



Fee Status Assessment Form

The personal information you provide in this form will be used to determine whether the University of Sheffield will assign you a fee status of Home (UK) or Overseas.

Please supply all information fully and clearly. If you do not do this, we may need to request additional information, which will delay the confirmation of your fee status. Where indicated you **must** provide the evidence required. We cannot complete our assessment without this evidence.

Our assessment will be based on UKCISA guidance. Please check you believe you are one of the categories mentioned and therefore eligible for a fee status of Home before completing the form. You can find the UKCISA guidance at: www.ukcisa.org.uk/Information-Advice/Fees-and-Money/England-fee-status. Information about the University of Sheffield's fee status policy is at: www.sheffield.ac.uk/ssid/fees/status

SECTION 1: APPLICANT PERSONAL DETAILS

First/Given names:		Date of birth:	
Surname:		UCAS ID/Applicant number:	

SECTION 2: IMMIGRATION STATUS

Please select the relevant category below and ensure you also provide the evidence required

Nationality:		Date first entered UK:	
Please select:		Evidence required:	
	British Citizen or UK national with Right of Abode in the UK	A copy of your passport	
	Relevant family member of a UK/EU national	A copy of your passport and the relevant family member's passport (Click here for definition of relevant family member)	
	Indefinite Leave to Enter/Remain	A copy of your Biometric Residence Permit (BRP)	
	Settled Status (under the EU Settlement Scheme)	Please provide a share code: (see: www.gov.uk/view-prove-immigration-status)	
	Pre-settled Status (under the EU Settlement Scheme)		
	Refugee, or the relevant family member of a refugee	A copy of your (and the relevant family member's passport and Biometric Residence Permit (BRP) (Click here for definition of relevant family member)	
	Granted, or a relevant family member has been granted, Exceptional Leave to Remain		
	EU/EEA/Swiss national	A copy of your passport	
	Relevant family member of an EU/EEA/Swiss	A copy of your passport and the relevant family member's passport (Click here for definition of relevant family member)	
	Relevant family member of an EU/EEA/Swiss or Turkish worker		
	Child of a Swiss/Turkish national		
	Other (please provide further details below)		

SECTION 3: RESIDENTIAL HISTORY

Please provide details of residence for the last five years (or if eligible for Home fees under the long residence category, please include details since birth)

Evidence required: If you have been ordinarily resident in the UK for the last three years, please provide one of the following documents for each year of residence. Documents should be in your name and confirm the address:

- Utility bill
- Council Tax bill
- Employment contract
- Bank statement
- Tenancy agreement

Country:		Date from:	
Reason for residence:		Date to:	
Country:		Date from:	
Reason for residence:		Date to:	
Country:		Date from:	
Reason for residence:		Date to:	
Country:		Date from:	
Reason for residence:		Date to:	
Country:		Date from:	
Reason for residence:		Date to:	

SECTION 4: TEMPORARY ABSENCE

Only complete this section if you are a national of the UK or Overseas Territories

Are you/have you been temporarily absent from the UK/EU/EEA during the last three years?	Yes No		
Evidence required: If you have been temporarily absent from the UK you may still be eligible for Home fees if you remained ordinarily resident in the UK. You will need to provide evidence that the absence was temporary. This could include: - Employment contract - Letter from employer - Certificate of student status - Proof of UK address while absent			
Please provide the reason for your temporary absence:			
If <i>Other</i> , please specify further:			
Have you or your parents/guardians maintained or owned property in the UK/EU/EEA during this period?	Yes No		
If Yes, has this been maintained for family use or rented out?			
Have you made return visits to the UK since the date you left?	Yes No		
Evidence required: Please provide full details of all return visits. You must also submit evidence of these return visits, such as flight bookings and/or entry/exit passport stamps			
Date of visit:	Length of visit:	Reason for visit:	Where and with whom you stayed:

SECTION 5 : EDUCATION

Please give details of any education you have undertaken in the last five years

Qualification type:			
School/University:		Date from:	
Country:		Date to:	
Qualification type:			
School/University:		Date from:	
Country:		Date to:	
Qualification type:			
School/University:		Date from:	
Country:		Date to:	

SECTION 6: EMPLOYMENT

Please give details of any employment you have undertaken in the last five years

Job title:			
Company:		Date from:	
Country:		Date to:	
Job title:			
Company:		Date from:	
Country:		Date to:	
Job title:			
Company:		Date from:	
Country:		Date to:	
Job title:			
Company:		Date from:	
Country:		Date to:	

SECTION 7: ADDITIONAL INFORMATION

Please provide any further information relevant to your fee status assessment

SECTION 8: CHECKLIST

We cannot complete our assessment without the information and evidence we have requested. If you have not provided this, we may need to request additional information, which will delay the confirmation of your fee status.

Please complete the checklist below to confirm everything we need has been provided:

☐	I have fully completed all relevant sections of the Fee Status Assessment Form
☐	I have provided a copy of my passport(s) and visa(s) (if applicable)
☐	I have provided a copy of my BRP or uk.gov share code (if applicable)
☐	I have provided proof of temporary absence and evidence of maintaining links (if applicable)
☐	I have provided evidence of my relationship to relevant family member/s (if applicable)

SECTION 9: DECLARATION

I confirm that the information given on this form is true and complete.

The information you supply in this form will be used to determine your status for fee paying purposes at the University of Sheffield. The decision of the University of Sheffield does not entitle you to the same fee status at another institution, nor does a ruling at another institution (i.e another university, Student Finance, etc) have a bearing on your fee status at the University of Sheffield. The information supplied will be verified as far as possible and reasonable. If at any time the University establishes that the information you have provided is incorrect, your fee status may be altered prior to or during your programme of study. In such a case, if your fee status were amended from Home to Overseas, you would become liable to pay the Overseas rate of fee for the entire duration of your programme.

I agree with the statement above:	Yes	No	Date:	
Signature: <i>(if you are completing the form electronically, you may type your name if you wish)</i>				

Please ensure that you complete, save and upload this form, with electronic copies of all the documents/evidence we have requested, to the link we provided. **Remember, we cannot make a decision without all the supporting evidence we have requested!**

When we have received your completed form, and supporting documentation, we aim to make a formal ruling on your fee status within ten working days. However, in some circumstances it may be necessary to request additional information.