BIRMINGHAM CITY University

FEE STATUS ASSESSMENT QUESTIONNAIRE – HOW MUCH WILL I PAY?

United Kingdom Government legislation permits publicly funded universities to charge 'overseas' student tuition fees to international students unless they fulfil certain residence and immigration status requirements. If you meet the residence and immigration status requirements, you will be charged a lower 'home' student tuition fee. The purpose of this questionnaire is to enable us to accurately assess your status for fee payment purposes.

Information you have provided on your application means that we are unable to currently determine your fee status. Please complete the form below and return to Admissions with copies of your birth certificate, passport, Home Office letters, any other relevant supporting documents and **ALL** UK visas obtained. Failure to return a completed form with the necessary documents may result in you being categorised as an overseas fee payer.

1.Personal details

Full name (as stated in passport and/ or birth certificate):	
BCU ID/UCAS No:	
Nationality (as stated in your passport): *You must attach photocopies of your passport to this form.*	
Date you arrived in the UK: *You must attach a copy of your stamped vignette in your passport to confirm.*	(dd/mm/yyyy): ☐☐ ☐☐ ☐☐
Type of visa you entered the UK with: *You must attach a photocopy to this form*	
Marital Status: *Please tick which is appropriate.*	Single ☐ Married ☐ Civil Partner ☐ Divorced ☐ Widow ☐
If you are married/ in a civil partnership, please give the nationality of your husband/wife/civil partner:	
Current immigration status of your husband/wife/civil partner: *Include a copy of their passport/visa and your marriage/civil partnership certificate.*	

2. Current Immigration Status

Please tick **(✓)** your current immigration status below (the type of visa/leave in the UK you currently have as stated on your BRP/letter from the Home Office).

British Citizen/Irish Citizen (If you are living overseas, go to Section 3)	☐	British National (Overseas)	☐	Refugee/Family member of a refugee	☐
EUSS Settled*	☐	Settlement/Indefinite leave to Enter/ Remain	☐	Humanitarian Protection	☐
EUSS Pre-settled*	☐	Limited Leave/Leave to Remain/ Enter**	☐	Asylum Seeker/Discretionary leave	☐

Other (please state):			
*EU Share code from www.gov.uk/view-prove-immigration-status:			
**Date of expiry of current leave to remain/enter visa: You must attach a photocopy of this to your form.	(dd/mm/yyyy): ☐☐ ☐☐ ☐☐		
Nationality of mother:		Current immigration status of mother:	
Nationality of father:		Current immigration status of father:	
Nationality of spouse:		Current immigration status of spouse:	
In the past 3 years was your residency in the United Kingdom/EEA mainly for the purpose of receiving full-time education? Please tick which is appropriate.	Yes ☐ No ☐		
If no, state the purpose of your residence:			

Once you have completed this section, go to section 4.

3. British Citizens Abroad (go to section 4 if this does not apply to you)

If you are a British Citizen who is temporarily absent from the UK or who has lived abroad in the last 3 years, please give details of any links to the UK such as flight tickets back and forth to the UK, UK bank/ utility bills, council tax bills in your name and attach evidence with this questionnaire.	**Reasons for absence from UK:**

4. List and type of ALL UK visas issued to you (please include a copy of all UK visas issued to you)

Visa category	Visa start date	Visa end date	Reasons for visa

5. Addresses

Permanent Current Address:	

List all the addresses where you have lived, including dates, for the past 3 years. You must also indicate the main reason for residence (e.g. work, education, family reunion).

Addresses (including country of residence)	Dates of residence	Main Reason for Residence

6. Evidence Checklist – YOU MUST ATTACH BELOW DOCUMENTS FOR ASSESSMENT

I have included all relevant documents for my status to be assessed (tick **(✓)** which documents you have included.) (Please note if you do not include the relevant documents, your assessment will be delayed and may result in not receiving an offer for the course you have applied for.)

