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Fee Status Enquiry Undergraduate & Postgraduate Students

Heriot-Watt University, in common with other UK universities, charges tuition fees at a different rate to students classified as 'Overseas' for fee purposes than to those classified as 'Home' (RUK or Scottish) fee students.

DEFINITION

Eligibility for home fee status depends on the student meeting **all** of the following immigration and residence conditions. The '**relevant date**' is 1 August, 1 January, 1 April or 1 July closest to the start date of the applicant's university programme.

Conditions:

- 1 SETTLED STATUS/EU NATIONALITY**
The Student is 'settled' in the UK on the relevant date. Settled means **ordinarily resident and free of immigration controls** as defined by the Immigration Act 1971 (as amended).
- 2 ORDINARY RESIDENCE**
S/he has been 'ordinarily resident' in the relevant area of the UK and Islands for the **3-year period before the relevant date**, apart from any temporary absences.
- 3 MAIN PURPOSE**
S/he was not **at any time** during that 3-year period resident in the relevant area of the UK and Islands wholly or mainly for the purpose of receiving full-time education.

Certain categories of students who do not meet all of the conditions described above may still be charged at 'home' fee rates. Details of these categories are given in the **UKCISA (UK Council for International Student Affairs) Guidance Note: Fees status in Scotland: higher education** which may be obtained at <http://www.ukcisa.org.uk/Information-Advice/Fees-and-Money/Scotland-fee-status>. If you believe you are in one of these excepted categories, please complete Section 1, plus the relevant section of the form as follows:

Those temporarily employed outside the UK	Complete Section 2
Those who are 'Settled' in the UK	Complete Section 3
EU/EEA nationals who have pre-settled or settled status	Complete Section 4
Certain Refugees and persons of similar status	Complete Section 5

If you believe that you are in an excepted category not covered by the above sections, please complete Section 1 and provide further information in the Declaration section at the end of this form. Please include supporting documentation.

PLEASE NOTE: IF YOUR PERMISSION TO REMAIN IN THE UK IS BASED SOLELY ON YOU HOLDING A STUDENT OR OTHER RELEVANT VISA YOU MUST BE CLASSED AS 'OVERSEAS' FOR FEES PURPOSES.

Home fee status is applied where an applicant is able to meet the criteria for this assessment on the '**relevant date**' prior to starting their programme. Once a student has been accepted and has enrolled on their programme their fee status will not be re-assessed unless they fall in to one of the immigration categories where review after commencement of study is permitted. These are Refugees, or those granted Humanitarian Protection/Discretionary Leave having applied for Asylum, and their relevant family members.

CONFIDENTIAL

In order to determine the correct fee status that would apply in the event of admission to Heriot Watt University, the student applicant and (where applicable) his/her parent, guardian or spouse are asked to complete and return this form. Supporting documentation should be provided where requested, or if considered appropriate.

It is important that you provide information in a timely manner otherwise your application may be declined or rejected by default. The information provided will be treated in confidence subject to such verification of details as the University may consider necessary.

ALL APPLICANTS MUST COMPLETE SECTION 1

Section 1

Immigration Status	You must provide (tick which document you have included)
British Citizen or holder of Certificate of Entitlement to Right of Abode in the UK	Copy of relevant pages of passport <input type="checkbox"/>
Indefinite Leave to Enter/Remain	Copy of relevant pages of passport and/or Home Office letter <input type="checkbox"/>
Refugee status	Home Office letter, Biometric Card or immigration status document <input type="checkbox"/>
Refused refugee status but granted exceptional Leave to Enter/Remain	Home Office letter <input type="checkbox"/>
EU national, other than UK.	Copy of relevant pages of passport and pre-settled or settled status if relevant <input type="checkbox"/>
Other	Copy of relevant pages of passport and/or Home Office letter <input type="checkbox"/>

Personal Details

1.1	Family Name	
1.2	Other Names	
1.3	Title (Mr, Miss/ Dr etc.)	
1.4	Date of Birth	
1.5	Country of Birth	
1.6	Nationality (all must be stated)	
1.7	Nationality of parents	Father: Mother:
1.8	Applicants marital Status	
1.9	Nationality of spouse/civil partner	
1.10	Applicant's Present Address	
1.11	Permanent Address (if Different)	
1.12	Telephone Number	
1.13	E-mail Address	

1.14	Title of course applied for (please confirm level of study e.g. BEng, MSc,)	
1.15	Proposed date of entry (MM/YY)	
1.16	HW ID/application number	

Residence

1.17 Details of places of residence during the **10-year period** before the relevant date: all addresses and dates of residence.

Country and Town	Dates of residence	Main reason for residence (e.g. living with family, study, employment etc.)

