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# Fee Classification Questionnaire

Please use BLOCK CAPITAL letters when completing this form. The information in this questionnaire can be made available in alternative format, on request.

# Personal information Surname/Family name Forename(s) UCAS or LSE ID (undergraduate) or Admissions ID (graduate)

#### Fee status classification

Your fee status is determined by reference to your nationality, country of domicile and other factors as defined in the Immigration and Nationality (Fees) Regulations 2016, including your parents' or spouse/civil partner's status. A glossary of terms can be found on page 2.

You must complete Section A, plus any sections that apply from B to E, dependent upon your residency in the past three years. Section F is available for you to supply any additional information that may be relevant to your fee classification.

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 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 a number of limited categories. For information regarding this, please see the UKCISA website at **www.ukcisa.org.uk** 

#### Documentation

You must supply a certified copy of your passport picture page and any relevant visas or Home Office documents. If your fee status is dependent upon your spouse/civil partner or parent(s), you must also provide copies of their documents as well. Documents must be in English or translated into English and stamped by a certified translator.

In order to qualify as "correctly certified", each page must include:

- 1 The signature of your head teacher, a British Council official, or solicitor/legal notary public
- 2 The name of the person who has signed the document
- 3 The job title of the person who signed the document
- 4 The official stamp of your school, the British Council Office, or solicitor/legal notary public

Some questions require you to submit additional documents. The notes at the top of each section stipulate which documents are acceptable.

Please note that failure to fully complete the required sections and/or supply the correct documents may delay the decision made on your application or may lead to you being incorrectly classified.

#### Declaration

Your right to privacy is important to us. The personal information that you submit in this form will only be used to make an assessment of your fee status in line with the **Education (Fees and Awards) (England) Regulations 2007**. Please visit **Ise.ac.uk/privacy** to read our Privacy Policy and learn more about how we collect and use information about you so that you can make an informed choice about using our website. By signing this box you confirm that you have read and agree to our Privacy Policy.

The information which I have given in this form is, to the best of my knowledge and belief, accurate and complete.

Signature

Date

Glossary	Glossary of terms					
ALL SECTIONS	First day of the first academic year of the course ("relevant date")	This date is defined in the fees regulation as 'the 1 September, 1 January or 1 April closest to the first term of the person's course'. It is referred to in this document as the "relevant date". Therefore for ALL undergraduate programmes, the majority of master's programmes and 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 three year period	The three years preceding the relevant date – therefore if your relevant date is 1 September 2017, we require information relating to all of your places of residence (excluding normal holidays) from 1 September 2014 – 1 September 2017.				
SECTION A	Permanent addressThis is the place where you are ordinarily resident – a home you retain even if you are temporarily ab educational or professional reasons. The place where you "habitually, lawfully and normally live" (UK					
SECTION B	UK and Islands	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.				
	ILR	Indefinite Leave to Remain – an official letter of validation of your passport issued by the immigration authorities.				
SECTION C	EU	Austria, Belgium, Bulgaria, Republic of Cyprus (but not the Turkish Republic of Northern Cyprus), Croatia, Czech Republic, Denmark, Estonia, Finland (including the Aland Islands), France (including the French Overseas Departments of Guadeloupe, Martinique, French Guyana, Reunion, and Saint Martin), Germany (including Heligoland), Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal (including Madeira and the Azores), Romania, Slovakia, Slovenia, Spain (including the Balearic Islands, the Canary Islands, Ceuta, and Melilla), Sweden, UK (including Gibraltar).				
	EEA	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.				
SECTION E	НР	Humanitarian Protection – 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	Short absences with a fixed intention to return to the UK, ie, with no change in your place of ordinary residence.				

Section checklist (please tick to indicate which sections you have completed)					
Section A	All applicants should complete this section.				
Section B	This section should be completed by applicants who have been resident in the UK and Islands at any time during the relevant three year period.				
Section C	This section should be completed by applicants who have been resident in the EU/EEA/Switzerland at any time during the relevant three year period.				
Section D	This section should be completed by applicants who have been resident outside of the UK/EU/EEA/Switzerland at any time during the relevant three year period. Applicants who have been resident in more than one country in this category should give all relevant information on a separate sheet.				
Section D: Table	This section should be completed by applicants who have been resident outside of the UK/EU/EEA/Switzerland at any time during the relevant three year period but who have maintained a home or links within the UK/EU/EEA/Switzerland.				
Section E	This section should be completed by applicants who have applied for refugee status in the UK.				
Section F	Applicants should provide any additional information they feel is relevant in this section.				

