# **Fee Assessment Questionnaire**

**Completed form and accompanying evidence to be returned to:** [admissions-advice@cardiff.ac.uk](mailto:admissions-advice@cardiff.ac.uk)

# Guidance notes

The University has been unable to assess your fee status from the information supplied on your application form. For your fee status to be correctly assessed, please complete and return this form with relevant supporting documentation without delay. Failure to return this form or supply appropriate supporting documentation will result in a higher rate of fee classification.

Cardiff University uses the UK Council for International Student Affairs ([UKCISA](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Wales-HE-fee-status)) guidelines to determine fee status. For details of categories and classification please see [Wales: fee status (Higher Education)](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Wales-HE-fee-status#layer-6099).

# SECTION 1: Personal details

|  |  |
| --- | --- |
| * 1. Full name: | |
| * 1. Cardiff University student number / UCAS Personal ID: | |
| * 1. Programme of study applied for: | |
| * 1. Do you require a visa to study in the UK? | |
| * 1. UK immigration status: | |
| * 1. [Share code](https://www.gov.uk/view-prove-immigration-status) (if you have one): | |
| * 1. Date of first entry to the UK: | |
| * 1. Country of birth: | |
| * 1. Nationality (if dual national, state both nationalities): | |
| * 1. Nationality of spouse (if applicable): | |
| * 1. Nationality of father (if applicable): | |
| * 1. Nationality of mother (if applicable): | |
| * 1. Nationality of any other [relevant family members](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Wales-HE-fee-status#layer-6101): | |
| * 1. Home address: | * 1. Parents’ home address   (if applicable and different to yours): |

# SECTION 2: Residency information

**2.1.** Please give inclusive dates **since birth** of your periods and locations of residence. This should include your current address as well as any previous addresses:

|  |  |  |  |
| --- | --- | --- | --- |
| Dates of residence  (month and year) | Reason for residence | Full postal address  during period in question | Country |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |

Continue on a separate sheet if necessary.

# SECTION 3: Temporary absence

|  |
| --- |
| **3.1.** Are/were you temporarily living outside the UK because of your own, or your parents', occupation? Please give details below and include documentary evidence (see section 7) when you return this form. |

# SECTION 4: Migrant worker status

|  |
| --- |
| **4.1.** Are any of the following a migrant worker in the UK?  You  Your spouse  Your parent/guardian |

# SECTION 5: Refugee/asylum status

|  |  |
| --- | --- |
| * 1. Have you been recognised as refugee by the UK Government? | Yes  No |
| * 1. Have any relevant family members been recognised as a refugee by the UK Government? | Yes  No |
| * 1. Are you currently seeking asylum in the UK? | Yes  No |
| * 1. If you are awaiting a decision from the Home Office, on what date did you apply for asylum? |  |

If you are seeking asylum in the UK, please provide a copy of both sides of your [application registration card](https://www.gov.uk/government/publications/application-registration-card-arc/application-registration-card-arc) (**ARC**) when returning this questionnaire. [Support for asylum seekers](https://www.cardiff.ac.uk/study/undergraduate/funding/support-for-asylum-seekers) can also be found on our website.

|  |
| --- |
| **5.5.** Have you or a relevant family member been granted any of the following as a result of an application for asylum in the UK? |

|  |  |
| --- | --- |
| Humanitarian Protection in the UK | Yes  No |
| Discretionary Leave in the UK | Yes  No |
| Exceptional Leave to Enter/Remain in the UK | Yes  No |
| Private/Family Life Leave under UK immigration rules | Yes  No |
| Leave outside UK immigration rules on the grounds of Article 8 of European Convention on Human Rights | Yes  No |

|  |
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|  |

# SECTION 6: Additional information (optional)

**6.1.** Please use this section to tell us anything else that you think will help us determine your fee status, that was not covered in the previous sections. For example, if you believe you are eligible for to pay ‘home’ fees then you may want to let us know which [UKCISA category](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Wales-HE-fee-status#layer-6099) you think you fit into.

# SECTION 7: Acceptable forms of evidence

|  |  |
| --- | --- |
| Evidence required | Appropriate documents to provide |
| Proof of nationality | * A scan/photo of your passport photo page * A certificate of registration confirming your status as a British citizen |
| Proof of immigration status | * UKVI [share code](https://www.gov.uk/view-prove-immigration-status) * Both sides of your [biometric residence permit](https://www.gov.uk/biometric-residence-permits) (BRP) * Both sides of your [application registration card](https://www.gov.uk/government/publications/application-registration-card-arc/application-registration-card-arc) (ARC) * Home Office letter(s) |
| Proof of relationship to a relevant family member | * Marriage certificate/civil partnership schedule * Birth/adoption certificate |
| Evidence of temporary absence | * Temporary work contract(s) showing the start and end date of employment. * Details of all return trips to the UK, including the reason for your visit and where you stayed. * Details of any property owned in the UK. |

Full colour copies are preferred, and documents must be legible. The completed form with accompanying evidence should be emailed to [admissions-advice@cardiff.ac.uk](mailto:admissions-advice@cardiff.ac.uk).

# SECTION 8: Declaration

|  |
| --- |
| I certify that the answers given by me to the questions on this form are, to the best of my knowledge, a true and accurate account of my personal circumstances. I also understand that the information provided on this form, along with accompanying evidence, may be shared with other relevant teams within Cardiff University. |
| Signed: Date: |