



## Fee Assessment Questionnaire: Current students

### Swansea University - Student Record Office

Please complete the following form to help us assess your fee status and send to:

[studentfinance@swansea.ac.uk](mailto:studentfinance@swansea.ac.uk)

Assessments can take up to five working days to be completed.

Please note that there may be a slight delay at our busiest times and we will inform you if this is the case.

UK government legislation allows publicly funded educational institutions to charge 'overseas' student fees to international students unless they fulfil certain residence and immigration status requirements. If you meet the residence and immigration status requirements, you will be eligible to pay a lower 'home' student rate of fee and may be able to obtain an award from your local education authority to help pay all or part of the fee.

Your fee status is dependent upon meeting the residency and immigration criteria set out in The Student Fees (Qualifying Courses and Persons) (Wales) Regulations 2011, as amended.

We would recommend having a look at a useful summary of the government regulations produced by The UK Council for International Student Affairs (UKCISA). These can be found at - <http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Wales-fee-status>

#### Section A – General Details

<b>First names</b>		<b>Surname</b>	
<b>Student Number</b>		<b>Date of Birth</b>	

**Nationality: If you have citizenship of more than one country, please list them ALL**

<b>Your Nationality (Citizenship)</b>	
<b>Country of Birth</b>	
<b>Nationality of Mother (if applicable)</b>	
<b>Nationality of Father (if applicable)</b>	
<b>Nationality of Spouse (if applicable)</b>	

#### Section A Continued:

**Immigration status: Please tick/highlight ONE option below and provide the relevant evidence**

**CHECKLIST - Evidence required:**

**Please send us copies (not originals) of the following evidence depending on your category:**

<input type="checkbox"/> British Citizen or Commonwealth national with Right of Abode	<ul style="list-style-type: none"> <li>✓ Passport or Certificate of right to abode.</li> <li>✓ Evidence of 3+ years residency within EEA – e.g. utility bill or similar dated at least 3 years ago</li> </ul>
<input type="checkbox"/> Indefinite Leave to Enter/Remain	<ul style="list-style-type: none"> <li>✓ Evidence of ILR e.g. stamped passport, BRP card or letter from Home Office</li> <li>✓ Evidence of 3+ years residency within EEA – e.g. utility bill or similar dated at least 3 years ago</li> </ul>
<input type="checkbox"/> EEA national with Settled Status or Pre-Settled Status under EU Settlement Scheme: <input type="checkbox"/> Settled Status <input type="checkbox"/> Pre-Settled Status <b>Please provide share code:</b>	<ul style="list-style-type: none"> <li>✓ Passport or EU ID card</li> <li>✓ Evidence of 3+ years residency within EEA – e.g. utility bill or similar dated at least 3 years ago</li> <li>✓ Share code: <a href="https://www.gov.uk/view-prove-immigration-status">https://www.gov.uk/view-prove-immigration-status</a></li> </ul>
<input type="checkbox"/> Refugee status or spouse of refugee, or child of refugee.	<ul style="list-style-type: none"> <li>✓ Home Office letter or refugee travel document or Biometric Residence Permit</li> <li>✓ Marriage certificate (if spouse of refugee) or birth certificate (if child of refugee)</li> <li>✓ Evidence of current residence e.g. utility bill</li> </ul>
<input type="checkbox"/> Refused asylum but granted Humanitarian Protection, Discretionary Leave or Private Life	<ul style="list-style-type: none"> <li>✓ Copy of Home Office letter (must explicitly state which type of leave has been granted).</li> <li>✓ Marriage certificate (if spouse of person with leave to remain) or birth certificate (if child of person with leave to remain)</li> <li>✓ Evidence of current residence e.g. utility bill</li> </ul>
<input type="checkbox"/> Time limit on stay Date last passport stamp/visa was issued: Date of expiry of most recent permission to stay:	<ul style="list-style-type: none"> <li>✓ Copy of relevant pages of passport including pages confirming name and nationality</li> </ul>
<input type="checkbox"/> EEA national, other than UK. The EEA comprises the UK plus Austria, Belgium, Bulgaria, Republic of Cyprus (but not the Turkish Republic of Northern Cyprus), Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Ireland, Romania, Slovakia, Slovenia, Spain and Sweden.	<ul style="list-style-type: none"> <li>✓ Passport</li> <li>✓ Evidence of 3+ years residency within EEA – e.g. utility bill or similar dated at least 3 years ago</li> </ul>
<input type="checkbox"/> Other (please provide details)	<ul style="list-style-type: none"> <li>✓ Please provide copies of any relevant documents e.g. Passport, Biometric Residence Card, letter from Home Office</li> </ul>