Evidence checklist (please tick to indicate which documents you have attached)						
Document type	Document type Purpose of document Please provide:					
Passport	To confirm your country of birth and your nationality	Copy of the picture page of your passport. If you are claiming Home/ EU status through a family member, a copy of the picture page of their				
Visa	To confirm your immigration status in the UK, EU, EEA, or Switzerland	Copy of the relevant visa(s) to show your immigration status in the UK, EU, EEA, or Switzerland (eg. Indefinite Leave to Remain/Enter, refugee status, etc.).				
Letter from Home Office	To confirm your immigration status in the UK, EU, EEA, or Switzerland	Copy of your letter from the Home Office to show your immigration status in the UK, EU, EEA, or Switzerland (eg. Indefinite Leave to Remain/Enter, refugee status, etc.).				
Letter from employer	To confirm your employment in your country of residence	Copy of a contract or letter from your employer indicating the start date of your contract, whether the employment is part-time or full-time and whether the contract is fixed term or to retirement.				
Other	Other supporting documents	Copy of other documents such as a marriage/civil partnership certificate.				

## Section A: All applicants

P	Please attach certified copies of the following documents:					
•	a copy of your passport					
•	a copy of official documentation confirming a change of nationality (if applicable)					
•	a copy of your marriage/civil partnership certificate (if applicable)					

You			Your spouse/civil partner		
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		
4a. Current permanent/home address			4a. Current permanent/home address		
4b. Dates living at this address	From: DD / MM	/ YYYY	4b. Dates living at this address	From: DD / MM	/ YYYY
	To: DD / MM	/ YYYY		To: DD / MM	/ YYYY
5a. Have you lived at this address for three years preceding the start date of your course?	Yes	No	5a. Have you lived at this address for three years preceding the start date of your course?	Yes	No
5b. If no, give address details and dates for <b>all</b> residences in the relevant period			5b. If no, give address details and dates for <b>all</b> residences in the relevant period		

Your mother			Your father		
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		
4a. Current permanent/home address			4a. Current permanent/home address		
4b. Dates living at this address	From: DD / MM	/ YYYY	4b. Dates living at this address	From: DD / MM	/ YYYY
	To: DD / MM	/ YYYY		To: DD / MM	/ ΥΥΥΥ
5a. Have you lived at this address for three years preceding the start date of your course?	Yes	No	5a. Have you lived at this address for three years preceding the start date of your course?	Yes	No
5b. If no, give address details and dates for <b>all</b> residences in the relevant period			5b. If no, give address details and dates for <b>all</b> residences in the relevant period		

#### Section B: UK and Islands residents

Pl	Tick (√)	
•	Q4 – a copy of your letter of confirmation from the Home Office or the relevant page in your passport	
•	Q5 – a copy of your passport picture page and any relevant visas or letter from the Home Office	
• is	Q6 – evidence in the form of a letter from your employer, indicating the start date of the contract, whether the employment full-time or part-time and whether the contract is fixed term or to retirement	

You			Your spouse/civil partner		
1. Date of entry to the UK	DD / MN	A / YYYY	1. Date of entry to the UK	DD / MN	Λ / ΥΥΥΥ
2. What was the purpose of your original entry to the UK?			2. What was the purpose of your original entry to the UK?		
3a. Has the main purpose changed in the relevant three year period?	Yes	No	3a. Has the main purpose changed in the relevant three year period?	Yes	No
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	No	4a. Do you have Indefinite Leave to Remain/Enter (in) the UK (ILR/ILE)?	Yes	No
4b. If yes, on what basis do you have ILR/ILE?			4b. If so, on what basis do you have ILR/ILE?		
5a. Is there any restriction on the length of your stay in the UK?	Yes	No 🗌	5a. Is there any restriction on the length of your stay in the UK?	Yes	No 🗌
5b. If yes, please give details (including the type of visa held)			5b. If yes, please give details (including the type of visa held)		
6. Are you currently employed in the UK?	Yes	No	6. Are you currently employed in the UK?	Yes	No
7. Are you currently studying in the UK?	Yes	No	7. Are you currently studying in the UK?	Yes	No

