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| Fee Status Review Form For completion by currently enrolled students contesting their fee status |

If you are a current student at King’s College London and wish to contest your fee status, please complete and return this form together with scans of any supporting evidence to the King’s Admissions Office. To return the form and evidence you must send us a scanned copy of this form with the evidence attached in an email to: [feestatusreview@kcl.ac.uk](mailto:feestatusreview@kcl.ac.uk)

If you are an applicant who is not yet enrolled, and you have a query regarding your fee status, please send us a message on [King’s Apply](https://apply.kcl.ac.uk/) and we can advise further.

All fee status assessments are made in line with guidance from the UK Council of International Student Affairs (UKCISA). We reserve the right to charge a different fee level to applicants who do not demonstrate that they meet the conditions of ‘Home/EU’ fee status as per the [Education (Student Fees, Awards and Support) Regulations 2007](http://www.ukcisa.org.uk/uploads/media/206/16565.pdf) (including amendments). More information on these criteria be found on the King’s College London and UKCISA websites:

* [**UKCISA**](http://www.ukcisa.org.uk)
* [**Undergraduate**](http://www.kcl.ac.uk/study/undergraduate/apply/policies-and-guidance/fee-status.aspx)
* [**Postgraduate**](http://www.kcl.ac.uk/study/postgraduate/apply/policies-and-guidance/fee-status.aspx)

Complete all sections of the questionnaire that are relevant to you. **All fields marked (\*) must be completed**.

Please also note the checklist at the end of the questionnaire which details the evidence required to support each section.

**To assist in the processing of your Fee Questionnaire, please ensure you title all supporting documents appropriately e.g. passport.jpg. If additional sheets are required to provide full details of your circumstances for a section, please submit these along with the questionnaire.**

Section A

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| Part 1: Your details | | | | |
| Please complete the table below so that we can identify your student record and understand more about your enrolled student status | | | | |
| 1. First name \* | Click or tap here to enter text. | | | |
| 2. Surname/Family Name \* | Click or tap here to enter text. | | | |
| 3a. King’s Student Number \* (not your K number) | Click or tap here to enter text. | | | |
| 3b. Programme of study \* | Click or tap here to enter text. | | | |
| 4. Programme start date \* | Click or tap here to enter text. | | | |
| 5. Date of the last day of enrolment \*  (If you received a CAS this date will be on there. If unknown leave blank and this will be filled in by the Admissions Office). | Click or tap here to enter text. | | | |
| 6. Did you complete a fee status questionnaire when you applied? \* | Yes | No | | I don’t know |
| 7. Tell us which year of study you are in\* | Year 1  (go to part 2) | | Year 2 or higher  (go to part 3) | |

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| Part 2: Why you would like to request a review of your fee status | |
| You must select at least one option | |
| I disagree with the initial assessment made regarding my fee status  *(Please be aware you can only request a review on these grounds before the final day of enrolment in your first academic year and you must supply evidence to support your contestation)* |  |
| My immigration status has changed since I enrolled |  |
| I, or a relevant family member, has now been granted [humanitarian protection](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6082) |  |
| I have new evidence that has not yet been considered by the university |  |

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| Part 3: Why you would like to request a review of your fee status | |
| You must select at least one option | |
| My immigration status has changed since I enrolled |  |
| I, or a relevant family member, has now been granted [humanitarian protection](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6082) |  |

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| Part 4: Please use the box below to tell us more about why you would like to contest your fee status |
| This must be relevant to at least one of the categories you have selected above. Then, please continue to complete the form so we have a clear understanding of your immigration status and the circumstances surrounding your fee status. Please bear in mind, any information you provide will need to be qualified with evidence. A check list is provided at the end of this document that is indicative of the evidence required. |
| Click or tap here to enter text. |

