**Fees Assessment Questionnaire for research degree applicants\***

UK Government legislation enables publically funded educational institutions to charge overseas student fees to students unless they fulfil certain residence and immigration status requirements.

All fees assessments undertaken by the University of Leeds are in line with UKCISA guidance, available from <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status>.

**Please refer to the UKCISA website and only complete a fees assessment questionnaire if you have reason to believe that you are eligible for Home fees.**

You **must** include copies of relevant documentation in order for an assessment to be made.

**1. Personal Details:**

Family Name:

Other Name(s):

Email:

Date of Birth:

Country of Birth:

Nationality:

(If you have citizenship more than one country please list each one)

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| **Permanent Home Address**: | **Correspondence address** |
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**2. Programme of Study**

I am considering applying for / have already applied for / am a student on, a course at the University of Leeds\*.

(Proposed) course of study:

Student ID Number (if known):

(Proposed) start date of your studies:

**(\* if you are applying for an Undergraduate or Taught Postgraduate programme, do not use this form but instead email** **study@leeds.ac.uk** **for advice.)**

**3. Immigration Status**

Please tick the relevant box to indicate your status:

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| --- | --- | --- |
| Status | Tick as appropriate | Required documents |
| British Citizen or Commonwealth national with right of abode |  | Photo page of your passport and any relevant visa |
| Indefinite leave to enter/remain in the UK |  | Home Office letter confirming your status and copies of the relevant pages of your passport – including the pages confirming name, nationality and status |
| Spouse of an EEA national  |  | Copies of relevant pages of your spouse’s passport – including the pages confirming name, nationality and status. Evidence of your relationship to them (e.g. marriage certificate) |
| EEA national other than UK |  | Copies of the relevant pages of your passport – including the pages confirming name, nationality and status |
| Refugee status or refused refugee status but granted exceptional leave to remain or humanitarian protection |  | Home Office letter or refugee status travel document and passport |
| Child of someone granted refugee status or refused refugee status but granted exceptional leave to remain or humanitarian protection |  | Parent or Guardian’s Home Office letter or refugee status travel document and passport. Evidence of your relationship to them (e.g. birth certificate, certificate of adoption) |
| Spouse of someone granted refugee status or refused refugee status but granted exceptional leave to remain or humanitarian protection |  | Spouse’s Home Office letter or refugee status travel document and passport. Evidence of your relationship to them (e.g. marriage certificate) |
| Child of a Turkish worker |  | Parent or Guardian’s passport. Evidence of your relationship to them (e.g. birth certificate, certificate of adoption |

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| If none of the categories above apply to you then please provide details of your status here: |

**4. Residence**

Please give details of all the countries in which you have resided for the past three years.

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| Country of residence | Dates From/To | Reason for residence |
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Parent/Guardian or Spouse Residence

Please provide details of the countries of residence of your parent/guardian and/or spouse/civil partner, where relevant.

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| Name and relationship to you  | Country of residence | Dates From/To | Reason for residence |
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I declare that the statements made on this form are correct to the best of my knowledge and belief. I undertake to supply any additional documents which may be required to support the information given.

Signature Date

Please return the completed form with copies of any documents requested to rp\_applications@adm.leeds.ac.uk. If you believe that your circumstances cannot be explained fully by answering the questions in this form then you should include a supporting statement.

Please note that:

* Fees assessments will only be undertaken where a completed Fees Assessment questionnaire is submitted.
* Candidates must supply documentation in connection with fees assessment application, e.g. passport, correspondence with Immigration authorities.
* Copies of documents may be supplied **on condition the original is produced for verification before registration.**
* If the passport is not available for presentation other documents may be acceptable as proof of immigration status.
* Any information provided by will be treated confidentially.
* All fees assessment decisions will be undertaken in line with legislation in force at the time of submission of the form.
* All fees assessment cases are considered by two members of staff. The information declared on the assessment form will be cross-referenced with information declared on any application form used to apply to the University of Leeds. Where there is any doubt as to the fees status UKCISA (The Council for International Student Affairs) will be consulted.
* Applicants will be informed of the decision by email.
* Information given which is later found to be false may lead to the withdrawal of any offer of a place at the University.
* Independent advice is available from UKCISA, The Council for International Student Affairs: <http://www.ukcisa.org.uk/>.
* **Appeals process**

**Stage 1:** If you disagree with the decision you may appeal in writing to rp\_applications@adm.leeds.ac.uk. The basis for an appeal must be that an incorrect decision was made following Education (Fees and Awards) Regulations 1997. All appeals will be considered by two members of staff. Applicants will be informed of the decision in writing.

**Stage 2:** If you still disagree with the decision you may appeal in writing to the Director of Student Administration. The basis for an appeal must be that an incorrect decision was made initially and at stage 1 of the appeals process. The Director will review the whole case and seek guidance and clarification from colleagues as appropriate. Applicants will be informed of the decision in writing