University of Hertfordshire UH

STUDENT CENTRE

Fee assessment form

In order to enable us to assess your status for tuition fee purposes, please complete and return the Fee Assessment Form below and provide us with documentary evidence of your immigration status in the United Kingdom. Decisions on your Home or Overseas fee status at the University of Hertfordshire are based on guidance provided by UKCISA (UK Council for International Student Affairs) and their guidance can be found on the UKCISA website.

You can scan or photocopy these documents and email them to us with the completed Fee Assessment form to **sre@herts.ac.uk.**

Please note: You will need to provide your **original** documents at registration. Any discrepancies found, or failure to produce original documents, may result in the university changing their decision and you could be withdrawn from your course. It is the policy of the University of Hertfordshire to verify passports for all applicants born outside of the UK. Due to discrimination laws, we are unable to make exceptions to this policy.

A) Personal Details

Family name		Other names	
Course applied for			
Start date of course		UCAS/Applicant number	
Date of birth		Country of birth	
Nationality (Citizenship)			

(If you have citizenship of two or more countries please list them both/all)

Immigration Status *(please tick one and provide documentation)*	**Please provide:**
☐ British Citizen or Commonwealth National with Right of Abode	Copy of relevant page(s) of passport (including page(s) confirming name and nationality)
☐ Indefinite Leave to Enter/Remain	Copy of relevant page(s) of passport (including page(s) confirming name and nationality and/or Home Office letter)
☐ Refugee status/Humanitarian Protection status OR the child or spouse/civil partner of someone granted that status	Home Office letter (and any relevant enclosures) or refugee travel document/residence permit AND relevant documents of person granted that status if you are the child/spouse/civil partner
☐ Time limit on stay Date last passport stamp/visa was issued Date of expiry of latest permission to stay	Copy of relevant page(s) of passport (including page(s) confirming name and nationality)
☐ Tier 1/Tier 2/Tier 4/PSW/Highly skilled worker residence permit holder OR you are the child/spouse/civil partner of some-one with that status	Copy of relevant page(s) of passport (including page(s) confirming name and nationality)
☐ EEA National (Please see Section B below if you are resident in the UK as the dependant of an EEA/UK National). Visit **www.gov.uk/eu-eea** for details of EEA members	Copy of relevant page(s) of passport (including page(s) confirming name and nationality)
☐ Child of a Turkish Worker	Copy of relevant page(s) of passport (including page(s) confirming name and nationality) AND evidence of employment

If none of the above categories are relevant to you, or your status is likely to change before the start of the course, **please attach details** and provide supporting evidence.

Current residence

In which country do you normally live?

When did your residence in that country begin?

Please give details of the country or countries you have lived in for the past THREE years

Address	Date residence began	Main reason for residence

(Please continue on a separate sheet if necessary)

If you would have been ordinarily resident in the UK and Islands or EEA during the last three years but for the fact that you, your spouse/civil partner or your parent was temporarily working abroad, **please attach details** (including length of time spent abroad and the nature of the work).

Who will be paying your tuition fees?

Have you applied for student support from Student Finance England/Student Loans Company? Yes ☐ No ☐

Has your application been successful? Pending ☐ Yes ☐ No ☐

B) Details about your family if you are related to an EEA/EU or UK national

Please complete the table below as appropriate

Relationship to you	Nationality (citizenship)	Country or countries of residence	Purpose of residence
Mother ☐ Father ☐ Spouse/Civil Partner ☐			
Mother ☐ Father ☐ Spouse/Civil Partner ☐			

Please provide: Copy of relevant page(s) of passport (including page(s) confirming name and nationality), AND your birth certificate *(if the EEA National is your parent)* or marriage certificate ***(if they are your spouse/civil partner).***

I certify that the answers given by me to the above questions are, to the best of my knowledge, true and accurate. I acknowledge that if any of the information given is inaccurate or misleading, the university reserves the right to withdraw any offer, or once I am a student, to terminate my attendance at the university.

Applicant's signature

Date