**\*\*\*Please see checklist for supporting evidence required for Section A\*\*\***

Section B

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| Nationality | | |
| Please complete the table below so we can understand more about your nationality | | |
| 1. What is your country of birth? \* | Click or tap here to enter text. | |
| 2. What is your nationality? \*  *If you have multiple nationalities, please list them all* | Click or tap here to enter text. | |
|  | | |
| 3. Are you a UK/EU/EEA national? \* | Yes (go to question 4) | No (go to question 6) |
|  | | |
| 4. Did you obtain UK/EU/EEA nationality after enrolment? | Yes | No |
| 5. If yes, please indicate the date this was granted. If no, continue to question 6 | Click or tap to enter a date. | |
|  | | |
| 6. Do you have Indefinite Leave to Remain, or Indefinite Leave to Enter the UK? | Yes | No |
| 7. If yes, please indicate the date this was granted here. If no, continue to Section C | Click or tap to enter a date. | |

**\*\*\*Please see checklist for supporting evidence required for Section B\*\*\***

Section C

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| Residency | | | | | |
| 1. Please complete the residency table below to denote the addresses at which you have been living for the last 5 years. This includes both term time and home addresses if you have been resident at a boarding school, for example. Please select the purpose of your stay at these addresses e.g. “Education (Higher)”. The field ‘Other’ may be modified if necessary. Please also indicate whether you have been living with your parent(s) or guardian(s) at these addresses. \* | | | | | |
| Date  (leave blank if no end date) | Full Address  including Country | | Purpose of Stay | Parent(s)/guardian also living at this address? | |
| d-MMM-yy – d-MMM-yy | Click or tap here to enter text. | | Choose an item. | Yes | No |
| d-MMM-yy - d-MMM-yy | Click or tap here to enter text. | | Choose an item. | Yes | No |
| d-MMM-yy - d-MMM-yy | Click or tap here to enter text. | | Choose an item. | Yes | No |
| d-MMM-yy - d-MMM-yy | Click or tap here to enter text. | | Choose an item. | Yes | No |
| d-MMM-yy - d-MMM-yy | Click or tap here to enter text. | | Choose an item. | Yes | No |
| d-MMM-yy - d-MMM-yy | Click or tap here to enter text. | | Choose an item. | Yes | No |
| 2. If your parent(s) or guardian(s) had a different address to you at any time during the last 5 years, please state where they were living and if there was a specific purpose for this stay e.g. employment \* | | | | | |
| Date  (leave blank if no end date) | Full Address  including Country | Purpose of stay | | Relationship e.g. parent | |
| d-MMM-yy - d-MMM-yy | Click here to enter text. | Choose an item. | | Click here to enter text. | |
| d-MMM-yy - d-MMM-yy | Click here to enter text. | Choose an item. | | Click here to enter text. | |
| d-MMM-yy - d-MMM-yy | Click here to enter text. | Choose an item. | | Click here to enter text. | |
| d-MMM-yy - d-MMM-yy | Click here to enter text. | Choose an item. | | Click here to enter text. | |
| d-MMM-yy - d-MMM-yy | Click here to enter text. | Choose an item. | | Click here to enter text. | |
| d-MMM-yy - d-MMM-yy | Click here to enter text. | Choose an item. | | Click here to enter text. | |

**\*\*\*Please see checklist for supporting evidence required for Section C\*\*\***

Section D

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| Family Relationships |
| Please complete the following section to tell us about any relevant family members who may affect your fee status and your relationship to them.  Advice regarding relevant family members and dependency this can be found on the [UKCISA website](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#RL?rl_playlist=playlist6085&rl_id=11). |

