



## Fee Assessment Questionnaire: Swansea University Admissions Office

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

[feeassessment.admissions@swansea.ac.uk](mailto:feeassessment.admissions@swansea.ac.uk)

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

If you meet the residence and immigration status requirements set out in the Higher Education Regulations 2015 and the Education (Wales) Regulations 2007, 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.

Unless you fulfil certain residence and immigration status requirements, UK government legislation allows publicly funded educational institutions to charge 'overseas' student fees to international students.

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 - <https://www.ukcisa.org.uk/student-advice/find-your-fee-status/>

Information can also be found on the University's Fee Assessment webpage, along with helpful answers to Frequently Asked Questions, brief overviews of the main categories for qualifying for Home fees, and details of how to request a fee re-assessment for Current Students – <https://www.swansea.ac.uk/undergraduate/fees-and-funding/tuition-fees/fee-status-assessment/>

### **IMPORTANT**

For us to complete your fee assessment in a timely manner, please ensure that you return your completed fee assessment to us, along with **ALL** required evidence that is relevant to your Immigration Status (listed in SectionB).

Please provide the following documents:

- Passport, EU ID Card or BRP Card
- Proof of 3+ years ordinary residency within the UK/EEA. This must be on company headed paper, dated three years **before the first day of the first academic year of your course\*\*** and can be in your name, or your parents' names
- For Refugee status we require proof of current residence
- For EU Students your Share Code: <https://www.gov.uk/view-prove-immigration-status> when asked "what do you need the share code for"? please select "something else"
- For Non-EU Students a copy of your Home Office letter confirming the type of leave that has been granted
- Marriage or birth certificate (if you are the spouse or child dependant)

\*\* Please note, as per UKCISA guidelines, the first day of the first academic year of your course will be:

- Between 1<sup>st</sup> August and 31 December inclusive, the first day will be 1<sup>st</sup> September
- Between 1<sup>st</sup> January and 31<sup>st</sup> March inclusive, the first day will be 1<sup>st</sup> January
- Between 1<sup>st</sup> April and 30<sup>th</sup> June inclusive, the first day will be 1<sup>st</sup> April
- Between 1<sup>st</sup> July and 31<sup>st</sup> July inclusive, the first day will be 1<sup>st</sup> July

## Section A – General Details

<b>First names</b>		<b>Surname</b>	
<b>Course applied for</b>		<b>Start date (mm/yy)</b>	
<b>UCAS ID or Student Number</b>		<b>Date of Birth</b> dd/mm/yyyy	
<b>Current Address</b>			
<b>Email address</b>			
<b>Please confirm</b>	I am a New Student (yet to enrol on first year of course)  I am a Current Student (have enrolled on current course, and completed first year)  I am a Returning Student (have completed previous course, and applied for another)		
<b>Nationality</b>	If you have citizenship of more than one country, please list them <b><u>ALL</u></b>		
<b>Your Nationality (Citizenship)</b>			
<b>Country of Birth</b>			
<b>Nationality of Mother</b>			
<b>Nationality of Father</b>			
<b>Nationality of Spouse</b>			

## Section B – Immigration Status (Please select the most appropriate from the dropdown)

If the below sections are not populated after you have made a selection, please click on the empty box below and then re-click on your selection to display evidence required

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## Section C – 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)
	To	

If you have been resident in the UK during the past three years, was any part of your residence **solely** for the purpose of full-time education, e.g., attendance at Boarding School?

Yes      No

## Section D – Migrant Workers only

Please select all that apply:

Are you currently resident in the UK?

Yes

No

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## Section E – Refugees / Asylum in the UK only

Please tick/highlight all statements that apply you and provide the necessary evidence:

I have Refugee Status

My Parent(s)/Guardians have Refugee Status

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:

I have been refused refugee status but granted **Discretionary Leave** in the UK

I have been refused asylum status but granted **Humanitarian Protection** in the UK

## Section F – 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 in your email, answering the questions listed below. Please also ensure you send all relevant evidence listed below:

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

## Section G – Additional Information

Use this box to add any other relevant information (continue 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.		Yes	No
I confirm that I have included the relevant evidence as listed in SECTION A, and SECTION C		Yes	No
<b>Applicant Signature</b>		<b>Date</b>	
<p>Fee Assessments can take up to five working days to be completed, longer during peak periods.  <b>Please ensure that you send us copies of the relevant documents so that we can assess your fee status promptly to:</b></p> <p style="text-align: center;"><a href="mailto:feeassessment.admissions@swansea.ac.uk">feeassessment.admissions@swansea.ac.uk</a> or via mail to:  <b>Admissions Compliance Team, Admissions Office, Swansea University, Singleton Park, Swansea SA2 8PP</b></p>			
<p>If you are <b>currently waiting for your Indefinite Leave to Remain to be granted</b> and have any questions about how this will affect your application for Student Finance, please contact <a href="mailto:money.campuslife@swansea.ac.uk">money.campuslife@swansea.ac.uk</a>.</p> <p>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:  <a href="https://www.swansea.ac.uk/money-campuslife/">https://www.swansea.ac.uk/money-campuslife/</a></p>			