

# **THE UNIVERSITY OF MANCHESTER**

# **TUITION FEE ASSESSMENT FORM**

The personal information provided by you in completing this form will be used by the University to determine whether you will be classified as a ‘home’ or ‘international’ student for the purpose of payment of university tuition fees. Your citizenship/immigration documentation will be used to check your immigration status. Your fee assessment documentation will be stored electronically. Please note that the University fee assessment process is carried out independently of your application to study at it. A decision on your fee status is not a decision on your application. If you don’t want to your data to be used as part of this process, then please contact feeassessment@manchester.ac.uk. However, this will mean that a fully informed decision on your fee status may not be able to be made and you will, as a consequence, be assessed as ‘international’ and asked to pay the appropriate ‘international’ fee which is higher than the ‘home’ fee.

## Instructions for completion

1. Please note that **all questions are mandatory** unless indicated otherwise and you will need to provide proof to support any of the answers you give. **You must provide the evidence required**. An assessment cannot be made without the relevant evidence.
2. It is important that you submit this form as quickly as possible as some academic departments are unable to make a decision on your application until your fee status is determined.
3. Please send the form in Word or PDF format.

This form is only for **current applicants** to the University of Manchester. General information for prospective applicants can be found on the UKCISA website: <http://www.ukcisa.org.uk>. We recommend you read the UKCISA Guidance detailing the eligibility criteria which can be found at: <http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status>

We apply the rules of The Education (Fees and Awards) (England) Regulations 2007 as amended, and The Student Fees (Qualifying Courses and Persons) (England) Regulations 2007 as amended in making our decision. Details of how we determine eligibility are available at [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

The University of Manchester obtains and uses large amounts of personal information about our students, alumni, staff, contractors, research participants and other individuals that come into contact with us.  This information is defined as personal data in the General Data Protection Regulation and Data Protection Act 2018 and is often also referred to at the University as Personal Information. Any action carried out which relates to personal information is known as processing.

The University is the Data Controller for the personal information it processes, and we process this information for a variety of reasons in order to carry out our academic, employer, charitable and other administrative functions. We aim to be as transparent as possible about the ways we use personal information; to only collect and retain the minimum amount of data possible and to keep it securely.  Find out how The University of Manchester intends to process applicant data by viewing our [Enquirer, Applicant and Offer Holder Privacy Notice](http://www.manchester.ac.uk/study/privacy-notice/).

**Return completed form and supporting evidence to:** [**feeassessment@manchester.ac.uk**](mailto:feeassessment@manchester.ac.uk)

**ANSWER ALL QUESTIONS**

**All questions are mandatory unless otherwise indicated**

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| **1. PERSONAL DETAILS** | |
| **SURNAME:** | **FIRST NAME:** |
| **Your University ID:**  *(7/8 digit number)* | **Date of Birth:**  *(day/month/year)* |
| **Title:** Mr  Ms  Mrs  Miss  Dr | **Start date of your course:**  **(***month/year)* |
| **Your email address:** | |

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| **2. PURPOSE OF RESIDENCY** |  |
| On what date did you first enter the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories?       *(this will be your date of birth if you were born in one of these places)* |  |
| For what purpose did you enter the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories? *please tick relevant box*  I was born in one of these places  Education  Asylum  EEA/Swiss migrant worker in the UK  Employment  Other (please specify) |  |

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| **3. NATIONALITY** | | |  |
| What is your nationality? | |  |  |
| What is your spouse’s / civil partner’s nationality? | |  |  |
| What is your father’s nationality? | |  |  |
| What is your mother’s nationality? | |  |  |
| What is your country of birth? | |  |  |
| Do you hold an eVISA which demonstrates your immigration permissions in the UK (including through the EU Settlement Scheme)?" | | **If so, please provide your ‘**[**share code**](https://www.gov.uk/view-prove-immigration-status)**’ (usually begins with the letter ’S’)** |  |
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| **4. RESIDENCY DETAILS** *(continue on separate sheet if necessary)*  Give all dates since birth of your periods of **residence IN** the UK or the EU or Iceland or Liechtenstein or Norway or Switzerland or the Overseas territories | | | | | | | | | | |
| FROM | | TO | | | REASON FOR RESIDENCE  (e.g. holiday / living here / employment / education) | ADDRESS  (minimum city and country) | | | | |
| Month | Year | Month | | Year |  |  | | | | |
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| Give all dates since birth of your periods of **residence OUTSIDE** the UK or the EU or Iceland or Liechtenstein or Norway or Switzerland or the Overseas territories | | | | | | | | | | |
| FROM | | TO | | | REASON FOR RESIDENCE  (e.g. holiday / living there / employment / education) | | ADDRESS  (minimum city and country) | | | |
| Month | Year | Month | | Year |  | |  | | | |
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| **5. EDUCATION**  Please give details of any education / courses you have undertaken during the last 4 years | | | | | | | | | | | | |
| Qualification e.g. Diploma, A-levels, GCSE’s | | | | School / College  (Name, address and country) | | | | | | Dates  (From - To) | Full-time or  Part-time? | |
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| Did you board at boarding school during these 4 years? | | | | | | | | | Yes | | No | |

