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

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

### 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

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.

<table>
<thead>
<tr>
<th>Country and Town</th>
<th>Dates of residence</th>
<th>Main reason for residence (e.g. living with family, study, employment etc.)</th>
</tr>
</thead>
</table>

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
- Pay slip / P60/ Letter from employer
- Council/local property tax statements
- Active bank statement
- Letter or transcript from School/University
- Other

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,

Complete Section 2
Education

1.22 Please give full details of your education history.

<table>
<thead>
<tr>
<th>School/College/University Name</th>
<th>Country</th>
<th>Full/Part-time</th>
<th>Start &amp; End Dates</th>
<th>Intended Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.23 If you have previously attended a UK university, were you classed as ‘Home’ or ‘Overseas’ for fee purposes?  
- Home [ ]  
- Overseas [ ]

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 [ ]

2.2 Give details of Employment in the last 10 years

<table>
<thead>
<tr>
<th>Employer's Name</th>
<th>Employer's Address</th>
<th>Start and End Dates</th>
</tr>
</thead>
</table>
2.3 Was the employment obtained prior to departure?  

Yes □  No □

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 □  No □

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 □  No □

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 □  No □

2.9 Was/is the property in which the family were residing immediately prior to temporary absence still owned?  

Yes □  No □

2.10 Have holidays been spent in the UK?  

Yes □  No □

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?  

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**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 □  Evidence of time spent in UK (e.g. flight bookings, bank statements, accommodation bookings)  

Employment contract □  Evidence of property maintained in the UK  

□
Evidence of income tax paid in UK  

**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:

<table>
<thead>
<tr>
<th>3.1</th>
<th>Are you a UK National?</th>
<th>Yes □ No □</th>
</tr>
</thead>
</table>
| 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 □ No □ |

**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:

<table>
<thead>
<tr>
<th>4.1</th>
<th>Have you been issued with pre-settled or settled status?</th>
<th>Yes □ No □</th>
</tr>
</thead>
</table>
| 4.2 | Which status have you been issued with?  
(please submit an electronic or digital copy of your status with this application) | Settled □ Pre-settled □ |

**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 □ No □ |
| 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. |  
| 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 □ No □ |
Are you the Child of an Asylum seeker or an unaccompanied child asylum seeker?

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