

# Fee Status Enquiry – UCAS Applicants

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, Scottish or EU) 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 or the EEA 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 or the EEA 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 ‘settled’ in the UK who have exercised a ‘right of residence’ in the EEA and/or Switzerland	Complete Section 3
Non-UK European Union Nationals resident in the EEA or Switzerland and certain family members	Complete Section 4
EEA Migrant Workers/Swiss Workers and certain family members	Complete Section 5
Certain Refugees and persons of similar status	Complete Section 6

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 YOUR HOLDING A STUDENT 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. Please check the UCAS calendar at <https://www.ucas.com/ucas/undergraduate/apply-and-track/key-dates> for these dates.

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 <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	UCAS Personal ID 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		Other	<input type="checkbox"/>

If you are living, or have previously lived, in the UK or EU, please answer questions 1.18 to 1.22  
If you have never lived in the UK, please go to question 1.23

1.18	If you are currently living in the UK or EU, what was your date of entry?	
1.19	If you are not currently living in the UK or EU, what was your date of leaving?	
1.20	Do you intend to remain in the UK or EU after completing your course?	
1.21	Current employment status, or most recent employment status in the UK or EU (if employed, provide employer name and address)	
1.22	If you are/have been temporarily absent from the UK or EU during the 3-year period before the relevant date,	<b>Complete Section 2</b>

## Education

1.23 Please give full details of your education history.

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

1.24	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"/>
1.25	What will be your source of finance if admitted to this University? (E.g. self-funding, parents, overseas government sponsorship, SAAS, Student Finance)		
1.26	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 EEA 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 EEA 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

2.2	Was the employment obtained prior to departure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If not, what were you doing in the overseas country before obtaining employment?		
2.3	Was/is the employment for a specified period?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, what is the length of contract?		
2.4	Was/ is the employment contract renewable and/ or part of a series of contracts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.5	Did/ does the contract include liability for UK/ EU income tax?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.6	Did/does the contract specifically state that the employee can return to the UK/ EU to resume employment with the same company after the temporary employment abroad?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.7	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"/>
2.8	Have holidays been spent in the UK/ EU?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If 'yes'</b>	How often were holidays spent in the UK/EU?		

	How long were the holidays which were spent in the UK/EU?	
	What other periods of time (except for holidays) were spent in the UK/ EU?	
2.9	How long have you spent outside the UK/ EU 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 EU/UK (e.g. flight bookings, bank statements, accommodation bookings)	<input type="checkbox"/>
Employment contract	<input type="checkbox"/>	Evidence of property maintained in the EU/UK	<input type="checkbox"/>
Evidence of income tax paid in EU/UK		Other	<input type="checkbox"/>

### Section 3 Those who are 'settled' in the UK and have exercised a 'Right of Residence' in the EEA and/or Switzerland

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"/>
3.3	Have you been resident in the European Economic Area (EEA) and/or Switzerland continuously for the three years preceding 1 August, 1 January, 1 April or 1 July closest to the start of your course? (Please ignore absences of less than 4 weeks)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3.4	If you answered yes in 3.3, please indicate below what you have been doing for the past <b>four</b> years in the EEA and/or Switzerland		
	<b>Country</b>	<b>Start &amp; End Dates</b>	<b>Reason (e.g. Employment, Self-Employed, Student etc)</b>

## Section 4 Non-UK European Union Nationals Resident in the EEA or Switzerland and certain family members

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

4.1	Are you a National, or the relevant family member of a National, of a <b>Non-UK</b> member state of the European Union (EU)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2	If yes, please state nationality and provide copy of relevant family member's passport and evidence of their relationship to you.		
4.3	Will your relevant family member be accompanying you to the UK for the duration of your studies? <b>You may be asked to provide evidence of this throughout your course</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4	Have you been resident in the European Economic Area (EEA) or Switzerland continuously for the last three years? (Please ignore absences of less than 4 weeks)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If No, give details of the periods when you were resident outside the EEA/Switzerland, including where you were resident, with dates, and reason for absence from the EEA/Switzerland. (If absence was for employment, **you must attach documentary evidence confirming the temporary nature of the employment.**)

## Section 5 EEA Migrant Workers / Swiss Workers and certain family members

Please provide answers to the following questions (on a separate sheet if necessary) **plus supporting evidence where appropriate (i.e. copy of the relevant person's passport and proof of their employment):**

5.1	Are you, your parent(s) or your spouse/civil partner EEA migrant workers or Swiss workers?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5.2	If Yes, please indicate the relevant person.	<b>Yourself</b>	<b>Your Parent(s)</b>	<b>Your Spouse/Civil Partner</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Please state the nationality of the relevant person			
5.3	Name and Address of Employer.			
	Start date			
5.4	Have you personally been resident in the EEA/Switzerland for the last three years?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

## Section 6 Certain Refugees and Persons of Similar Status

6.1	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"/> No <input type="checkbox"/>		
6.2	If Yes, please attach a copy of the relevant letter from the Home Office confirming granting of recognition, and indicate details of person concerned.	<b>Yourself</b>	<b>Your Parent(s)</b>	<b>Your Spouse/Civil partner</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date of Home Office recognition			
6.3	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? <b>If yes, please provide evidence of this.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6.4	Are you the Child of an Asylum seeker or an unaccompanied child asylum seeker?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	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  
Registry Services  
LBB – G08, Edinburgh Campus  
Heriot-Watt University  
Edinburgh  
EH14 4AS  
UK

Tel. +44 (0) 131 451 3376

E-mail [UGAdmissions@hw.ac.uk](mailto:UGAdmissions@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](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Scotland-fee-status)