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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 have your fee status reviewed, please complete and return this form together with scans of any supporting evidence to the Fee Status Review team.  To return the form and evidence you must send us a completed copy of this form with the evidence attached in an email to: [**feestatusreview@kcl.ac.uk**](mailto:feestatusreview@kcl.ac.uk)

Full information about the process can be found in the Fee Status Review policy ([**https://www.kcl.ac.uk/governancezone/assets/students/admissions-fee-status-policy.pdf**](https://www.kcl.ac.uk/governancezone/assets/students/admissions-fee-status-policy.pdf)).This policy should be read in its entirety prior to completing the Fee Status Review form and referred to throughout the process.

If you are a current applicant who is not yet enrolled, and you have a query regarding your fee status, please contact the Admissions team via [**King’s Apply**](https://apply.kcl.ac.uk/). You should not complete this form.

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’ 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 [**UKCISA website**](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-HE-fee-status).

**Before completing this form, you must review the list of available categories on UKCISA**. Later in this form you will be asked to select which category you wish to be considered for.

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. If all the evidence required to complete an assessment is not provided alongside the Fee Status Review form, a request to provide additional documentation will be made. To facilitate the assessment of your fee status, please provide all supporting evidence in your original submission. If evidence is not provided at the point of submission, nor following a request by the Fee Status Review team, your fee status will be determined based on the information available. Please see our policy for further information about this process.

**To assist in the processing of your Fee Status Review form, please ensure you title all supporting documents appropriately e.g. passport.jpg, bank statement 2021.jpeg.**

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\* |  | | | |
| 2. Surname/Family Name\* |  | | | |
| 3. King’s Student Number\* (not your K number) |  | | | |
| 3a. Programme of study\* |  | | | |
| 4. Programme start date\* | Click or tap to enter a date. | | | |
| 5. Did you complete a fee status questionnaire when you applied?\* | Yes | No | | I don’t know |
| 6. 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\* then, continue to part 4a. | |
| Procedural error made during the original fee status assessment (not applicable to students requesting a review after 31st October of the first academic year) |  |
| 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 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 4a: Which UKCISA category would you like to be considered for? | |
| You must select at least one option\* | |
| 3 years in UK and Islands, settled in UK |  |
| 3 years in Republic of Ireland/UK/Islands, settled in UK |  |
| 3 years in UK and Islands, EUSS settled status connection |  |
| Family member of a settled person, course starts on or after 1 August 2022 |  |
| Family member of a UK national, course starts before 1 August 2022 |  |
| Residence in British overseas territories, course starts on or after 1 August 2022 |  |
| Residence in British overseas territories, course starts before 1 August 2022 |  |
| UK nationals and family with residence in Europe or overseas territories (for course starting before 2028) |  |
| Settled and exercised a right of residence (for course starting before 2028) |  |
| Irish citizens with residence in Europe or overseas territories (for course starting before 2028) |  |
| Residence in Gibraltar (for course starting before 2028) |  |
| EU national and family/family of relevant person of Northern Ireland |  |
| EU national, 3 years in UK & Islands |  |
| Worker and family |  |
| Child of worker |  |
| Child of a Swiss national |  |
| Child of a Turkish worker |  |
| Long residence |  |
| Refugees and family |  |
| Those granted humanitarian protection and family |  |
| Those granted stateless leave and family |  |
| Those with section 67 leave |  |
| Persons granted Calais leave to remain |  |
| Person granted indefinite leave as a victim of domestic violence or abuse |  |
| Those with indefinite leave as a bereaved partner |  |
| Persons granted leave under the Afghan Schemes |  |
| Evacuated or assisted British nationals from Afghanistan | ☐ |
| Persons granted leave under the Ukraine Schemes | ☐ |

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| Part 4b: Declarations | |  |
| I have read the criteria in full for the UKCISA category or categories selected in 4a\* | Yes | No |
| I meet all the criteria for the UKCISA category or categories selected in 4a\* | Yes | No |
| I can provide evidence that all the criteria for the UKCISA category/categories selected in 4a has been met in full\* | Yes | No |

\*Please refer to the checklist at the end of this form for guidance on acceptable evidence

**If you cannot agree to the above declarations, you will not be eligible for Home fees and you should not continue completing the form.**

|  |
| --- |
| Part 5: Please use the box below to tell us more about why you would like to have your fee status reviewed |
| This must be relevant to the options you have selected in Parts 2, 3 and 4. After completing this section, 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 checklist is provided at the end of this document that is indicative of the evidence required. Evidence must be provided that supports each criteria for the UKCISA category being assessed. \* |
|  |