Photo page of passport	☐	All visas in passport and/or Biometric card since entering the UK	☐
Copy of temporary employment contract/letter for myself or family	☐	Copy of Home Office letters confirming my residential category in the UK	☐
Copy of marriage certificate (as my stay in the UK is linked to my spouse/civil partner)	☐	Copy of birth certificate and copies of my parents, passports (as my stay in the UK is linked to my parents)	☐
Copy of utility bills as proof of your residence in the UK for previous 3 years	☐	Copy of English translations for documents	☐

7. Declaration by Student (You must ensure to tick (✓) and sign the declaration for us to consider your application.)

I declare that the information given on this form is complete and accurate. If any of the information is found to be inaccurate or misleading, Birmingham City University reserves the right to withdraw its offer of a place, terminate attendance at the University or amend the level of tuition fees charged.	☐
I also understand that the University may need further documentary evidence to substantiate this information should the query arise.	☐
I have attached the documentary evidence to support the answers given.	☐
In the event that the University is unable to make a decision based on the information and documents provided, I give permission for the University to contact the Home Office regarding my immigration history *Please tick which is appropriate.*	Yes ☐ No ☐

Full name:	Your signature:	Date (dd/mm/yyyy):
		☐☐ ☐☐ ☐☐

Please ensure you provide all documents that apply to your current immigration status and have completed the questionnaire. Failure to provide supporting documents will result in a delay in your fee assessment.

GUIDANCE COMPLETING THE FEE STATUS QUESTIONNAIRE

Why do I have to complete a Fee Status Questionnaire?

The Fee Status Questionnaire is generated automatically due to information you have supplied on your application form relating to residential category, country of birth, date of entry to the UK and where nationality is not British/UK.

Following Department for Education policies and UK Council for International Student Affairs (UKCISA) guidelines and regulations, the University must show that we have followed the application process and assessed each individual to determine their status for student fees. If we have not obtained sufficient documentation, we will request additional information during the application stages.

The questionnaire is straightforward to complete and provides an easy-to-follow tick box of documentation you can provide to support your fee status questionnaire. To avoid delays in the assessment of your fee status, please take time to complete the questionnaire in full and upload all supporting documentation.

Please note: For the purpose of the Fee Status Questionnaire, your nationality should be as stated in your passport and should not be confused with your ethnic origin. For example, if you identify yourself as a British Indian and hold a British Passport your nationality would be British and ethnic origin would be Indian.

For further information regarding UKCISA please follow this link: www.ukcisa.org.uk

Understanding the Fee Status Questionnaire

Section one – Personal details

Please complete this section in full for us to determine you as an individual, which assessment category to assess you under.

Evidence required for this section:

- Photo page of passport or current visa
- Copy of marriage certificate and spouses, photo page of passport or visa
- If you have legally changed your name, documentation evidencing this

Section two - Current Immigration Status

Please complete this section in full in order for us to determine your current immigration status. We also ask for your parents' immigration statuses as this may determine the outcome of your assessment.

Where asked to state the purpose of your residency in the UK, this could be for work, family life, or to live in the UK etc. Please give clear and accurate details.

Evidence required for this section:

- Photo page of passport or visa for parent(s)/legal guardian
- Birth certificate or certificate of foster/adoption
- Provide an EU Share code which can be accessed at https://www.gov.uk/view-prove-immigration-status

Section three - British Citizens Abroad

If you hold British Citizenship and are living or have been abroad in the last 3 years you will need to complete this section. Please provide full details of any links you have back to the UK.

Evidence required for this section:

- flight tickets to the UK
- Any membership maintained in the UK
- UK household bills
- Employment contracts

Section four - List and type of all UK visas issue to you

You will need to give details of your full visa history since entering the UK.

Evidence required for this section:

- Copies of all visas held since entering the UK.

Section five – Addresses

You will need to give full details of your address history for the past 3 years, ensuring that you provide the full date, month and year.

Evidence required for this section:

- Upload copies of your residency in the last 3 years such as utility bills, doctor/dental appointments, certificates of education completed in the UK all in your name.

If you are living with your parents, and unable to provide utility bills, we can accept these in your parents, name providing you have uploaded a copy of your birth certificate.

Section six - Evidence Checklist

To assist with the completion of the questionnaire we have provided a checklist of all the documentation types you can upload, please provide evidence and use this as a guide. You may be asked for additional evidence if we cannot determine your fee status so please add all evidence where required.

