

**Fee Status Assessment Form**

**PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM:**

Thank you for your application to Cardiff Metropolitan University. Please complete this form and return it, by any deadline you were given, with scanned copies of all relevant documentation, via email to feeassessment@cardiffmet.ac.uk

The University has been unable to assess your fee status from the information supplied in your application for admission. In order that your fee status may be correctly assessed, please complete and return all sections of this form with appropriate supporting documentation without delay. Failure to return this form or supply appropriate supporting documentation may result in your application being withdrawn.

At Cardiff Metropolitan University, your fee status is determined by a member of the Admissions Team with relevant expertise, following the UK Council for International Student Affairs (UKCISA) guidelines. These can be found at - [https://www.ukcisa.org.uk/student-advice/find-a-category-for-he-wales/](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Wales-fee-status). We recommend reading those guidelines before submitting your fee assessment form.

Each university has some discretion in how the guidelines are applied, meaning fee status decisions can vary between institutions. This form, once completed, forms part of our independent assessment and applies solely to your specific application to Cardiff Metropolitan University. We do not take into account decisions made by other universities and our decision does not affect your classification with the Student Loans Company or any other institution, including your eligibility for Local Education Authority funding.

For the purposes of this form, the term UK includes the British Overseas Territories and Islands.

You can find guidance on Fee Status Assessments by following the link below to our website:

<https://www.cardiffmet.ac.uk/study/advice-for-applicants/fee-status-assessment/>

Cardiff Metropolitan University is compliant with the General Data Protection Regulation (GDPR). To learn more about how we collect, keep, manage, and process your personal data in compliance with GDPR, please view our [privacy policy](https://www.cardiffmet.ac.uk/about/governance-and-compliance/privacy-statement/).

Fee Assessment Forms are retained for one full academic year after the year of application.

If you have any queries, please email feeassessment@cardiffmet.ac.uk, including your full name and student number in all correspondence.

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| **Section 1 – General Details** |
| Name | Click or tap here to enter text. |
| Course applied for | Click or tap here to enter text. |
| UCAS ID / Student Number | Click or tap here to enter text. | Date of Birth | Click or tap to enter a date. |
| Current Address | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Please confirm | [ ]  I am a New Student to Cardiff Met[ ]  I am a Current Cardiff Met Student |

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| **Section 2 – Nationality and Citizenship** |
| Were you born in the UK? | **Yes** [ ]  **No** [ ]  |
| If **Yes**, have you always lived in the UK? | **Yes** [ ]  **No** [ ]  |
| If **No**, on what date did you enter the UK? (DD/MM/YYY) | Click or tap to enter a date. |
| What is your nationality? If dual national, please state both nationalities.  | Click or tap here to enter text. |
| What is your spouse’s nationality (if applicable)?  | Click or tap here to enter text. |
| What is your father’s nationality? | Click or tap here to enter text. |
| What is your mother’s nationality? | Click or tap here to enter text. |
| Please provide details of the nationality of other family members if relevant. | Click or tap here to enter text. |

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| **Section 3a – Residency History** |
| **Please give inclusive dates since birth (month and year) of your periods and locations of residence (continue on a separate sheet if necessary):** |
| FROM | TO | Main reason for residence (e.g. living with family, work) | Country and town / region of residencee.g. Cardiff, UK |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Section 3b – Residency Details** |
| If you have been resident in the UK or EU/EEA during the past three years, was any part of your residence solely for the purpose of full-time education, e.g. attendance at Boarding School?  | **Yes** [ ]  **No** [x]  |
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| Where does your family live now? (Please give country and town / region of residence) |
| Click or tap here to enter text. |
| Where has your family lived for the last ten years (if different from the details in previous question)? (Please include dates (mm/yyyy) and continue on a separate sheet if necessary.) |
| Click or tap here to enter text. |
| Where do you propose to work following completion of your study at Cardiff Met? |
| Click or tap here to enter text. |
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| Are/were you temporarily living outside the UK or EU/EEA because of your own, or your parents', occupation? Please provide a statement and give details (and include documentary evidence from your/their employer(s) when you return this form). |
| **Please include in your statement:** | **CHECKLIST - Evidence required:** |
| Length of time spent abroad and the nature of the work | Copy of temporary work contract or letter from employer |
| Was/Is a house or flat maintained in the EU/EEA or UK during this temporary absence abroad? If yes, has the house been rented out or retained for family use? | Utility bill, HMRC letter or council tax document |
| How often have you visited the property in the last three years (please provide dates & length of stay) | Travel tickets (Rail/Air) and/or Boarding Passes |
| **3c. Statement of temporary absence from the UK or EU/EEA:** |
| If you have been absent from your ordinary area of residence for a length of time, it may support your case to offer a statement and explanation here |
| Click or tap here to enter text. |

