**THE UNIVERSITY OF SUSSEX**

**FEE-STATUS QUESTIONNAIRE**

The regulations defining fee-status are set out in Statutory Instruments which are determined by the Government. It is the responsibility of the University to apply those regulations to individual cases. If you meet the residence and immigration status requirements you will be charged the ‘home’ student tuition fee. If, however, you do not meet the residence and immigration status requirements you will be charged a higher ‘overseas’ student tuition fee. **A summary of the requirements can be found on the website of the UK Council for International Student Affairs:** [**www.ukcisa.org.uk**.](http://www.ukcisa.org.uk/)

The purpose of this questionnaire is to enable us to assess accurately your status for fee payment purposes. Please answer all of the questions as fully as possible and provide documentary evidence where requested. Failure to return this form or supply appropriate supporting documentation will result in a higher rate of fee classification. Please note that the information provided will be used only to assess your fee-status.

Please return the completed questionnaire by email. If you are:

* an undergraduate student send to ug.applicants@sussex.ac.uk
* a Masters student send to pg.applicants@sussex.ac.uk
* a PhD student send to PhD.applicants@sussex.ac.uk

# A.) PERSONAL DETAILS

|  |  |
| --- | --- |
| **Family name/surname** |  |
| **First name** |  |
| **UCAS application number/ / University application number** |  |
| **Course applied for** |  |
| **Proposed start date of course (e.g. September 2021)** |  |

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| --- | --- | --- | --- |
| **Date of birth** | **Country of birth** | **Country of permanent residence** | **Marital status** |
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| --- | --- | --- | --- |
| **Nationality of:** (If you are a national of two or more countries please list them both/all) | | | |
| **Yourself** | **Mother** | **Father** | **Spouse/Civil Partner** |
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**B.) IMMIGRATION STATUS**

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| **Immigration status (please tick as many as apply)** | **Evidence required** |
|  British Citizen or Commonwealth national with Right of Abode | Copy of relevant page(s) of passport (including page(s) confirming name and  nationality) |
|  British National (Overseas), British Dependent Territories Citizen, British Overseas Citizen, British Subject, British Protected Person | Copy of relevant page(s) of passport (including page(s) confirming name and nationality) |
|  Indefinite Leave to Enter/Remain (permanent residency) or an endorsement stating there is no time limit on your stay in the United Kingdom | Copy of relevant page(s) of passport (including page(s) confirming name and nationality) and/or Home Office letter and/or UK Identity Card |
|  Irish National | Copy of relevant page of passport  (including page confirming name  and nationality |
|  Refugee status  **OR** you are a child or spouse/civil partner of someone granted refugee status | Home Office letter (and any relevant enclosures) or refugee travel document or UK Identity Card |
| * Refused refugee status but granted one of the following   + Exceptional Leave to Enter/Remain   + Humanitarian Protection   + Discretionary Leave   + Stateless leave to Remain   + Section 67 leave   + Calais leave   **OR** you are a child or spouse/civil partner of  someone refused refugee status but granted one of the above | Home Office letter (and any relevant enclosures) and/or UK Identity Card |
|  Asylum Seeker | UK Home Office letter (and any relevant enclosures) |
| * Time limit on stay (e.g. leave to enter or remain in the United Kingdom for specified period of time).   + Student Visa  Visitor Visa   + Work Permit  Other | Copy of relevant page(s) of passport (including page(s) confirming name and nationality) and/or UK Identity Card |
|  EEA National **OR** a Swiss national.  *(The EEA comprises Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Ireland, Romania, Slovakia, Slovenia, Spain and Sweden)* | Copy of relevant page(s) of passport confirming name and nationality, and UKVI letter confirming settled/pre-settled status if applicable. We will contact you for a share code to verify your status if we require it. |
| If none of the categories above covers you, or your status is likely to change before the start of the course, **please attach details** and provide supporting evidence, if possible. | |

**C.) RESIDENCY YOURSELF:**

Country of current residence: \_ \_

When did your residency begin?:\_ \_ \_

Reason for residence: \_ \_

Please give details of the countries in which **YOU** have been resident for the past **TEN** years. If, for any part of the last **THREE** years, you have been absent from the United Kingdom/EEA and overseas territories please also complete **section D.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Country of residence** | **Residence** | | **Main reason for residence** *(e.g. living with family, work, study)* |
| **Start date** | **End date** |
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Please continue on a separate sheet if necessary.

# MOTHER:

Please give details of the countries in which your mother has been resident for the past **TEN** years:

|  |  |  |  |
| --- | --- | --- | --- |
| **Country of residence** | **Residence** | | **Main reason for residence** *(e.g. living with family, work, study)* |
| **Start date** | **End date** |
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Please continue on a separate sheet if necessary.

# FATHER:

Please give details of the countries in which your father has been resident for the past **TEN** years:

|  |  |  |  |
| --- | --- | --- | --- |
| **Country of residence** | **Residence** | | **Main reason for residence** *(e.g. living with family, work, study)* |
| **Start date** | **End date** |
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Please continue on a separate sheet if necessary.

# SPOUSE/CIVIL PARTNER:

Please give details of the countries in which your spouse/civil partner (if applicable) has been resident for the past **TEN** years:

|  |  |  |  |
| --- | --- | --- | --- |
| **Country of residence** | **Residence** | | **Main reason for residence** *(e.g. living with family, work, study)* |
| **Start date** | **End date** |
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Please continue on a separate sheet if necessary.

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| **D.) ABSENCE FROM THE UK/EEA** |  | |
| Please state the reason for absence | Employment |  |
| from the UK/EEA and overseas | Education |  |
| territories: | Other |  *please specify* |

1. **Was/is property maintained in the UK/EEA and overseas territories during the period of absence? Please provide details of address and length of ownership/tenancy.**
2. **Have regular holidays been spent in the UK/EEA and overseas territories? Please provide details of frequency and length.**
3. **What other periods of time were spent in the UK/EEA and overseas territories-how often, for how long and how regularly?**
4. **If it were not for employment/education, where would the applicant be resident?**

If employment (either the applicant’s or a family member’s) is the reason for the applicant’s temporary absence from the UK/EEA and overseas territories during any part of the three years prior to the start of the course, please provide answers to the following questions (on a separate sheet if necessary). Please also provide documentary evidence of the temporary nature of the employment.

1. **Who was the employee?**
2. **Was employment obtained prior to departure? If not, what was the reason for residence in the overseas country prior to obtaining employment?**
3. **Was/is the employment for a specified period? If yes, what is the length of the contract?**
4. **Was/is the employment contract renewable and/or part of a series of contracts?**

# E.) FURTHER INFORMATION

Please provide any further information which you feel is relevant to your fee-status classification:

# F.) DECLARATION

I confirm that the information given above and in any attachments provide, to the best of my knowledge, a true and accurate account of my personal circumstances. If any information is found to be inaccurate or misleading the University of Sussex reserves the right to withdraw its offer of a place, terminate attendance at the University or amend the level of tuition fees charged.

\_ \_ \_ Applicant’s Signature Date

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| --- | --- | --- | --- |
| **For office use only** | | | |
| **Fee-Status** | **Assessor** | **Date** | **Signature** |
|  |  |  |  |
|  | | | |