

## 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 [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

### **Instructions – section by section.**

Sections A, E and F are compulsory – all applicants

Section B completed – resident in UK and Islands at any time during the relevant period

Section C completed – resident in EU/EEA at any time during the relevant period

Section D completed – resident outside UK/EU/EEA at any time during the relevant period

Section E completed – all applicants

Section F completed – all applicants

Documentary evidence supplied (to all questions marked\*)

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)
- **Q5** Please give your current PERMANENT ADDRESS, with the date you moved in
- **Q8** 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**

- **Q1-3** 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
- **Q1-2** Give the date and purpose of your original entry to live in the UK. Include a copy of your passport stamp
- **Q3** If the main purpose of residence in the UK has changed since your arrival, please state this here, e.g. 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 in the UK (ILR), please attach evidence in the form of a copy of your letter of confirmation from the Home Office
- **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, e.g. in the form of a 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

### **Section C**

- Complete this section if you have been resident in the EU OR EEA at any time during the RELEVANT PERIOD
- **Q2-3** Give the date and purpose of your original entry to live in the EU/EEA
- **Q4** If the main purpose of residence in the EU/EEA has changed since your arrival, please state this here, e.g. if you moved to the EU/EEA for purposes of education but are now resident here for family reasons.
- **Q5** 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
- **Q6** 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, e.g. in the form of a certified copy of a passport stamp or letter from the government
- **Q7** 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
- **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 during the period of residence in question. If yes, please give details on a separate sheet, and evidence in the form of e.g. a copy of a letter from your dentist, bank etc
- **Q5** Give your status in the country of residence, e.g. migrant worker, permanent resident
- **Q6** Give details of any restriction of the length of your stay and attach evidence, e.g. in the form of a copy of a passport stamp or letter from the government
- **Q7-Q12** 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**

- **Q1-2** 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**

- **RELEVANT DATE** (all sections): This date is defined in the fees regulations as “the 1st September, 1st January or 1st 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 1st September 2014, we require information relating to all of your places of residence (excluding normal holidays) from 1st September 2011 – 1st September 2014
- **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)
- **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** (Sections B, C): Indefinite Leave to Remain – an official letter or validation of your passport issued by the immigration authorities.
- **ELR/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. An official letter or validation of your passport issued by the immigration authorities

## London Metropolitan University - Fee Assessment Questionnaire

Personal Details (ALL applicants)	
1. Title: Mr/Ms/Miss/Mrs etc:	2. London Met ID number/UCAS number (if known):
3. Surname / Family Name:	4. First Name(s):
5. Current Permanent/Home Address:	6. Have you lived at this address for three years preceding your relevant date? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Postcode:	7. Dates living at this address: (DD/MM/YY) From: _____ To: _____
8. If you answered <b>NO</b> to question 6, give address details for all residences during the relevant period including dates living at the relevant addresses (please continue on a separate sheet if necessary):	9. Date of Birth:
	10. Email:
	11. Contact telephone number:
A. Personal Information(ALL applicants)	
1. Country of Birth*:	2. Previous Nationality (if changed since birth and date of change)
3. Nationality*(if dual give both):	4. Which Country Is your Passport From:
B. Applicants resident in UK and Islands at any time during the relevant period	
1. Date of Entry to UK	
2. Purpose of your original entry to the UK	
3. Has the main purpose changed since your arrival? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (If yes, please give details).	
4. Do you have ILR*(Indefinite Leave to Remain in the UK)? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, on what basis do you have ILR?	
5. Is there any restriction on the length of your stay in the UK? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (If yes, please give details).	
6. Are you currently employed in the UK? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (If yes, please give details here plus attach a copy of a letter from your employer).	
C. Applicants resident in EU/EEA at any time during the relevant period	
1. Country of Residence	
2. Date of Entry to EU/EEA	
3. Purpose of your original entry to the EU/EEA	

4. Has the main purpose changed since your arrival? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (If yes, please give details).	
5. Do you have ILR (Indefinite Leave to Remain) in the EU/EEA? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, on what basis do you have ILR?	
6. Is there any restriction on the length of your stay in the EU/EEA? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (If yes, please give details).	
7. Are you currently employed in the EU/EEA? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (If yes, please give details here plus attach a copy of a letter from your employer).	
<b>D. Applicants resident outside the UK/EU/EEA at any time during the relevant period</b>	
1. Country of Residence	
2. Date of entry to country of residence	
3. What was the purpose of your move to this country?	
4. Did you maintain a home/links in the UK/EU/EEA? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (If yes, please give details here and/or on a separate sheet and <b>attach copies of documentary evidence</b> )	
5. What is your status in the country of residence?	
6. Is there any restriction on the length of your stay? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (If yes, please give details here).	
7. Are/were you employed in the country of residence above? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	8. If yes to Q.7, was your job obtained prior to you move to this country? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
9. Are/were you in continuous employment in the country of residence? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	10. Is/was the employment: <b>Permanent</b> <input type="checkbox"/> <b>Temporary</b> <input type="checkbox"/>
11. If Temporary, when is the contact scheduled to end? Date (DD/MM/YY):	12a. Is the contract renewable? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> 12b. Do you intend to renew the contract if possible? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>E. Other information (ALL applicants)</b>	
1. Have you applied for Refugee or Asylum Status? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>If yes, please attach photocopies of documentary evidence to this form.</b>	
2. Have you been granted Exceptional leave, Humanitarian Protection or Discretionary Leave to remain in the UK? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>If yes please attach photocopies of documentary evidence to this form.</b>	
3. When you first arrived in the United Kingdom / European Union was your passport stamped to indicate: a. a limitation on your period of stay <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> b. a restriction on your ability to take up employment without prior approval from the Home Office/Employment service <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>If yes, please send photocopies of your passport pages.</b> c. Do you have to apply periodically for renewal of your residence visa? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	

4. Are you married to a person who has unrestricted right of abode in the United Kingdom/European Union? **Yes**  **No**

If Yes please state:

a. Date of Marriage: \_\_\_\_\_

b. Date you applied to the Home Office to have restrictions / limitations on your residence in the United Kingdom / European Union lifted: \_\_\_\_\_

c. Date indefinite leave to remain or unrestricted right of abode granted (if applicable) \_\_\_\_\_

d. Nationality of Spouse \_\_\_\_\_

e. Details of residence (country & dates) of spouse during the relevant period (IF residing in the UK/EU/EEA)\*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Are one or both of your parents resident in the United Kingdom / European Union? **Yes**  **No**

If yes, please state:

a. How long have they been in the United Kingdom / European Union? \_\_\_\_\_

b. Where do your parents currently live? \_\_\_\_\_

c. Where have your parents lived for the past 10 years? (Please give dates below – and continue on a separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

**F. Extra Information:**

Please use this box to provide any other information, which may help is in deciding on your fee status. (Use additional sheets if required)

**Declaration:**  
I confirm that the information given on this form is correct and complete and gives a true and accurate account of my personal circumstances.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to:**

Jeanette Eriksson  
Admissions Office  
London Metropolitan University  
166 - 220 Holloway Road  
London N7 8DB

Alternatively you can email this form to: [j.eriksson@londonmet.ac.uk](mailto:j.eriksson@londonmet.ac.uk)