

THE UNIVERSITY OF SUSSEX

FEE-STATUS QUESTIONNAIRE

The regulations defining fee-status are set out in Statutory Instruments which are determined by the Government. It is the responsibility of the University to apply those regulations to individual cases. If you meet the residence and immigration status requirements you will be charged the 'home' student tuition fee. If, however, you do not meet the residence and immigration status requirements you will be charged a higher 'overseas' student tuition fee. **A summary of the requirements can be found on the website of the UK Council for International Student Affairs: www.ukcisa.org.uk.**

The purpose of this questionnaire is to enable us to assess accurately your status for fee payment purposes. Please answer all of the questions as fully as possible and provide documentary evidence where requested. Failure to return this form or supply appropriate supporting documentation will result in a higher rate of fee classification. Please note that the information provided will be used only to assess your fee-status.

Please return the completed questionnaire to:

**Postgraduate Admissions
Sussex House
University of Sussex
Brighton
BN1 9RH
United Kingdom**

Email: pg.applicants@sussex.ac.uk

A.) PERSONAL DETAILS

Family name/surname	
First name	
University application number	
Course applied for	
Proposed start date of course (e.g. September 2017)	

Date of birth	Country of birth	Country of permanent residence	Marital status

Nationality of: (If you are a national of two or more countries please list them both/all)			
Yourself	Mother	Father	Spouse/Civil Partner

B.) IMMIGRATION STATUS

Immigration status (please tick as many as apply)	Evidence required
<input type="checkbox"/> British Citizen or Commonwealth national with Right of Abode	Copy of relevant page(s) of passport (including page(s) confirming name and nationality)
<input type="checkbox"/> British National (Overseas), British Dependent Territories Citizen, British Overseas Citizen, British Subject, British Protected Person	Copy of relevant page(s) of passport (including page(s) confirming name and nationality)
<input type="checkbox"/> Indefinite Leave to Enter/Remain (permanent residency) or an endorsement stating there is no time limit on your stay in the United Kingdom	Copy of relevant page(s) of passport (including page(s) confirming name and nationality) and/or Home Office letter and/or UK Identity Card
<input type="checkbox"/> Refugee status OR you are a child or spouse/civil partner of someone granted refugee status	Home Office letter (and any relevant enclosures) or refugee travel document or UK Identity Card
<input type="checkbox"/> Refused refugee status but granted one of the following <ul style="list-style-type: none"> • Exceptional Leave to Enter/Remain • Humanitarian Protection • Discretionary Leave OR you are a child or spouse/civil partner of someone refused refugee status but granted one of the above	Home Office letter (and any relevant enclosures) and/or UK Identity Card
<input type="checkbox"/> Asylum Seeker	UK Home Office letter (and any relevant enclosures)
<input type="checkbox"/> Time limit on stay (e.g. leave to enter or remain in the United Kingdom for specified period of time). <input type="checkbox"/> Student Visa <input type="checkbox"/> Visitor Visa <input type="checkbox"/> Work Permit <input type="checkbox"/> Other Date last passport stamp/visa was issued: Date of expiry of most recent permission to stay:	Copy of relevant page(s) of passport (including page(s) confirming name and nationality) and/or UK Identity Card
<input type="checkbox"/> EEA National OR a Swiss national. <i>(The EEA comprises Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Ireland, Romania, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom)</i>	Copy of relevant page(s) of passport confirming name and nationality
If none of the categories above covers you, or your status is likely to change before the start of the course, please attach details and provide supporting evidence, if possible.	

C.) RESIDENCY

YOURSELF:

Country of current residence: _____

When did your residency begin?: _____

Reason for residence: _____

Please give details of the countries in which **YOU** have been resident for the past **TEN** years. If, for any part of the last **THREE** years, you have been absent from the United Kingdom/EEA and overseas territories please also complete **section D**.

Country of residence	Residence		Main reason for residence (e.g. living with family, work, study)
	Start date	End date	

Please continue on a separate sheet if necessary.

MOTHER:

Please give details of the countries in which your mother has been resident for the past **TEN** years:

Country of residence	Residence		Main reason for residence (e.g. living with family, work, study)
	Start date	End date	

Please continue on a separate sheet if necessary.

FATHER:

Please give details of the countries in which your father has been resident for the past **TEN** years:

Country of residence	Residence		Main reason for residence (e.g. living with family, work, study)
	Start date	End date	

Please continue on a separate sheet if necessary.

SPOUSE/CIVIL PARTNER:

Please give details of the countries in which your spouse/civil partner (if applicable) has been resident for the past **TEN** years:

Country of residence	Residence		Main reason for residence (e.g. living with family, work, study)
	Start date	End date	

Please continue on a separate sheet if necessary.

D.) ABSENCE FROM THE UK/EEA

Please state the reason for absence from the UK/EEA and overseas territories:

Employment
Education
Other *please specify* _____

(i) Was/is property maintained in the UK/EEA and overseas territories during the period of absence? Please provide details of address and length of ownership/tenancy.

(ii) Have regular holidays been spent in the UK/EEA and overseas territories? Please provide details of frequency and length.

(iii) What other periods of time were spent in the UK/EEA and overseas territories-how often, for how long and how regularly?

(iv) If it were not for employment/education, where would the applicant be resident?

If employment (either the applicant's or a family member's) is the reason for the applicant's temporary absence from the UK/EEA and overseas territories during any part of the three years prior to the start of the course, please provide answers to the following questions (on a separate sheet if necessary). Please also provide documentary evidence of the temporary nature of the employment.

(v) Who was the employee?

(vi) Was employment obtained prior to departure? If not, what was the reason for residence in the overseas country prior to obtaining employment?

(vii) Was/is the employment for a specified period? If yes, what is the length of the contract?

(viii) Was/is the employment contract renewable and/or part of a series of contracts?

E.) FURTHER INFORMATION

Please provide any further information which you feel is relevant to your fee-status classification:

F.) DECLARATION

I confirm that the information given above and in any attachments provide, to the best of my knowledge, a true and accurate account of my personal circumstances. If any information is found to be inaccurate or misleading the University of Sussex reserves the right to withdraw its offer of a place, terminate attendance at the University or amend the level of tuition fees charged.

Applicant's Signature

Date

For office use only			
Fee-Status	Assessor	Date	Signature

FEE STATUS QUESTIONNAIRE CHECKLIST

In order to assist us in completing your fee assessment it would be useful if you could provide additional documents in support of the information you have provided.

Could you please indicate below the documents which you have provided.

PLEASE ONLY SEND COPIES OF DOCUMENTS AND NOT ORIGINALS.

I have included the following documents relevant to my case

- Photo page of passport
- All visas in passport
- Copy of marriage certificate (as my stay in the UK is linked to my spouse/ civil partner)
- Copy of my birth certificate and copies of my parents passports (as my stay in the UK is linked to my parent(s))
- Copy of temporary employment contract / employers letter based overseas for myself / spouse/civil partner / parents
- Copy of utility bills as proof of residence in the UK for the previous 3 years
- Copies of airline tickets/ flight itineraries for return visits to the UK for the previous 3 years
- Copy of all Home Office letters confirming my residential category in the UK
- Copy of translations for documents
- Other. Please provide details -