Your mother			Your father		
1. Date of entry to the UK	DD / MN	/ / YYYY	1. Date of entry to the UK	DD / MM / YYYY	
2. What was the purpose of your original entry to the UK?			2. What was the purpose of your original entry to the UK?		
3a. Has the main purpose changed in the relevant three year period?	Yes	No 🗌	3a. Has the main purpose changed in the relevant three year period?	Yes	No
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	No	4a. Do you have Indefinite Leave to Remain/Enter (in) the UK (ILR/ILE)?	Yes	No
4b. If yes, on what basis do you have ILR/ILE?			4b. If so, on what basis do you have ILR/ILE?		
5a. Is there any restriction on the length of your stay in the UK?	Yes	No 🗌	5a. Is there any restriction on the length of your stay in the UK?	Yes	No 🗌
5b. If yes, please give details (including the type of visa held)			5b. If yes, please give details (including the type of visa held)		
6. Are you currently employed in the UK?	Yes	No	6. Are you currently employed in the UK?	Yes	No
7. Are you currently studying in the UK?	Yes	No	7. Are you currently studying in the UK?	Yes	No

### Section C: EU, EEA, and Switzerland residents

Ρ	Tick (√)	
•	a copy of your passport or that of the relevant parent(s), if you are the child of a Swiss national or if you are claiming 'Home' fee status on the basis of your parent(s)'s passport	
•	Q5a – a copy of your visa letter or confirmation from the relevant authorities (if applicable)	
•	Q6a – a copy of your passport picture page and any relevant visas or letter from the government (if applicable)	
•	Q7 – evidence in the form of a letter from your employer, indicating 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 (if applicable)	

You			Your spouse/civil partner			
1. Country of residence			1. Country of residence			
2. Date of entry to the EU/EEA/ Switzerland	DD / MM	M / YYYY	2. Date of entry to the EU/EEA/ Switzerland	DD / MN	DD / MM / YYYY	
3. What was the purpose of your original entry to the EU/EEA/ Switzerland?			3. What was the purpose of your original entry to the EU/EEA/ Switzerland?			
4a. Has the main purpose changed in the relevant three year period?	Yes	No	4a. Has the main purpose changed in the relevant three year period?	Yes	No	
4b. If yes, give details			4b. If yes, give details			
5a. Do you have Indefinite Leave to Remain (or equivalent) in the EU/EEA/Switzerland?	Yes	No 🗌	5a. Do you have Indefinite Leave to Remain (or equivalent) in the EU/EEA/Switzerland?	Yes	No	
5b. If yes, on what basis do you have Indefinite Leave to Remain?			5b. If yes, 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	No	6a. Is there any restriction to the length of your stay in the EU/EEA/Switzerland?	Yes	No 🗌	
6b. If yes, please give details (including the type of visa held)			6b. If yes, please give details (including the type of visa held)			
7. Are you currently employed in the EU/EEA/Switzerland?	Yes	No	7. Are you currently employed in the EU/EEA/Switzerland?	Yes	No	
8. Are you currently studying in the EU/EEA/Switzerland?	Yes	No	8. Are you currently studying in the EU/EEA/Switzerland?	Yes	No	

Your mother	Your mother			Your father		
1. Country of residence			1. Country of residence			
2. Date of entry to the EU/EEA/ Switzerland	DD / MM	Л / ҮҮҮҮ	2. Date of entry to the EU/EEA/ Switzerland	DD / MM / YYYY		
3. What was the purpose of your original entry to the EU/EEA/ Switzerland?			3. What was the purpose of your original entry to the EU/EEA/ Switzerland?			
4a. Has the main purpose changed in the relevant three year period?	Yes	No	4a. Has the main purpose changed in the relevant three year period?	Yes	No	
4b. If yes, give details			4b. If yes, give details			
5a. Do you have Indefinite Leave to Remain (or equivalent) in the EU/EEA/Switzerland?	Yes	No 🗌	5a. Do you have Indefinite Leave to Remain (or equivalent) in the EU/EEA/Switzerland?	Yes	No	
5b. If yes, on what basis do you have Indefinite Leave to Remain?			5b. If yes, 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	No	6a. Is there any restriction to the length of your stay in the EU/EEA/Switzerland?	Yes	No 🗌	
6b. If yes, please give details (including the type of visa held)			6b. If yes, please give details (including the type of visa held)			
7. Are you currently employed in the EU/EEA/Switzerland?	Yes	No	7. Are you currently employed in the EU/EEA/Switzerland?	Yes	No	
8. Are you currently studying in the EU/EEA/Switzerland?	Yes	No	8. Are you currently studying in the EU/EEA/Switzerland?	Yes	No	