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| **6. EMPLOYMENT**  Please give details of any employment you have undertaken during the last 4 years | | | | | | |
| Job Title  (most recent first) | Company  (Name, address and country) | | | | Dates  (From - To) | Full-time or  Part-time? |
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| **7. MAINTAINING LINKS (***continue on separate sheet if necessary)*  Complete this section if you are a UK/EU/EEA or Swiss national who has been living OUTSIDE of the UK/EU/EEA/Switzerland/Overseas territories during any part of the last 3 years. You may still be eligible for home fee status if you can demonstrate that you have been ordinarily resident in more than one country at the same time. This would mean verifying a pattern of habitual, normal and lawful residence in a usual address within these areas on a regular basis (annually or every 2 years) for the last 10 years or since you first left, whichever is the shortest amount of time. | | | | | | |
| Have you made regular return visits to the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories since the date you left? Yes  No    If yes, provide full details of all return visits  **Provide evidence of these return visits (e.g. airline bookings, plane tickets, etc.- See Appendix One at end of document for full list of evidence we will accept)** | | | | | | |
| Date of visit  (from – to) | | Length of visit | Reason for visit  (e.g. holiday / education etc.) | Where and with whom  you stayed | | |
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| **8. TEMPORARY EMPLOYMENT ABROAD**  Complete this section **if** you are living **outside** the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/ Overseas territories because you or your parent or your spouse is or has been **temporarily employed outside** these areas during the last 4 years. Any **absences longer than 11 years** cannot be considered as temporary. | |
| Who is temporarily employed **outside** the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories?You  Parent  Spouse / Civil Partner  **Provide supporting evidence, i.e. copies of temporary contract(s) from the employer(s)** | |
| When did you leave the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/ Overseas territories? *(exact date)* |  |
| When do you expect to return to the UK/EU/Iceland/Liechtenstein/Norway/ Switzerland/Overseas territories? *(exact date)* |  |
| In which country is/was the temporary employment being undertaken? |  |
| Is/was the employment  on a fixed term contract?  on a permanent basis?  on a secondment from employment in the UK/EU/Iceland/Liechtenstein/Norway/ Switzerland/Overseas territories?  other, please specify | |
| If it were not for the employment outside the UK/EU/Iceland/Liechtenstein/ Norway/Switzerland/Overseas territories in which country would you be living? |  |

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| **9. SUPPORTING EVIDENCE REQUIRED**  Please tick which of the following categories applies to you.  **You must provide copies of the supporting documents indicated. An assessment cannot be made without the relevant documents. When you provide your passport copies, if your passport is less than 3 years old, please also supply a copy of your previous passport. When providing copies of biometric cards, please provide copies of both sides.**  Please refer to our website if you require assistance:  <https://www.manchester.ac.uk/study/tuition-fee-status/> |

