

## GUIDING PRINCIPLES OF FEE ASSESSMENT

### 1 Principles of fee status assessment

- 1.1 The final decision as to an applicant's status for fees will be determined by Cardiff University based on individual information in accordance with The Education (Fees and Awards) (Wales) Regulations 2007, the Higher Education (Qualifying Courses, Qualifying Persons and Supplementary Provision) (Wales) Regulations 2015, and any subsequent amendments.
- 1.2 [UKCISA](#) (The UK Council for International Student Affairs) guidelines for Wales ([Wales: fee status \(Higher Education\)](#)) are used by the University to determine fee status.
- 1.2.1 Your fee status will determine what tuition fee rate you are liable for paying:
- Home
  - Island (Channel Islands and Isle of Man)
  - EU
  - or Overseas. Note that if you require a Student Visa to study in the UK you must be classed as Overseas or EU.
- 1.2.2 Fee status classifications are contingent on an interpretation of the UKCISA guidelines. For example, when determining [ordinary residence](#) it may be necessary to consider whether an absence from the UK can be considered a "temporary absence." As 'temporary' is not specifically defined in the UKCISA guidelines or Welsh Government legislation, the University reserves the right to use its judgement. In these circumstances, the University will consider [ordinary residence case law](#) and ensure that all applicants are treated in a fair and consistent manner.
- 1.2.3 The University deems the first day of the programme to be the "relevant date" in the determination of ordinary residence.
- 1.2.4 If an applicant achieves settled status after the relevant date (as outlined in the Education (Fees and Awards) (Wales) Regulations 2007) but before the start of the programme, the University will deem the first day of the programme to be the relevant date in the determination offer status.

### 2. Process of assessment

- 2.1 Fee status is confirmed following receipt of a formal application to the University which is successful (i.e., where an offer of a place to study is or can be made). Each applicant's fee status is considered on an individual basis, depending on each

person's unique circumstances, by a member of the University's Admissions Team with relevant expertise.

- 2.2 Fee status is normally determined from information supplied in the application for admission.
  - 2.2.1 If a fee status cannot be determined from information provided on the application form the applicant will be asked to complete a fee assessment questionnaire and provide relevant supporting documentation and information. All relevant information/documentation known/available at the time of application must be disclosed.
  - 2.2.2 Decisions regarding fee status are made as quickly as possible. Final assessment is normally made prior to enrolment, subject to the submission of appropriate documentation.
  - 2.2.3 Failure to submit supporting documentation or information, when requested, will result in the allocation of the higher rate of fee classification. A minimum of 14 days will be allowed for documentation/information to be submitted.
- 2.3 If you are applying for deferred entry, your fee status will be based on your circumstances at the time you applied. However, if your circumstances change prior to the start of your programme you can request to be reassessed.

### **3. Fee status reassessment process**

- 3.1 You have the right to request a reassessment of your fee status if you disagree with the fee status classification and have reasonable grounds for doing so. Reasonable grounds are:
  - Additional information or evidence is available which demonstrates the fee classification is incorrect
  - Your circumstances have changed since the original assessment, for example, you are a deferred entry applicant who may now meet the residency requirements
  - You feel your assessment has not been treated in a fair or consistent manner, or in line with official regulations.
- 3.2 All requests for reassessment should be made in writing to the Head of Admissions within 28 days of receipt of a formal offer by emailing [admissions-advice@cardiff.ac.uk](mailto:admissions-advice@cardiff.ac.uk). Please include "fee status reassessment" in the subject line of your email. Your full name and Cardiff University application number or UCAS Personal ID must be provided along with any documentation or evidence relevant to the request for reassessment. If you have enrolled within 28 days of receipt of the formal offer and wish to request a reassessment, please email your request to [studentconnect@cardiff.ac.uk](mailto:studentconnect@cardiff.ac.uk).

- 3.3 There is no time limit for a fee status reassessment if an applicant's relevant circumstances have changed i.e. if you have recently been granted indefinite leave to remain.
- 3.4 Applicants will not suffer any disadvantage as a result of requesting a reassessment of their fee status.
- 3.5 The University will provide an initial response within 28 days of a fee status reassessment request being received. Additional information or evidence may be requested as part of the reassessment.

#### **4. Appeal panel**

- 4.1 You have the right to request an appeal panel review your case if you disagree with the fee status classification following a reassessment and have reasonable grounds for doing so. Reasonable grounds are:
- You feel your assessment has not been treated in a fair or consistent manner, or in line with official regulations.
- 4.2. New documentation or evidence to support your fee status should not be submitted at this stage. If new documentation or evidence is submitted, then the case will be managed through the reassessment process (point 3).
- 4.3 Requests for an appeal panel review must be made in writing to the Head of Admissions within seven days of receipt of your reassessment decision by emailing [admissions-advice@cardiff.ac.uk](mailto:admissions-advice@cardiff.ac.uk). Your full name and Cardiff University application number or UCAS Personal ID must be provided along with any documentation or evidence relevant to the appeal. You must also state which [UKCISA \(Wales\) category](#) you believe you fit into and evidence how you meet all criteria in that category.
- 4.4 The appeal panel will consist of a minimum of three members of Cardiff University staff, including at least one representative not in the Admissions Team. A minimum of two members of the panel will not have been involved in the original fee assessment or reassessment.
- 4.5 Panel members will assess the fee status independently and then discuss their findings. All appeals will be held in a timely manner and a timeline for a decision will be communicated to you or an authorised party acting on your behalf when full evidence/information has been received from you.
- 4.6 All decisions by the panel are final and there is no further right to appeal. The final decision will be communicated to you in writing by the Head of Admissions (or member of staff acting on their behalf).
- 4.7 If you have evidence that the University deviated from its published fee assessment policy in considering your fee status appeal, you have the right to make a formal complaint. Please see section 4.3 the Applicant [Complaints and Appeals Procedure](#).

Please note that a complaint can only be submitted in writing within the same admissions cycle that complaint has arisen in.

**5. Contact details**

- 5.1 For further information about this document please contact the Admissions Support Team:

Email: [admissions-advice@cardiff.ac.uk](mailto:admissions-advice@cardiff.ac.uk)

Post: Admissions Support Team,  
Cardiff University,  
Floor 5,  
McKenzie House,  
30-36 Newport Road,  
Cardiff,  
CF24 0DE