#### Section D: Overseas (non-UK/EU) residents

Ρ	Please attach certified copies of the following documents: Tick ( </th					
•	a copy of the passport of the relevant parent(s) or your spouse/civil partner, if your residency in the country is related to the employment of your parent(s) or spouse/civil partner					
•	Q6a – a copy of your passport picture page and any relevant visas or letter from the government					

Please complete the table on page 8 if you or your parents have maintained a home or links within the UK/EU/EEA/Switzerland at any time during the relevant three year period

You			Your spouse/civil partner		
1. Country of residence			1. Country of residence		
2. Date of entry to country of residence	DD / MM	/ үүүү	2. Date of entry to country of residence	DD / MM	/
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	No	4a. Did you visit the UK/EU/EEA/ Switzerland in the relevant period?	Yes	No 🗌
4b. If yes, please list all dates in the tal	ole on <b>page 8</b>		4b. If yes, please list all dates in the tal	ole on <b>page 8</b>	
5. What is your immigration status in the country of residence?			5. What is your immigration status in the country of residence?		
6a. Is there any restriction on the length of your stay?	Yes	No	6a. Is there any restriction on the length of your stay?	Yes	No
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	No	7a. Do you propose to return to live in the UK/EU/EEA/Switzerland?	Yes	No
7b. If yes, is this a firm or provisional intention?			7b. If yes, is this a firm or provisional intention?		
8a. Are/were you employed in the country of residence above?	Yes	No	8a. Are/were you employed in the country of residence above?	Yes	No
8b. If yes, was the job obtained prior to you moving to this country?	Yes	No	8b. If yes, was the job obtained prior to you moving to this country?	Yes	No
8c. Are/were you in continuous employment in the country of residence?	Yes	No	8c. Are/were you in continuous employment in the country of residence?	Yes	No 🗌
8d. If yes, is the employment permanent or temporary?			8d. If yes, is the employment permanent or temporary?		
8e. If temporary, what date is the contract scheduled to end?	DD / MM	/ ΥΥΥΥ	8e. If temporary, what date is the contract scheduled to end?	DD / MM	/ YYYY
8f. Is the contract renewable?	Yes	No 🗌	8f. Is the contract renewable?	Yes	No 🗌
9. Are/were you in full-time education in the country of residence?	Yes	No	9. Are/were you in full-time education in the country of residence?	Yes	No

Continued on page 7

Your mother			Your father		
1. Country of residence			1. Country of residence		
2. Date of entry to country of residence	DD / MM	/	2. Date of entry to country of residence	DD / MM	/
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	No	4a. Did you visit the UK/EU/EEA/ Switzerland in the relevant period?	Yes	No 🗌
4b. If yes, please list all dates in the tal	ole on <b>page 8</b>		4b. If yes, please list all dates in the tal	ole on <b>page 8</b>	
5. What is your immigration status in the country of residence?			5. What is your immigration status in the country of residence?		
6a. Is there any restriction on the length of your stay?	Yes	No	6a. Is there any restriction on the length of your stay?	Yes	No
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	No	7a. Do you propose to return to live in the UK/EU/EEA/Switzerland?	Yes	No
7b. If yes, is this a firm or provisional intention?			7b. If yes, is this a firm or provisional intention?		
8a. Are/were you employed in the country of residence above?	Yes	No	8a. Are/were you employed in the country of residence above?	Yes	No
8b. If yes, was the job obtained prior to you moving to this country?	Yes	No	8b. If yes, was the job obtained prior to you moving to this country?	Yes	No
8c. Are/were you in continuous employment in the country of residence?	Yes	No	8c. Are/were you in continuous employment in the country of residence?	Yes	No
8d. If yes, is the employment permanent or temporary?			8d. If yes, is the employment permanent or temporary?		
8e. If temporary, what date is the contract scheduled to end?	DD / MM	/ YYYY	8e. If temporary, what date is the contract scheduled to end?	DD / MM	/ YYYY
8f. Is the contract renewable?	Yes	No	8f. Is the contract renewable?	Yes	No 🗌
9. Are/were you in full-time education in the country of residence?	Yes	No	9. Are/were you in full-time education in the country of residence?	Yes	No