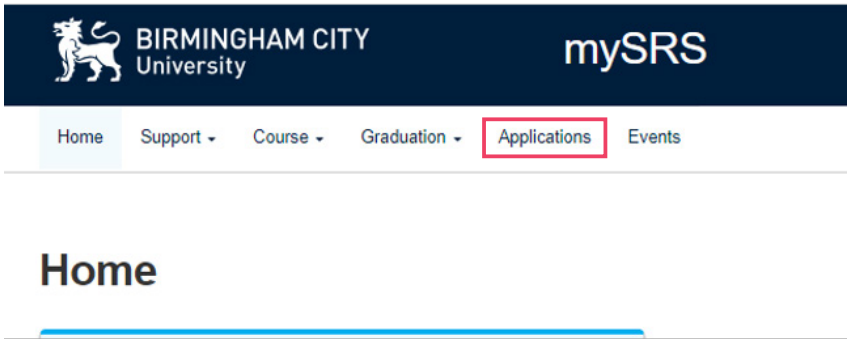
Section seven - Declaration by Student

Please read the declaration in full and, if you agree with the following statements, proceed to tick, date and sign so the University can proceed with the fee status assessment.

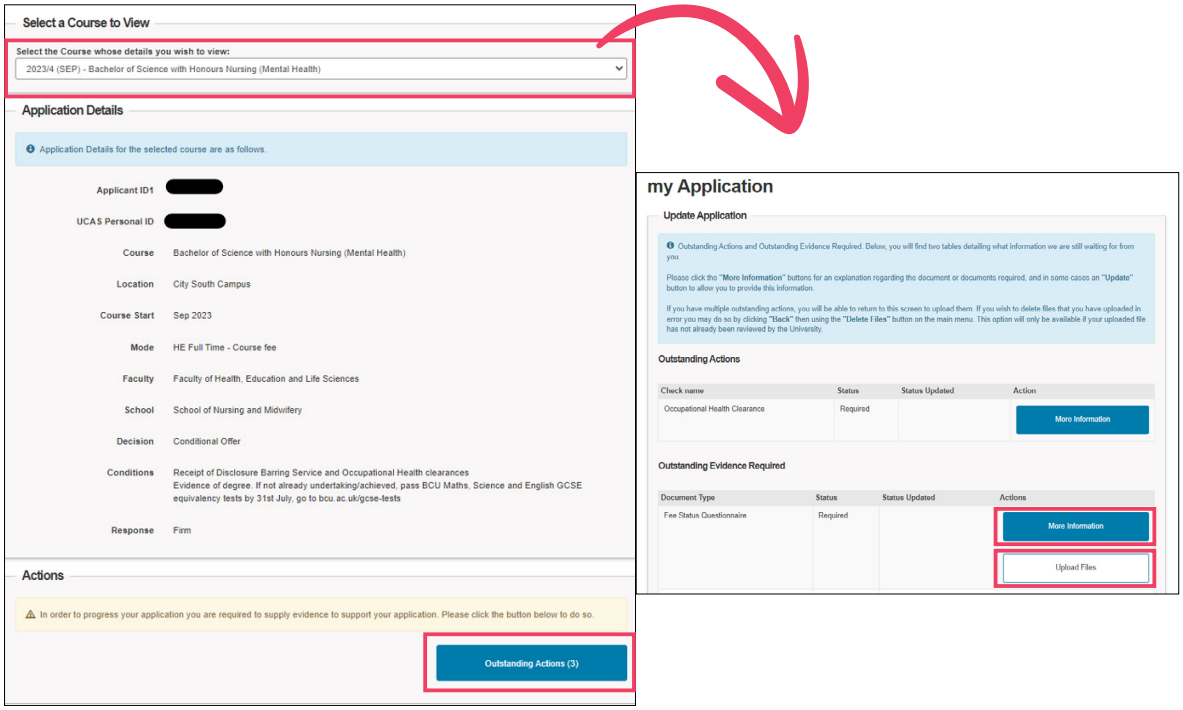
Failure to comply with the Fee Assessment Questionnaire may result in a delay in your course offer or paying overseas fees.

How do I have to complete a Fee Status Questionnaire?

1. Log on to your mySRS portal. This can be accessed here. Once logged in you will need to click on the 'Applications' tab.



2. If you have more than one application with BCU you will need to select the relevant course. To do this click on the drop down menu at the top of the page and then click on the 'Outstanding Action' button. This will then take you through to a list of outstanding actions. To find out what you need to upload click on the 'More Information' button.



3. To complete this action, you will need to complete the fee status questionnaire and provide full supporting evidence attached to the fee status questionnaire.