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| 1a. Are you the [relevant family member](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#RL?rl_playlist=playlist6085&rl_id=11) of an UK/EU/EEA/Swiss National? \* | Yes | | | | No  Please proceed to question 2a. | | |
| 1b. How are you related? | Choose an item. | | | | | | |
| 1c. What is your relation’s nationality? | Click here to enter text. | | | | | | |
| 1d. Is the relevant family member a migrant worker in the UK? | Yes | | | | No | | |
|  | | | | | | | |
| 2a. Are you over the age of 21? \* | Yes | | | | No  Please proceed to question 4. | | |
| 2b. Are you a [direct descendent](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#RL?rl_playlist=playlist6085&rl_id=11) from an EU national? | Yes | | | | No | | |
| 2c. Are you a [direct descendent](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#RL?rl_playlist=playlist6085&rl_id=11) from an EEA migrant worker in the UK? | Yes | | | | No | | |
|  | | | | | | | |
| 3a. Are you [dependent](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#RL?rl_playlist=playlist6085&rl_id=0) on the family member who is an EU national or an EEA migrant worker? | Yes  Please complete 3b. | | | | No  Please proceed to question 4. | | |
| 3b. Please explain your relationship to the EU national / EEA migrant worker and how you are dependent on them. | Click or tap here to enter text. | | | | | | |
|  | | | | | | | |
| 4. Are either of your parents Turkish Nationals who reside and work or have worked in the UK? \* | Yes | | | | No | | |
|  | | | | | | | |
| 5. Have you, your parent(s), guardian(s) or spouse been granted asylum or made a claim for asylum in the UK? \* | Yes  Please tick the box below that demonstrates who made the claim and the status of the claim. | | | | No  Please proceed to Section E | | |
|  | Refugee status granted | Refused - granted Exceptional Leave to remain | Refused - granted Humanitarian Protection | Refused - granted Discretionary Leave to Remain | | Refused | Decision pending |
| I made a claim |  |  |  |  | |  |  |
| My mother made a claim |  |  |  |  | |  |  |
| My father made a claim |  |  |  |  | |  |  |
| My guardian made a claim |  |  |  |  | |  |  |
| My Spouse/Civil Partner made a claim |  |  |  |  | |  |  |

**\*\*\*Please see checklist for supporting evidence required for Section D\*\*\***

Section E

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| Spousal Relationships | | |
| 1. Do you have a spouse or civil partner? \* | Yes | No  Please continue to Section F |
| 2. Is your spouse or civil partner a UK or EU national? | Yes | No |
| 3. Does your spouse live in the UK? | Yes | No |

**\*\*\*Please see checklist for supporting evidence required for Section E\*\*\***

Section F

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| Temporary Employment outside of the UK or EU |
| If you have been temporarily absent from the UK/EU due to temporary employment outside of the UK/EU, please complete the table below. Information regarding temporary employment outside of the UK/EU can be found on the [UKCISA website](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#RL?rl_playlist=playlist6085&rl_id=4). Employment contracts or confirmation letter may be used as evidence. \*  **Section not applicable** |

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| Who was temporarily employed overseas? | Employment from and to  (leave blank if no end date) | Country | Name of Employer | Type of Employment |
| Choose an item. | d-MMM-yy - d-MMM-yy | Enter name here | Click or tap here to enter text. | Choose an item. |
| Choose an item. | d-MMM-yy - d-MMM-yy | Enter name here | Click or tap here to enter text. | Choose an item. |
| Choose an item. | d-MMM-yy - d-MMM-yy | Enter name here | Click or tap here to enter text. | Choose an item. |
| Choose an item. | d-MMM-yy - d-MMM-yy | Enter name here | Click or tap here to enter text. | Choose an item. |
| Choose an item. | d-MMM-yy - d-MMM-yy | Enter name here | Click or tap here to enter text. | Choose an item. |
| Choose an item. | d-MMM-yy - d-MMM-yy | Enter name here | Click or tap here to enter text. | Choose an item. |