Documents required as evidence of residency

All applicants must provide evidence of their residency in the **three years** preceding the relevant date. (Please tick to confirm which documents you have supplied)

Utility bills	<input type="checkbox"/>	Pay slip / P60/ Letter from employer	<input type="checkbox"/>
Council/local property tax statements	<input type="checkbox"/>	Active bank statement	<input type="checkbox"/>
Letter or transcript from School/University	<input type="checkbox"/>	Other	<input type="checkbox"/>

If you are living, or have previously lived, in the UK , please answer questions 1.18 to 1.21
If you have never lived in the UK, please go to question 1.22

1.18	If you are currently living in the UK what was your date of entry?	
1.19	If you are not currently living in the UK, what was your date of leaving?	
1.20	Current employment status, or most recent employment status in the UK (if employed, provide employer name and address)	
1.21	If you are/have been temporarily absent from the UK during the 3-year period before the relevant date,	<p>Complete Section 2</p> <div style="text-align: right;"><input type="checkbox"/></div>

Education

1.22 Please give full details of your education history.

School/College/University Name	Country	Full/Part-time	Start & End Dates	Intended Qualification

1.23	If you have previously attended a UK university, were you classed as 'Home' or 'Overseas' for fee purposes?	Home <input type="checkbox"/>	Overseas <input type="checkbox"/>
1.24	What will be your source of finance if admitted to this University? (E.g. self-funding, parents, overseas government sponsorship, SAAS, Student Finance)		
1.25	Have you applied for, or been awarded, a grant from a UK funding body? If yes, provide details		

Section 2 Temporary Absence due to Employment Abroad

To be completed **only** if the applicant's temporary absence from the UK during the **3-year period** before the relevant date was due to temporary employment. Please provide answers to the following questions (on a separate sheet if necessary):

2.1	If you were absent from the UK due to temporary employment overseas, please indicate whether the employee was	Yourself	Your Parent(s)	Your Spouse/ Civil partner
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.2 Give details of Employment in the **last 10 years**

Employer's Name	Employer's Address	Start and End Dates

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2.3	Was the employment obtained prior to departure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.4	If not, what were you doing in the overseas country before obtaining employment?	
2.5	Was/is the employment for a specified period?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.6	If yes, what is the length of contract?	
2.7	Was/ is the employment contract renewable and/ or part of a series of contracts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.8	Did/does the contract specifically state that the employee can return to the UK to resume employment with the same company after the temporary employment abroad?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.9	Was/is the property in which the family were residing immediately prior to temporary absence still owned?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.10	Have holidays been spent in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'yes'	How often were holidays spent in the UK?	
	How long were the holidays which were spent in the UK?	
	What other periods of time (except for holidays) were spent in the UK?	
2.11	How long have you spent outside the UK since last leaving?	

Documents required as evidence of temporary absence

All applicants that have been temporary absent must provide evidence of the absence and (if applicable) their continued links to their place of ordinary residence
(Please tick to confirm which documents you have supplied)

Please note that a temporary visa will not be accepted as evidence of temporary absence

Letter from employer	<input type="checkbox"/>	Evidence of time spent in UK (e.g. flight bookings, bank statements, accommodation bookings)	
Employment contract	<input type="checkbox"/>	Evidence of property maintained in the UK	<input type="checkbox"/>
			<input type="checkbox"/>

Evidence of income tax paid in UK

Other

Section 3 Those who are 'settled' in the UK

Please provide answers to the following questions (on a separate sheet if necessary) **plus supporting evidence where appropriate:**

3.1	Are you a UK National?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2	Are you the family member of a UK National? If yes, please provide copy of relevant family member's passport and evidence of their relationship to you e.g. birth certificate, marriage certificate etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 4 EU/EEA nationals who have pre-settled or settled status

Please provide answers to the following questions (on a separate sheet if necessary) **plus supporting evidence where appropriate:**

4.1	Have you been issued with pre-settled or settled status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2	Which status have you been issued with? (please submit an electronic or digital copy of your status with this application)	Settled <input type="checkbox"/>	Pre-settled <input type="checkbox"/>

Section 5 Certain Refugees and Persons of Similar Status

5.1	Have you, your parent(s) or your spouse/civil partner been recognized by the Home Office as a Refugee, or been refused Asylum but granted Humanitarian Protection (HP) or Discretionary Leave (DL)?	Yes <input type="checkbox"/>	<input type="checkbox"/>	
5.2	If Yes, please attach a copy of the relevant letter from the Home Office confirming granting of recognition, and indicate details of person concerned.	Yourself	Your Parent(s)	Your Spouse/ Civil partner
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date of Home Office recognition			
5.3	Has the person with this status been ordinarily resident in the UK since the date of recognition as a Refugee, or since HP or DL was granted? If yes, please provide evidence of this.	Yes <input type="checkbox"/>	<input type="checkbox"/>	

5.4	Are you the Child of an Asylum seeker or an unaccompanied child asylum seeker?	Yes		
If Yes, please attach a copy of the relevant letter from the Home Office confirming this status.				

Additional Information (To be completed by all applicants)

	Based on the eligibility conditions for home fee status, please state whether you think that you qualify, and if so, on what basis	
	Please provide any further information which you think will assist us in determining your fee status	

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Declaration

I declare that the information I have given in this form is complete and accurate to the best of my knowledge or belief. I understand that I may be asked to provide additional supporting documentation. I authorize Heriot-Watt University to make any necessary enquiries to verify the authenticity of any information or supporting documentation submitted as part of this enquiry and for third parties to confirm.

Signature

Date

Thank you for completing this form. Please complete all relevant sections and make sure you return **all pages** of the form by post or by e-mail along with supporting documentation to:

Admissions Office
Prospect Experience
Moyen Houre, Edinburgh Campus
Heriot-Watt University
Edinburgh
EH14 4AS
UK

Tel. +44 (0) 131 451 3376

E-mail Studywithus@hw.ac.uk

Independent fee status advice is also available from:

UKCISA: The UK Council for International Student Affairs

Tel. Outside the UK: **+44 20 7788 9214**
Inside the UK: **020 7788 9214**
Monday to Friday
1pm – 4pm

Please consult their Guidance Note for Students “Fee status in Scotland: higher education” available at www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Scotland-fee-status