Section B

|  |  |  |
| --- | --- | --- |
| Nationality | | |
| Please complete the table below so we can understand more about your nationality | | |
| 1. What is your country of birth? \* |  | |
| 2. What is your nationality? \*  If you have multiple nationalities, please list them all |  | |
|  | | |
| 3.  Are you a UK national? \* | Yes | No (go to question 6) |
|  | | |
| 4. Did you obtain UK nationality before 1st September of the current academic year?\* | ☐ Yes | ☐ No (go to question 6) |
| 5. Please indicate the date this was granted\* | Click or tap to enter a date. | |
|  | | |
| 6. Are you an EU national?\* | Yes | No (go to question 12) |
| 7. Did you obtain EU nationality after enrolment? | Yes | No |
| 8. Do you have settled or pre-settled status in the UK under the EU Settlement Scheme? | Yes | No (go to question 10) |
| 9. Please indicate the date this was granted here and continue to Section C | Click or tap to enter a date. | |
| 10. Do you have a Certificate of Application for settled or pre-settled status under the EU Settlement Scheme that you are awaiting the outcome for? | Yes | No (continue to question 12) |
| 11. When was your Certificate of Application to the EU Settlement Scheme made? | Click or tap to enter a date. | |

|  |  |  |
| --- | --- | --- |
| 12. Do you have Indefinite Leave to Remain, or Indefinite Leave to Enter the UK?\* | Yes | No (continue to Section C) |
| 13. Please indicate the date this was granted here. | Click or tap to enter a date. | |

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

Section C

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Residency | | | | | |
| 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 or previous university, for example. If you have been resident outside of the UK for more than 3 years, please list your full address history.  Please state the purpose of your stay at these addresses e.g:   * Education * Living with parent/s (in education) * Living with parent/s (not in education) * Employment * Asylum * Other (please specify)     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? | |
| dd-mm-yy – dd-mm-yy |  | |  | Yes | No |
| dd-mm-yy – dd-mm-yy |  | |  | Yes | No |
| dd-mm-yy – dd-mm-yy |  | |  | Yes | No |
| dd-mm-yy – dd-mm-yy |  | |  | Yes | No |
| dd-mm-yy – dd-mm-yy |  | |  | Yes | No |
| dd-mm-yy – dd-mm-yy |  | |  | 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 * Residence * Asylum * Other (please specify) | | | | | |
| Date  (leave blank if no end date) | Full Address  including country | Purpose of stay | | Relationship to you e.g. parent | |
| dd-mm-yy – dd-mm-yy |  |  | |  | |
| dd-mm-yy – dd-mm-yy |  |  | |  | |
| dd-mm-yy – dd-mm-yy |  |  | |  | |
| dd-mm-yy – dd-mm-yy |  |  | |  | |
| dd-mm-yy – dd-mm-yy |  |  | |  | |
| dd-mm-yy – dd-mm-yy |  |  | |  | |