**\*\*\*Please see checklist for supporting evidence required for Section F\*\*\***

Section G

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| Temporary Absence from the UK/EU and maintained links to the area |
| If you have been temporarily absent from the UK or EU for more than 3 consecutive months in the last 5 years, please use the box below to tell us about this. We are particularly interested in understanding:   * the reasons for the absence * the links you and your family have maintained the UK/EU: * Dates of visits to the UK/EU and their purpose * Tax contributions or bill payments within the UK or an EU country * Information about property you or your parent(s)/guardian(s) may own in the UK/EU and if was rented to tenants during your absence   Please note that we will require evidence along with this form to assess your form.  **Section not applicable** |
| Click or tap here to enter text. |

**\*\*\*Please see checklist for supporting evidence required for Section G\*\*\***

Section H

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| Declaration | | | | |
| I have included scans all the necessary supporting evidence with the fee status review form that I have submitted to [feestatusreview@kcl.ac.uk](mailto:feestatusreview@kcl.ac.uk).\* | | | | Yes |
| I confirm that the information given on this questionnaire is true, complete and accurate and that I will supply any additional documents required to support the information I have given. \* | | | | Yes |
| I understand that the provision of untrue or inaccurate information may lead the university to take disciplinary action under [Regulation G27: Misconduct](https://www.kcl.ac.uk/governancezone/Students/Misconduct-Regulations-Students.aspx). \* | | | | Yes |
| I consent to King’s College London processing and retaining this information in accordance with the Data Protection Act 2018. \* | | | | Yes |
| Name / Signature \* | Click here to enter text. | Date \* | Click here to enter a date. | |

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| Checklist – documents to upload | |
| All documents must be in their original language. If they are not in English, an official translation may be required in order to assess. To assist in the processing of your Fee Questionnaire, please ensure you title all supporting documents appropriately e.g. passport.jpg  Please return this form together with scans of any supporting evidence to the King’s Admissions Office by email to: [feestatusreview@kcl.ac.uk](mailto:feestatusreview@kcl.ac.uk). | |
| Evidence to support section B | |
| Scan of the photo page of your passport (or passports if you have multiple nationalities) | Yes |
| Scan of Indefinite Leave to Remain, Indefinite Leave to Enter or any other visa that you have been granted to stay in the UK | Yes |
| Evidence to support section C | |
| Evidence of addresses for you/your parents during the last 5 years e.g. utility bills, mortgage statements, bank statements, employment contract, student visas, etc. | Yes |
| Evidence to support section D (Only supply the evidence that is applicable to your circumstances) | |
| Scan of the passport of any relevant family member if they have EU / EEA / Swiss Nationality. | Yes |
| Scan of your parent(s) passports if they have Turkish Nationality. | Yes |
| Scan of visa(s) held by relevant family members (if applicable) that is relevant to their residency in the UK or EU for example, to demonstrate that they are migrant workers in the UK. | Yes |
| Relevant employment contracts to demonstrate EEA / Swiss / Turkish migrant worker status of your relevant family member. | Yes |
| Evidence that your relevant family member lives in the UK (if applicable) e.g. mortgage statements and utility bills | Yes |
| Evidence to demonstrate your relationship to relevant family members e.g. marriage certificates, your birth certificate, your parents birth certificates etc. | Yes |
| If you are over the age of 21 and dependent on an EU / EEA / Swiss National, provide evidence to show how you are dependent if possible e.g. bank statements. | Yes |
| Scan of asylum claim documents | Yes |
| Evidence to support section E (if applicable) | |
| Scan of marriage or civil partnership certificate | Yes |
| Scan of photo page of your spouse/civil partner’s passport | Yes |
| Proof that your spouse lives in the UK, e.g. bills, mortgage statements | Yes |
| Evidence to support section F (if applicable) | |
| Scan of any temporary employment contracts or confirmation of temporary employment overseas | Yes |
| Scan of visa pages of passport for you and your family covering the temporary period of residence overseas | Yes |
| Evidence to support section G (if applicable) | |
| Evidence of continued links to the EU / UK – flight records, banks statements, mortgage statements, bills payments, tenant agreements, | Yes |