#### Section D: Overseas residents - links maintained within the UK/EU/EEA/Switzerland

If you have lived outside of the UK/EU/EEA/Switzerland at any time during the relevant 3 year period, you need to give us detailed information regarding regular links you have maintained within the UK/EU/EEA/Switzerland.

Exact dates of visits to the UK/EU/EEA/ Switzerland	Country visited within the UK/EU/EEA/ Switzerland	Purpose of visit, eg, visiting family, work experience, holiday, etc	Type of residence you stayed in, eg, own home, hotel, etc	Full address of residence you stayed in	Name(s) and relationship(s) to the person(s) with whom you stayed
From DD / MM / YYYY To DD / MM / YYYY					
From DD / MM / YYYY To DD / MM / YYYY					
From DD / MM / YYYY To DD / MM / YYYY					
From DD / MM / YYYY To DD / MM / YYYY					
From DD / MM / YYYY To DD / MM / YYYY					
From DD / MM / YYYY To DD / MM / YYYY					
From DD / MM / YYYY To DD / MM / YYYY					
From DD / MM / YYYY To DD / MM / YYYY					
From DD / MM / YYYY To DD / MM / YYYY					
From DD / MM / YYYY To DD / MM / YYYY					
From DD / MM / YYYY To DD / MM / YYYY					
From DD / MM / YYYY To DD / MM / YYYY					

# Section E: Refugee status in the UK

P	Please attach certified copies of the following documents: Tick ( </th				
•	Q1 – a copy of your letter from the Home Office (if applicable)				
•	Q3 – a copy of your letter from the Home Office (if applicable)				
•	Q5 – a copy of your marriage/civil partnership certificate (if applicable)				

You			Your spouse/civil partner		
1. Have you been granted refugee status in the UK?	Yes	No	1. Have you been granted refugee status in the UK?	Yes	No
2. Date refugee status was granted	DD / MM	/ YYYY	2. Date refugee status was granted	DD / MN	/ YYYY
3. If your application for refugee status has not been agreed, have you been granted Humanitarian Protection (HP)?	Yes	No	3. If your application for refugee status has not been agreed, have you been granted Humanitarian Protection (HP)?	Yes	No 🗌
4a. Have you remained in the UK since your status was granted (except for normal holidays)?	Yes	No	4a. Have you remained in the UK since your status was granted (except for normal holidays)?	Yes	No
4b. If you answered 'no' to question 4a	a, please complete <b>S</b>	ection F	4b. If you answered 'no' to question 4a	a, please complete <b>S</b>	ection F
5. If married, please state date of marriage/civil partnership	DD / MM	/	5. If married, please state date of marriage/civil partnership	DD / MN	I / YYYY

Your mother			Your father		
1. Have you been granted refugee status in the UK?	Yes	No 🗌	1. Have you been granted refugee status in the UK?	Yes	No
2. Date refugee status was granted	DD / MM / YYYY 2		2. Date refugee status was granted	DD / MM / YYYY	
3. If your application for refugee status has not been agreed, have you been granted Humanitarian Protection (HP)?	Yes	No	3. If your application for refugee status has not been agreed, have you been granted Humanitarian Protection (HP)?	Yes	No
4a. Have you remained in the UK since your status was granted (except for normal holidays)?	Yes	No 🗌	4a. Have you remained in the UK since your status was granted (except for normal holidays)?	Yes	No 🗌
4b. If you answered 'no' to question 4a, please complete <b>Section F</b>		4b. If you answered 'no' to question 4a, please complete Section F			
5. If married, please state date of marriage/civil partnership	DD / MM / YYYY		5. If married, please state date of marriage/civil partnership	DD / MM / YYYY	

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