## Section B – Ordinary Residence

Please provide your recent town and country of residence for a minimum of three years

Country and town/ region of residence e.g. Swansea, UK	Dates of residence (MM/YY) e.g. From Jan 2003 – June 2014	Main reason for residence (e.g. living with family, work)
If you have been resident in the UK during the past three years, was any part of your residence <b>solely</b> for the purpose of full-time education, e.g. attendance at Boarding School?		<input type="checkbox"/> Yes <input type="checkbox"/> No

### Section C – Temporary Absence from the UK and EEA only

If you do not meet the three years' ordinary residence required but you believe that you/your family were only temporarily absent from the UK/EEA then please provide a statement below to explain this in line with the following assessment criteria:

Please include in your statement:	CHECKLIST - Evidence required:
1. Length of time spent abroad and the nature of the work	✓ Copy of temporary work contract or letter from employer
2. Was/Is a house or flat maintained in the EEA during this temporary absence abroad? If yes, has the house been rented out or retained for family use?	✓ Utility bill, HMRC letter or mortgage letter
3. How often have you visited the property in the last three years (please provide dates & length of stay)	✓ Travel tickets (Rail/Air) and/or Boarding Passes
4. Do you/your parents plan to return to the UK on a permanent basis? If so, when?	✓ Travel tickets (Rail/Air) and/or Boarding Passes (if booked)
5. How often have you visited the UK to visit family?	✓ Travel tickets (Rail/Air) and/or Boarding Passes

Statement of temporary absence from the UK/EEA:

### Section D – Migrant Workers only

Please circle all that apply:

Are you currently resident in the UK? <b>Yes/No</b>
If 'Yes', are you or your spouse or your parent currently working in the UK? <b>No / Self / Spouse / Parent</b>
If 'No', are you, your spouse or parents looking for work in the UK? <b>Yes/No</b>

<b>Section E – Refugees / Asylum in the UK <u>only</u></b>
Please tick/highlight all statements that apply you and provide the necessary evidence:
<input type="checkbox"/> I have Refugee Status
<input type="checkbox"/> My Parent(s)/Guardians have Refugee Status
<input type="checkbox"/> I am an asylum seeker and I am awaiting a decision from the Home Office or the result of an appeal (if so when did you apply for asylum in the UK? Date (DD/MM/YYYY):
<input type="checkbox"/> I have been refused refugee status but granted <b>Discretionary Leave</b> in the UK
<input type="checkbox"/> I have been refused asylum status but granted <b>Humanitarian Protection</b> in the UK

<b>Section F – Additional Information</b>
Use this box to add any other relevant information (continue on a separate sheet if necessary):

I confirm that the information provided on this questionnaire is true, complete and accurate and that no information requested or other material information has been left out. See checklist above.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I confirm that I have included the relevant evidence as listed in SECTION A (and SECTION C, if required)	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Applicant Signature</b>		<b>Date</b>	
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Fee Assessments can take up to five working days to be completed, longer during peak periods.  
**Please ensure that you send us copies of the relevant documents so that we can assess your fee status promptly to:**  
[studentfinance@swansea.ac.uk](mailto:studentfinance@swansea.ac.uk)

If you are **currently waiting for your Indefinite Leave to Remain to be granted** and have any questions about how this will affect your application for Student Finance please contact [money.campuslife@swansea.ac.uk](mailto:money.campuslife@swansea.ac.uk).

Money@CampusLife are a team of trained, specialist advisors available to provide information, advice and guidance on student money-related issues such as student funding, financial hardship, budgeting and specific assistance to students who have additional considerations. Please see their website for more information:  
<https://www.swansea.ac.uk/money-campuslife/>