

**Fee Assessment Form**

To assess your fee status the University of Westminster requires some further information from you about your residential history.

Please complete and return the form via email within **seven days.**

**Note for potential Home students - If you do not complete the form correctly or if you fail to attach copies of the relevant documents required you may be charged fees at the overseas rate.**

If you would like to check how the University assesses fees you can look at the UKCISA Guidance Note called Tuition Fees: “Will I pay the home or overseas rate?” at ukcisa.org.uk

**Course Details**

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| --- | --- |
| **Course:** | **UCAS/UKPASS ID/Westminster reference:** |
| **Start Date: mm/yyyy** |  |

**Personal Details**

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| --- | --- |
| **Surname/Family Name:** | **Forename(s)/First Name(s):** |
| **Title:** | **Date of Birth:** |
| **Email:** |
| **Home Address:** | **Correspondence Address:** |
| **Dates at address:** | **Dates at address:** |
| **Name as printed on your passport:** |
| **Passport Nationality: (If you are a citizen of more than one country please list them all)** |  |

**Residential History**

Please give details below of the country/countries where you have been resident **since birth**: *(Please continue on a separate sheet if necessary)*

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| --- | --- | --- |
| **Country and town/region of residence** | **Dates of residence****(from – to)****(dd/mm/yy)** | **Purpose of residence, e.g. living with family (include relationship), employment, full-time study** |
| E.g.: London, England | 12/08/2011 to 01/01/2015 | Living with family (father) |

**Family Member Details**

IF YOU ARE **NOT** AN EU NATIONAL AND ARE LIVING IN THE UK AS THE DEPENDANT OF AN EU, EEA OR UK NATIONAL WHO IS ALSO LIVING IN THE UK- please complete the table below as appropriate:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Passport Nationality (citizenship)** | **Country/Countries of residence and dates of residence** | **Purpose of residence in that country/countries** | **Please provide, if possible:**  |
| **Mother** |  |  |  | **Copy of relevant pages of their passport (including name/nationality page) and evidence of their UK residence and copy of your birth certificate** |
| **Father** |  |  |  | **Copy of relevant pages of their passport (including name/nationality page) and evidence of their UK residence and copy of your birth certificate** |
| **Spouse/civil partner** |  |  |  | **Copy of relevant pages of their passport (including name/nationality pages) and evidence of their UK residence and copy of your marriage certificate** |
| **Grandmother** |  |  |  | **Copy of relevant pages of their passport (including name/nationality page) and evidence of their UK residence and copy of your birth certificate and parents birth certificate** |
| **Grandfather** |  |  |  | **Copy of relevant pages of their passport (including name/nationality page) and evidence of their UK residence and copy of your birth certificate and parents birth certificate** |

**Immigration Status**

Your immigration status and your family’s nationality and circumstances have an effect on the fee assessment. Please read these categories carefully and indicate any that apply to you. **You will need to provide us with the documentation requested.**

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| **Status** | **Please indicate if this is yourself or a relative** | **Documentation/Evidence required** |
| **British Citizen or holder of Certificate of Entitlement to the Right of Abode in the UK** |  | **Copy of page(s) of passport showing name and nationality. Birth/naturalization certificate for British citizenship/marriage or civil partnership** |
| **British Overseas Territories Citizen** |  | **Copy of page(s) of passport showing name and nationality. Birth/naturalization certificate for British citizenship/marriage or civil partnership** |
| **Irish national living in the UK or Republic of Ireland - benefits of Irish nationals under the Common Travel Area Agreement** |  | **Copy of page(s) of passport showing name and nationality.** |
| **Time limit on stay e.g. Tier 1, 2, 4 , 5 or Student Route visa or other (please give details)** |  | **Copy of passport and visa.** |
| **Indefinite Leave to Enter (IDE)/Indefinite Leave to Remain (ILR)** |  | **Copy of page(s) of passport showing name and nationality. Home Office letter confirming ILE/R. BRP card/Vignette** |
| **Discretionary Leave to Remain (DLR)/ Article 7 of Family Rights Leave** |  | **Home Office Letter** |
| **Refugee status (not asylum seeker)** |  | **Home Office letter and any relevant enclosures. Proof of identity** |
| **Humanitarian Protection** |  | **Home Office letter and any relevant enclosures. Proof of identity** |
| **EU national or EU overseas territory national (not including UK Nationals) or EEA National or Swiss National** |  | **Evidence that you have Settled or Pre-Settled status**  |

**Additional information:**

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**Declaration**

I have provided proof of identity and the evidence you have asked for and I declare that all information given on this form is correct.

**Signed:** **Date:**

IMPORTANT

Please email this form back to us along with scanned copies or photographs of all the documents you are submitting as evidence. For passports you must include the photo page, any UK entry stamps made by immigration and any relevant visa(s). Please **do not** send us original copies of anything – scans and photographs are sufficient at this stage in the process – however, we will want to see the original documents at enrolment.