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| **I have a time limit on the length of my stay in the UK**  Provide a copy of the personal details page of your passport and any pages containing visa vignettes/ BRP or your eVisa share code. | |  | |
| **I will need to apply for a temporary visa to enter the UK for my studies but have not applied yet** | |  | |
| **I am a British Citizen, or I have no time limit on my stay in the UK/EEA/Switzerland/ Overseas Territories (***i.e. Indefinite Leave to Enter / Remain in the UK or a ‘Certificate of the Right of Abode’)* **and I have been living in the UK/EEA/ Switzerland/ Overseas Territories for the last 3 years, apart from any temporary absences**  Provide a copy of the personal details page of your passport and evidence of ILR if applicable. | |  | |
| **I am a British Citizen, or I have no time limit on my stay in the UK** *(i.e. Indefinite Leave to Enter / Remain in the UK or a ‘Certificate of the Right of Abode’)* **and I am temporarily living outside of the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas Territories**  or  Ensure that you have completed sections 7 and 8  Provide a copy of the details (photo) page of your passport and a scan of your current visa/BRP or the share code to verify your eVisa.  Provide dates and evidence of all return visits to the UK/EEA/Switzerland/Overseas territories (Flight bookings, airline tickets, train bookings, etc. in your own name and include the full date including the year.)  Provide a copy of the initial contract of employment and all subsequent contracts or renewals or extensions (if applicable) | |  | |
| **I am a British Citizen, or I have no time limit on my stay in the UK** *(i.e. Indefinite Leave to Enter / Remain in the UK or a ‘Certificate of the Right of Abode’)* **but I HAVE NOT been living in the UK for the last 3 years**  or  Provide a copy of the details (photo) page of your passport and a scan of your current visa/BRP or the share code to verify your eVisa | |  | |
| **I am an EU national who has not applied throught the EU Settlement Scheme**  Provide a copy of the personal details page of your passport or national identity card  or | |  | |
| **I am an EU nationalwith settled or pre-settled status**  Provide your [**share code**](https://www.gov.uk/view-prove-immigration-status)to evidence your status  Provide a copy of the personal details page of your passport or national identity card | |  | |
| **I am not an EU national, but my parent is an EU national**  Provide a copy of the details (photo) page of your passport (or national identity card) and a scan of your current visa/BRP or the share code to verify your eVisa  Provide a copy of your birth/adoption certificate  Provide a copy of the personal details page of your parent’s passport (or national identity card)  or  Provide evidence of your parent’s employment (contract of employment / payslip) | |  | |
| **I am not an EU national, but my spouse or civil partner is an EU national**  Provide a copy of the details (photo) page of your passport (or national identity card) and a scan of your current visa/BRP or the share code to verify your eVisa  Provide a copy of marriage certificate / civil partnership papers  Provide a copy of the personal details page of your spouse or civil partner’s passport (or national identity card)  Provide evidence of your parent’s employment (contract of employment / payslip) | |  | |
| **I am an EEA national/ Swiss national but I am not a migrant worker/ spouse of a migrant worker/ child of a migrant worker in the UK**  Provide a copy of the personal details page of your passport  or | |  | |
| **I am an EEA\* national / Swiss national working in the UK (i.e. a migrant worker)**  Provide a copy of the details (photo) page of your passport (or national identity card) and a scan of your current visa/BRP or the share code to verify your eVisa  Provide evidence of your employment (contract of employment / payslip)  or | |  | |
| **My parent is an EEA\* national / Swiss national who is working/has worked in the UK** **(i.e. a migrant worker/ former migrant worker)**  Provide a copy of the details (photo) page of your passport (or national identity card) and a scan of your current visa/BRP or the share code to verify your eVisa  Provide a copy of your birth/adoption certificate  Provide a copy of the personal details page of your parent’s passport  Provide evidence of your parent’s employment (contract of employment / payslip)  or | |  | |
| **My spouse or civil partner is a EEA\* national / Swiss national working in the UK (i.e. a migrant worker)**  Provide a copy of the details (photo) page of your passport (or national identity card) and a scan of your current visa/BRP or the share code to verify your eVisa.  Provide a copy of marriage certificate / civil partnership papers (where applicable)  Provide a copy of the personal details page of your spouse’s passport  Provide evidence of your spouse’s employment (contract of employment / payslip) | |  | |
| **I am a child of a Swiss national and my Swiss parent is exercising a right of residence in the UK**  When do you intend to arrive in the UK to start this course? ***(exact date)*** ­­­­  Provide a copy of the details (photo) page of your passport (or national identity card) and a scan of your current visa or the share code to verify your eVisa.  Provide a copy of your birth/adoption certificate  Provide a copy of the personal details page of your parent’s passport  Provide evidence that your Swiss national parent is exercising a right of residence in the UK (eg payslip) | |  | |
| **I am a child of a Swiss national and my Swiss parent is NOT exercising a right of residence in the UK**  Provide a copy of the personal details page of your passport | |  | |
| **I am a child of a Turkish Worker**  Is your parent living in the UK? Yes  No  Provide a copy of the personal details page of your passport Provide a copy of the details (photo) page of your passport (or national identity card) and a scan of your current visa/BRP or the share code to verify your eVisa.  Provide a copy of your birth/adoption certificate  Provide a copy of the personal details page of your parent’s passport  Provide evidence of your parent’s current/previous employment in the UK (contract / payslip) | |  | |
| **I am a refugee recognised by the UK government**  Provide a copy of the details (photo) page of your passport (or national identity card) and a scan of your current visa/BRP or the share code to verify your eVisa.  or | |  | |
| **My parent is a refugee recognised by the UK government**  Provide a copy of the details (photo) page of your passport (or national identity card) and a scan of your current visa/BRP or the share code to verify your eVisa.  Provide a copy of your birth/adoption certificate  Provide a copy of your parent’s Biometric Residence Permit or eVisa.  Provide a copy of their Home Office documentation or NASS card (showing the date your parent applied for asylum)  or | |  | |
| **My spouse or civil partner is a refugee recognised by the UK government**  Provide a copy of the details (photo) page of your passport (or national identity card) and a scan of your current visa/BRP or the share code to verify your eVisa.  Provide a copy of your marriage certificate / civil partnership papers  Provide a copy of your spouse/ civil partner’s Biometric Residence Permit or eVisa  Provide a copy of their Home Office documentation or NASS card (showing the date your spouse applied for asylum) | |  | |
| **I have been granted ‘Humanitarian Protection’ in the UK**  Provide a copy of the Home Office letter confirming your Humanitarian protection **or** your Immigration Status documentation and UK Residence Permit Vignette/BRP or the share code to verify your eVisa.  or | |  | |
| **My parent has been granted ‘Humanitarian Protection’ in the UK**  Provide a copy of the Home Office letter confirming their Humanitarian protection **or** Immigration Status documentation and UK Residence Permit Vignette/ BRP or the share code to verify your eVisa.  Provide a copy of your birth/adoption certificate  or | |  | |
| **My spouse or civil partner has been granted ‘Humanitarian Protection’ in the UK**  Provide a copy of the Home Office letter confirming their Humanitarian protection **or** Immigration Status documentation and UK Residence Permit Vignette/BRP or the share code to verify your eVisa.  Provide a copy of your marriage certificate / civil partnership papers | |  | |
| **None of the above categories apply to me but I am 18 years old or above and have been living in the UK for half of my life or a period of 20 years**  Provide a copy of the details (photo) page of your passport and a scan of your current visa/BRP or the share code to verify your eVisa.  Provide copies of all visas for the previous 4 years  Provide evidence of you living in the UK since you arrived. Eg. All visas since you arrived/ letters from schools/ employers showing your dates of attendance | |  | |
| **I/ my parent/ spouse/ civil partner have been granted leave under the Ukraine schemes.**  Provide a copy of your Biometric Residence Permit and family member’s BRP or eVisa if applicable and marriage birth certificate if applicable. | |  | |
| **I am an asylum seeker awaiting a decision from the Home Office AND am applying for a full-time non-clinical postgraduate course.** | | |  | |
| Provide a copy of your ARC card or eVisa. |  | |
| **I am an asylum seeker awaiting a decision from the Home Office AND am applying for an undergraduate course except medicine or dentistry which are not included for this category** | | |  | |
| Provide a copy of your ARC card or eVisa |  | |
| **10. ADDITIONAL INFORMATION** | | | | |
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**Please ensure that you attach electronic copies of all relevant documents and evidence requested to your email when you return your completed form e.g. copies of the personal details page of your passport(s) and all pages that have been stamped and/or have visas etc. Please send the form in Word or PDF format. A decision cannot be made without supporting evidence.**

