Recruitment and Admissions Office

Dear Applicant,

Publicly funded UK Universities can charge two levels of fees under the terms of:

The [Higher Education (Fee Limit Condition) (England) Regulations 2017](https://www.legislation.gov.uk/uksi/2017/1189/contents/made), as [amended](https://www.legislation.gov.uk/changes/affected/uksi/2017/1189), which they provide for undergraduate courses where students are on a ‘qualifying course’ as provided for by the Office for Students;

The [Education (Fees and Awards) (England) Regulations 2007](https://www.legislation.gov.uk/uksi/2007/779/contents) as [(amended)](https://www.legislation.gov.uk/changes/affected/uksi/2007/779).

Students who are liable to pay full cost fees are classified as “overseas” for fee purposes whereas those who are eligible to pay at the lower rate are classified as “home” for fee purposes.

While the Government lays down the Regulations, each University is responsible for making their own final decision. At Durham University we use the government regulations in conjunction with guidance from The UK Council for International Student Affairs (UKCISA).

It is important that you read and complete all sections of the form accurately as the declarations you make will be used to determine your fee status.

By accepting our offer of admission, you are accepting the University’s decision in relation to your fee status. This decision is made based on the evidence provided by you at the point of assessment. Please be aware that if your fee status changes, particularly from overseas to home it is possible due to the space limitations we have for home offers, that we may not be able to make you an offer or indeed, if an offer has been made already, we may need to rescind this. Once you have enrolled with the University, this decision cannot be changed except in specific and exceptional circumstances.

The University has a legal obligation to ensure that you are charged the appropriate tuition fee. You should therefore ensure that the information contained on this form is correct and that you notify us of any changes in your circumstances that may affect your fees status as soon as possible.

If you have any queries about completing this form, do not hesitate to contact us using the [feestatus.admissions@durham.ac.uk](mailto:study@durham.ac.uk) email address.

Please return this form by email to: [feestatus.admissions@durham.ac.uk](mailto:feestatus.admissions@durham.ac.uk). ensuring the subject heading of your email is: ‘Fee Status Information Form - your name and your UCAS (Universities and Colleges Admissions Service) ID Number.’ Please do this within ***five working days of receiving this letter and form.***

With kind regards from,

Durham University Recruitment & Admissions

# Fee Status Information Form

Before completing this form you are advised to read the [UKCISA](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6082) guidance for Higher Education and specifically: page 20 of [england\_he\_who\_pays\_\_home\_fees\_public\_version6\_21.12.21.pdf (ukcisa.org.uk)](https://ukcisa.org.uk/uploads/files/1/england_he_who_pays__home_fees_public_version6_21.12.21.pdf)

**Section 1. Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Family name |  | First/given name(s) |  |
| Date of birth | day/month/year | UCAS Personal ID |  |
| Course title |  | Year of entry |  |
| Country of Birth |  | Nationalities (please state all) |  |
| Date of entry into the UK | day/month/year | Country of permanent residence |  |

**Section 2 – Eligibility status.** Please tick the scenario that matches your circumstances below and see the for the documents/evidence you will need to provide.

|  |  |
| --- | --- |
| **Select one** | **Eligibility status** |
| **☐** | British Citizen or an Irish Citizen |
| **☐** | EU/EEA/Swiss national with Settled Status in the UK, Pre-settled Status with no limit on your stay in the UK**. If yes, enter Share Code here­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **☐** | I or a member of my family have/ have:   * Exceptional Leave to Enter/Remain **☐** Refugee Status * Humanitarian Protection **☐** Discretionary Leave * Stateless leave to Remain **☐** Section 67 leave * Calais Leave **☐**  Asylum Seeker   If yes, date status granted **– day/month/year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **☐** | EU/ EEA (European Economic Area) National**/** Swiss national  . |
| **☐** | Relevant family member of a UK/EU/EEA or Swiss National – **complete section 6** |
| **☐** | * A child of a worker * Child of a Turkish worker * Granted the Afghan Relocations and Assistance Scheme * Granted Indefinite Leave to Remain in the UK * A Ukrainian citizen granted leave to remain under Ukrainian Schemes   If yes, date **status granted – day/month/year­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **☐** | None of the above applies. Provide details of why you are applying for Home fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section 3 - Residence history**

Provide details of all the countries in which you have been ordinarily resident from birth (continue using a separate page if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates from/to** | **Country and town/region of residence** | **Home address at that time?** | **Reason for living there (e.g., living with family, work, education)?** |
| day/month/year |  | Yes/No |  |
| day/month/year |
| day/month/year |  | Yes/No |  |
| day/month/year |

**Section 4 – Education**

Details of **all** your education to date (continue using a separate page if necessary).

|  |  |  |
| --- | --- | --- |
| **Dates from/to** | **Name of School/College/University and location** | **Country** |
| day/month/year |  |  |
| day/month/year |
| day/month/year |  |  |
| day/month/year |

Provide details of where you spent your **school/college holidays in the past 5 years**. If this was not at home, please provide the reason you spent your holiday at that location (continue using a separate page if necessary).

|  |  |  |
| --- | --- | --- |
| **Dates from/to** | **Address (including country)** | **Reason** |
| day/month/year |  |  |
| day/month/year |
| day/month/year |  |  |
| day/month/year |
| day/month/year |  |  |
| day/month/year |