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

*Section D*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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\*  Information regarding relevant family members can be found on the [**UKCISA website**](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-HE-fee-status#layer-6085). | | | | | | | | |
| 1. Are you the [**relevant family member**](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-HE-fee-status#layer-6085) of a UK national? | Yes | | | | No (go to question 2) | | | |
| 1a. How are you related to them? E.g. son, daughter (continue to Section E) |  | | | | | | | |
|  |  | | | |  | | | |
| 2. Are you the [**relevant family member**](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-HE-fee-status#layer-6085) of a [**settled**](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-HE-fee-status#layer-6085) person in the UK? | Yes | | | | No (go to question 3) | | | |
| 2a. How are you related to them? E.g. son, daughter. |  | | | | | | | |
| 2b. When did they receive settled status? (dd/mm/yy) |  | | | | | | | |
|  |  | | | | | | | |
|  | | |
| 3. Are you the [**relevant family member**](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-HE-fee-status#layer-6085) of an EU/EEA National? | Yes | | | | No (go to question 4) | | | |
| 3a. How are you related to them? E.g. son, daughter. |  | | | | | | | |
| 3b. What is your relation’s nationality? |  | | | | | | | |
|  |  | | | | | | | |
| 4. Are you the child of a Swiss national? | Yes | | | | No (go to question 5) | | | |
| 4a. Does your Swiss national parent have pre-settled or settled status under the EU Settlement Scheme? | Yes | | | | No | | | |
|  |  | | | |  | | | |
| 5. Are you over the age of 21? | Yes | | | | No (go to question 6) | | | |
| 5a. Are you [**dependent**](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#RL?rl_playlist=playlist6085&rl_id=0) on a family member who is a relevant person of Northern Ireland or EU/EEA/Swiss national? | Yes  Please complete 5c. | | | | No (go to question 6) | | | |
| 5b. Please explain your relationship to your family member and how you are dependent on them. |  | | | | | | | |
|  | | | | | | | | |
| 6. 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 (go 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** | | | | | | | | |
| Employment in the UK | | | | | | | | |
| Please complete the following section to tell us about your or a relevant family member’s employment\*  Information regarding relevant family members can be found on the [**UKCISA website**](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-HE-fee-status#layer-6085). | | | | | | | | |
| 1. Are you a relevant person of Northern Ireland\* employed or self-employed in the UK? | Yes | | | | No | | | |
| 1a. Are you an EEA or Swiss national resident in the UK as a worker? | Yes | | | | No | | | |
| 1b. Are you a frontier worker\*\*? | Yes | | | | No | | | |
| 1c. Since when have you been employed in the UK? (dd/mm/yy) | Click or tap to enter a date. | | | | | | | |
| \*Please see UKCISA for the definition of a relevant person of Northern Ireland  \*\*Please see UKCISA for the definition of a frontier worker | | | | | | | | |
| 2. Are you the family member of a relevant person of Northern Ireland\* employed or self-employed in the UK? | Yes | | | | No (go to question 3) | | | |
| 2a. Are you the child of a relevant person of Northern Ireland employed or previously employed in the UK? (*not* self-employed) | Yes | | | | No | | | |
| 2b. How are you related to them? |  | | | | | | | |
|  |  | | | |  | | | |
| 3. Are you the family member of an EEA or Swiss national who is resident in the UK as a worker? (includes self-employment) | Yes | | | | No (go to question 3b) | | | |
| 3a. How are you related to them? |  | | | | | | | |
| 3b. Are you the child of an EEA national employed or previously employed in the UK? (*not* self-employed). | Yes | | | | No (go to question 4) | | | |
| 3c. When was your family member employed in the UK from? If they are still employed in the UK leave the end date blank. | dd-mm-yy – dd-mm-yy | | | | | | | |
| 3d. Is your family member an EEA or Swiss national frontier worker? | Yes | | | | No | | | |
|  |  | | | |  | | | |
| 4. Are either of your parents Turkish nationals who reside and work, or have worked, in the UK? | Yes | | | | No (continue to Section F) | | | |
| 4a. Please enter the date your worker parent/s moved to the UK. | dd-mm-yy | | | | | | | |
| 4b. Please enter the date you moved to the UK. | dd-mm-yy | | | | | | | |
| 4c. When did your parent/s begin employment in the UK? | dd-mm-yy | | | | | | | |
|  | | | | | | | | |

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

Section F

|  |  |  |
| --- | --- | --- |
| Spousal relationships | | |
| 1. Do you have a spouse or civil partner?\* | Yes | No (continue to Section G) |
| 2. Is your spouse or civil partner a UK national? | Yes (go to question 4) | No |
| 3. Is your spouse or civil partner an EU national? | Yes | No |
| 4. Does your spouse or civil partner live in the UK? | Yes (continue to Section G) | No |
| 5. Have you or your spouse lived in the EEA/Switzerland/an EU overseas territory during the last 3 years? | Yes | No |

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

Section G

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Temporary employment outside of the UK | | | | |
| If you or your parents/guardians have been temporarily absent from the UK due to temporary employment outside of the UK, please complete the table below. If you or your parents/guardians have been employed in multiple roles while abroad, please list all of these. Employment contracts are expected to be provided as supporting evidence. Please specify the type of employment contract, e.g:   * Temporary/fixed-term * Indefinite/permanent * Overseas assignment * Self-employed   Please note that employment outside of the UK secured on an indefinite/permanent basis will not be considered temporary.    **Section not applicable** | | | | |
| Who was temporarily employed overseas? E.g., yourself, mother, father. | Employment from and to  (leave blank if no end date) | Country | Name of Employer | Type of Employment Contract |
|  | dd-mm-yy – dd-mm-yy |  |  |  |
|  | dd-mm-yy – dd-mm-yy |  |  |  |
|  | dd-mm-yy – dd-mm-yy |  |  |  |
|  | dd-mm-yy – dd-mm-yy |  |  |  |
|  | dd-mm-yy – dd-mm-yy |  |  |  |
|  | dd-mm-yy – dd-mm-yy |  |  |  |

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

Section H

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| Temporary absence from the UK and maintained links to the area |
| If you have been temporarily absent from the UK 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 to the UK during this time abroad, e.g:   + Dates of visits to the UK and their purpose   + Contributions to tax or bill payments within the UK   + Information about property you or your parent(s)/guardian(s) may own in the UK and if was rented to tenants during your absence   + If you and your parents/guardians have since returned to the UK on a permanent basis     Please note that we will require evidence along with this form to assess this.    **Section not applicable** |
|  |