**DECLARATION**

I declare that, to the best of my knowledge, all the information given on the form is true, and I understand that I may be required, at any time, to produce documentary evidence to support any of the answers given.

I also consent to the University having contact with a third party (e.g. parent, spouse, legal guardian) with regard to their personal circumstances which may affect my fee status.

**I agree to the Declaration: Yes  No  Date**

**I have attached the relevant documentation with this form Yes**

Return this form and electronic copies of supporting documents to: [feeassessment@manchester.ac.uk](mailto:feeassessment@manchester.ac.uk)

**APPENDIX 1**

Examples of the types of documentation we accept to prove return visits to the UK or European Economic Area (EEA) or Switzerland or the British Overseas Territories

**Please note that we only require one type of evidence for each visit. If you have visited more than once per year, documentation to verify only one visit per year is required.**

Below are some examples of evidence we may accept as evidence of travel. All evidence must be in the name of the applicant and include the full date (including the year):

* Copies of flight tickets, boarding cards or electronic verification of travel (including full dates and places)
* Travel agent letter confirming dates of travel
* Verification of travel dates by airlines
* Home Office letter showing dates of residence in the UK
* Confirmation of dates of medical, dental and optical appointments (please do not provide details of any medical conditions)
* Confirmation of dates of return visits from a religious leader of attendance
* Lawyer verification of dates of travel/visits
* Other professional independent witness (e.g. teacher/head teacher confirming dates of return visits on school letter headed paper in their role as teacher/head teacher)
* Car hire statements (in applicant’s name)
* Bank transactions in the appropriate area showing dates
* Letter from the applicant’s employer confirming annual travel and/or funding of such travel
* Letter from head of school confirming dates of attendance in the relevant area
* Police/security information, e.g. crime reference or missing baggage report showing dates
* Scans of passport pages which include stamps showing entry/exit to the relevant country (must be accompanied by scan of the details (photo) page of relevant passport)
* Evidence of events visits (not photographs)