**Section 5 – Absence**

|  |  |
| --- | --- |
| Have your parents/guardians been living outside the UK for the purpose of employment? | Yes /No. |

**If yes** and your parents/guardians **have** been living outside the UK for the purpose of employment, provide details of employment (name of employer and dates) covering **all** periods of absence. (Continue using a separate page if necessary).

|  |  |  |
| --- | --- | --- |
| **Name of Employer outside the UK** | **Country and town/region of residence** | **Employment began and ended year to year** |
|  |  | year to year |
|  |  | year to year |

|  |  |
| --- | --- |
| Have your parents/guardians maintained/owned a property in the UK during yours/their absence? | Yes /No. |

**If yes** provide the address **in the UK,** the dates that property was maintained/ owned by completing the grid below. (Continue using a separate page if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| **Address in UK** | **Maintained/owned from/to** | **Family use only** | **Rented out** |
|  | day/month/year | ☐ | ☐ |
| day/month/year |
|  | day/month/year | ☐ | ☐ |
| day/month/year |

**If no**  provide the address **outside the UK,** the dates that property was maintained/ owned by completing the grid below. (Continue using a separate page if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| **Address outside the UK** | **Maintained/owned from/to** | **Family use only** | **Rented out** |
|  | day/month/year | ☐ | ☐ |
| day/month/year |
|  | day/month/year | ☐ | ☐ |
| day/month/year |

**If you currently live outside the UK and your family home in the UK has been rented out.** Provide details of when you have returned to the UK for the past 5 years, who have you stayed with and where? (Continue using a separate page if necessary).

|  |  |  |
| --- | --- | --- |
| **Name of person, address /country of where you stayed** | **Dates of travel from/to** | **Activities whilst there** |
|  | day/month/year |  |
| day/month/year |
|  | day/month/year |  |
| day/month/year |
|  | day/month/year |  |
| day/month/year |
|  | day/month/year |  |
| day/month/year |
|  | day/month/year |  |
| day/month/year |

**If you currently live in the UK and your family home in the UK has been rented out.** Provide details of when you have returned to the UK for the past 5 years, who have you stayed with and where? (Continue using a separate page if necessary).

|  |  |
| --- | --- |
| Do you / your family intend to return to the UK?  If **yes,** when are you returning to the UK – exact date | Yes/No.  day/month/year |
| **If no,** where will your family be living? Provide the address: | |

**Section 6 – Relevant Family Members**

If you have a relevant family member currently residing in the UK, please provide their details below**: [Refer to UKCISA for definition of a relevant family member.]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of relevant family member** | **Nationality** | **Relationship to you** | **Has legal parental responsibility for you?** |
|  |  |  | Yes/No. |
|  |  |  | Yes/No. |
|  |  |  | Yes/No. |
| I have no relevant family members residing in the UK | | | **☐** |

**Section 7 – Links to the UK**

|  |  |  |
| --- | --- | --- |
| Are you registered with a dentist in the UK? | Yes/No. | Number of years registered. ­\_\_\_\_\_\_\_\_\_\_ |
| Are you registered with a doctor in the UK? | Yes/No. | Number of years registered. \_\_\_\_\_\_\_\_\_\_ |
| Are you registered to vote in the UK? | Yes/No. | Where are you registered. \_\_\_\_\_\_\_\_\_\_ |
| Do you have a UK driving licence? | Yes/No. | When did you pass your test. \_\_\_\_\_\_\_\_\_ |

**Section 8 – Funding**

|  |  |
| --- | --- |
| Have you applied for funding with Student Finance England?  If **yes,** have you been accepted? | Yes/No.  Yes/No. |
| If you **have not applied** for funding with Student Finance England or been refused funding provide the reason for this: | |

Supporting statement: Add any further relevant information below to assist in determining your fees here:

**Section 8 - Checklist**

|  |
| --- |
| Please be aware that we will not be able to determine your fee status if you have not fully completed the relevant sections of the form or if you have not provided the appropriate supporting documentation.  Highlight below all evidence you have provided to support your case   * Your passport * Your relevant family members passports * Your birth certificate * If your name is different to your parent/guardian their birth certificate is required * Details of and evidence of legal guardianship if appropriate – solicitors' letter * Your BRP Card – both sides * Relevant family members BRP cards – both sides * Home Office letter * UK mortgage details or tenancy agreements for past 5 years * Utility bills for past 3 years * UK bank statements for past 3 years * Parents contracts for the duration of employment overseas – if applicable * Flight details and tickets to support visits to UK for past 5 years * Evidence of registration with UK doctor and/or UK Dentist * UK Driving Licence * Student Finance England funding letter. |

|  |
| --- |
| **Section 9 - Declaration** |
| I confirm that I have read the [Fee Status](https://www.durham.ac.uk/study/admissions-policy/fee-status/) information provided on the Durham University website and that the information I have provided on this form is true, complete, and accurate, and that none of the information requested has been omitted. I agree that the University may ask to see documentation to confirm the statements I have made on this enquiry form. |
| Signed: Date: |

Return a scanned copy of this questionnaire, in pdf format and attach it together with all supporting documentation to: [feestatus.admissions@durham.ac.uk](mailto:feestatus.admissions@durham.ac.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FOR OFFICE USE ONLY: Assessed by name and date: | | | | |
| Decision: | Home |  | Overseas |  |
| UKCISA Category/Reason |  | | | |