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

Section I

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| --- | --- | --- | --- | --- |
| Declarations | | | | |
| I have included scans of all the necessary supporting evidence 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/aboutkings/orgstructure/ps/acservices/conduct/academic-misconduct).\* | | | | Yes |
| I consent to King’s College London processing and retaining this information in accordance with the Data Protection Act 2018.\* | | | | Yes |
| Name / Signature\* |  | Date\* |  | |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Checklist – documents to upload | |
| Please find below a checklist of recommended documents to support your review request. This list is not exhaustive however, and in addition to the examples of supporting evidence listed below, **please refer to the specific criteria of the UKCISA category that you wish to be assessed for and provide evidence that demonstrates each criteria has been met for the length of time required.**    Not all documents listed below are required; please provide those that are applicable to your circumstances and the UKCISA category you wish to be assessed for. Some documents listed may appear in more than one section; in these cases you are only required to provide it once.    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 Status Review form, 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 Fee Status Review team by email to: [**feestatusreview@kcl.ac.uk**](mailto:feestatusreview@kcl.ac.uk). | |
| **Evidence to support section B (Only supply the evidence that is applicable to your circumstances)** | |
| Scan of the photo page of your passport (or passports if you have multiple nationalities) | Yes |
| Scan of your Indefinite Leave to Remain, Indefinite Leave to Enter or any other visa that you have been granted to stay in the UK | Yes |
| Certificate of Application to the EU Settlement Scheme (a share code will be required to verify this) | Yes |
| Evidence of Pre-Settled or Settled Status granted under the EU Settlement Scheme (a share code will be required to verify this) | Yes |
| Letters from the Home Office relating to your visa status and/or residency | Yes |
| **Evidence to support section C** | |
| Evidence of addresses for you/your parents during the last 5 years e.g. utility bills (gas, electricity, water, internet, phone), mortgage statements, tenancy agreements, council tax bills, bank statements, employment contracts, student visas, boarding school/university enrolment letters, etc. | Yes |
| **Evidence to support section D (Only supply the evidence that is applicable to your circumstances)** | |
| Scan of the photo page of any relevant family member’s passport if they have UK / EU / EEA / Swiss nationality. | Yes |
| Evidence to demonstrate your relationship to relevant family members e.g. marriage certificate, birth certificate, etc. | Yes |
| Certificate of Application to the EU Settlement Scheme for Swiss national parent (a share code will be required to verify this) | Yes |
| Evidence of Pre-Settled or Settled Status granted under the EU Settlement Scheme for Swiss national parent (a share code will be required to verify this) | Yes |
| Employment contract for Swiss worker parent | Yes |
| If you are over the age of 21 and dependent on a relevant person of Northern Ireland / EU / EEA / Swiss National, provide evidence to show how you are dependent e.g. bank statements. | Yes |
| Scan of asylum claim documents | Yes |
| **Evidence to support section E (Only supply the evidence that is applicable to your circumstances)** | |
| Scan of the photo page of your passport | Yes |
| Scan of the photo page of your relevant family member’s passport | Yes |
| Employment contract(s) and payslips to demonstrate your employment status | Yes |
| Employment contract(s) and payslips to demonstrate a relevant family member’s employment status | Yes |
| Evidence to demonstrate your relationship to relevant family members e.g. marriage certificate, birth certificate, etc. | Yes |
| Frontier worker permit for you or your relevant family member | Yes |
| Scan of visa(s) held by you or your relevant family member | Yes |
| Evidence that you or your relevant family member is or was a resident in the UK e.g. mortgage statements, tenancy agreements, utility bills, bank statements, etc. | Yes |
| **Evidence to support section F (if applicable)** | |
| Scan of marriage or civil partnership certificate | Yes |
| Scan of photo page of your spouse/civil partner’s passport | Yes |
| Evidence that your spouse/civil partner lives in the UK, e.g. utility bills, mortgage statements, bank statements, etc. | Yes |
| **Evidence to support section G (if applicable)** | |
| Scans of any temporary employment contracts covering the time abroad | Yes |
| Letter from employer confirming temporary employment status or assignment overseas | Yes |
| Scan of visa pages of passport for you and your family to demonstrate date(s) of entry overseas | Yes |
| **Evidence to support section H (if applicable)** | |
| Evidence of continued links to the UK – flight records to the UK, mortgage statements and/or evidence of property ownership, tenancy agreements, utility bills, bank statements showing transactions in the UK, etc. | Yes |