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| **Section 4 – Immigration Status** (please place X next to which, if any, are relevant)Please refer to the Higher Education regulations for Wales on the following website [www.ukcisa.org.uk/student-advice/find-a-category-for-he-wales/](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Wales-fee-status)This site details the various categories that define residency status. Please note that you are required to supply documentation to enable us to make a decision on which category you fit into. |
| I am a British Citizen *(scan and include a copy of your British passport)* |[ ]
| I have settled or pre-settled status under the EU Settlement Scheme *(include a share code)* |[ ]
| I have indefinite leave to remain *(scan and include a copy of your Residence Permit)* |[ ]
| I have refugee status *(scan and include a copy of your Residence Permit)* |[ ]
| Other (please specify):Include your [Share Code](https://www.gov.uk/view-prove-immigration-status), if you have one: | Click or tap here to enter text. |
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| **Are you:** | **Yes** | **No** |
| Married to/in a civil partnership with someone who is a British Citizen? |[ ] [ ]
| Married to/in a civil partnership with someone who has indefinite leave to remain? |[ ] [ ]
| Married to/in a civil partnership with someone who has a Certificate of Entitlement of right of Abode in the UK? |[ ] [ ]
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| **Do your parents or spouse:** | **Yes** | **No** |
| Have British citizenship? |[ ] [ ]
| Have indefinite leave to remain? |[ ] [ ]
| Have a Certificate of Entitlement of right of Abode in the UK? |[ ] [ ]
| Give details, where relevant: Click or tap here to enter text. |

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| **Section 5 – Refugee / Asylum / Sanctuary Seekers** | **Yes** | **No** |
| Have you, your spouse/civil partner or your parents been recognised as a refugee by the UK government? |[ ] [ ]
| If **Yes**, please state when your refugee status is due for renewal: (DD/MM/YYYY)Click or tap to enter a date. |
| Have you, your spouse/civil partner or your parents been granted any of the following as a result of an application for asylum? |
| Humanitarian Protection in the UK |[ ] [ ]
| Discretionary Leave in the UK |[ ] [ ]
| Exceptional Leave to Enter/Remain in the UK |[ ] [ ]
| Private Life Leave under UK immigration rules |[ ] [ ]
| Leave outside UK immigration rules on the grounds of Article 8 of the European Convention on Human Rights  |[ ] [ ]
| Are you, your spouse/civil partner, parent/guardian a migrant worker currently working in the UK? (Please state below who has the migrant worker status) |[ ] [ ]
| Please provide details, if relevant: Click or tap here to enter text. |
|  | **Yes** | **No** |
| Are you seeking asylum in the UK and awaiting a decision from the Home Office? |[ ] [ ]
| Have you applied for a full-time undergraduate programme, excluding an NHS funded programme?  |[ ] [ ]
| Did you apply for asylum before applying to UCAS? |[ ] [ ]
| Please state the date you made your application for asylum: (DD/MM/YYYY)Click or tap to enter a date. |
| **If you are seeking asylum in the UK, please provide a copy of both sides of your ARC/residence permit card when returning this questionnaire.** |

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| **Section 6 – Additional Information:** You may use the following space to record any additional information not covered in the questions above which you feel is relevant to your application. |
| Click or tap here to enter text. |

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| **Section 7 – Checklist**  | **Tick when completed** |
| I have completed all relevant sections of this form |[ ]
| I have attached all relevant documentation and evidence - |[ ]
| * Passport (photograph pages and any relevant visa vignette)
 |[ ]
| * Both sides of your BRP card or ARC card (if you have either)
 |[ ]
| I have signed and dated the declaration  |[ ]

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| **Section 8 – Declaration**  |
| I certify that the answers given by me to the questions on this form give, to the best of my knowledge, a true and accurate account of my personal circumstances. |
| Signed: Click or tap here to enter text. | Date: Click or tap to enter a date. |