? Yes <input type="checkbox"/> No <input type="checkbox"/>		4. Have you remained in the UK since your status was granted (except for normal holidays)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. If married, please state date of marriage/ civil partnership Day    Month    Year /        /		5. If married, please state date of marriage/ civil partnership Day    Month    Year /        /	
Your mother		Your father	
1. Have you been granted refugee status as an asylum seeker in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>		1. Have you been granted refugee status as an asylum seeker in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Date of asylum application Day    Month    Year /        /		2. Date of asylum application Day    Month    Year /        /	
3. If your application for refugee status has not been agreed, have you been granted Exceptional Leave to Remain (ELR), Humanitarian Protection (HP) or Discretionary Leave (DL)? Yes <input type="checkbox"/> No <input type="checkbox"/>		3. If your application for refugee status has not been agreed, have you been granted Exceptional Leave to Remain (ELR), Humanitarian Protection (HP) or Discretionary Leave (DL)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Have you remained in the UK since your status was granted (except for normal holidays)? Yes <input type="checkbox"/> No <input type="checkbox"/>		4. Have you remained in the UK since your status was granted (except for normal holidays)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. If married, please state date of marriage/ civil partnership Day    Month    Year /        /		5. If married, please state date of marriage/ civil partnership Day    Month    Year /        /	

## SECTION F: ALL APPLICANTS

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 before returning it with your documentary evidence to the relevant address (Graduate or Undergraduate) which can be found on page 1. Please ensure that you have completed all relevant sections.

### For office use only:

Checklist	Tick (✓)	Tick (✓)
Sections A and F compulsory – all applicants	<input type="checkbox"/>	Section D completed – resident outside UK/EU/EEA/Switzerland at any time during the relevant period <input type="checkbox"/>
Section B completed – resident in UK and Islands at any time during the relevant period	<input type="checkbox"/>	Section E completed – refugees/asylum seekers <input type="checkbox"/>
Section C completed – resident in EU/EEA/Switzerland excluding UK and Islands at any time during the relevant period	<input type="checkbox"/>	Documentary evidence supplied (where relevant) <input type="checkbox"/>
		Declaration signed and dated <input type="checkbox"/>

**The information which I have given above is, to the best of my knowledge and belief, accurate and complete.**

<i>Signature</i>	Date
	Day    Month    Year /        /        /

Fee status assigned	Name of assessor
---------------------	------------------

<i>Signature</i>	Date
	Day    Month    Year /        /        /

## GLOSSARY OF TERMS

- **FIRST DAY OF THE FIRST ACADEMIC YEAR OF THE COURSE** (all sections):  
This date is defined in the fees regulations as ‘the 1 September, 1 January or 1 April closest to the beginning of the first term of the person’s course’. Therefore for ALL undergraduate programmes, ALL Master’s programmes, and the majority of PhD programmes that date will be 1 September of the year of entry. Only PhD students intending to commence their study in the Lent or Summer terms will have a different relevant date.
- **RELEVANT 3 YEAR PERIOD** (all sections):  
The three years preceding the relevant date – therefore if your relevant date is 1 September 2008, we require information relating to all of your places of residence (excluding normal holidays) from 1 September 2005 – 1 September 2008.
- **PERMANENT ADDRESS** (section A):  
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).
- **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.
- **ILR** (section B):  
Indefinite Leave to Remain – an official letter or validation of your passport issued by the immigration authorities.
- **ELR/ELE/HP/DL** (section E):  
Exceptional Leave to Remain (or Enter), Humanitarian Protection or Discretionary Leave – given to asylum seekers who have not been granted refugee status, but who nevertheless may remain in the UK. Official documentation issued by the immigration authorities.
- **NORMAL HOLIDAYS** (section E):  
Short absences with a fixed intention to return to the UK, ie, with no change in your place of ordinary residence.

## GUIDANCE NOTES

Your fee status is determined by reference to your nationality, country of domicile and other factors as defined in the UK Fees Regulations, including your parents’ or spouse/civil partner’s status.  
**A glossary of terms can be found on page this page.**

**All applicants must complete sections A and F, plus the sections that apply from B-E.** The section notes stipulate which documents are acceptable for each question.  
**Please note that failure to supply the correct documents may delay the decision made on your application** or may lead to you being incorrectly classified.

Each section has spaces for information regarding yourself, your spouse/civil partner (where applicable) and for your parents. There is **no need to duplicate information** – eg, if both your parents live at the same address, you may simply add ‘as previous’. Information regarding your spouse/civil partner and parents is requested because some types of eligibility for home fee status are affected by your family relationships eg, the children of EU nationals who are not themselves EU nationals, or the spouses/civil partners of asylum seekers who have been awarded refugee status.

Classification as a **‘Home’** student for the purposes of fee payment depends on qualifying under the ‘Main Formula’ for UK residence, or for inclusion in one of ten limited categories. For information regarding this please see the UKCISA website at **[www.ukcisa.org.uk](http://www.ukcisa.org.uk)**