

Fee Status Form: Guidance Notes


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Overview

If you believe that you may be eligible for home fee status, please complete our Fee Assessment Questionnaire, providing as much information as possible.

Information we typically consider when assessing fee status:

- Your nationality
 - Your immigration status
 - Your ordinary residence for the three years prior to the start of the course
- However, depending on the UKCISA category your fee status is being assessed under, we may take other factors into consideration.

Where indicated by the following symbol:  you must provide supporting documents. If you do not provide this information, we may need to request this at a later date which will delay the confirmation of your fee status.

Please complete all sections, writing 'Not Relevant' if a question does not apply to your circumstances.

The Undergraduate Admissions Team can only review fee status for current offer holders. If you are a current student at the University of Warwick and wish to have your fee status reviewed, please contact the [Student Fees](#) team.

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Section 1: Personal details

Please provide all details.

Section 2: Fee Status Criteria

2.1 UKCISA

Please refer to [UKCISA - international student advice and guidance - England: HE fee status](#) to confirm which category you feel accurately describes your situation.

Note: there are categories listed on the webpage and within the PDF (page 21).

2.2 Immigration status

Please tick the relevant box and provide any supporting documentation.

If providing a share code, please ensure you select the option 'other' which will create a code beginning with 'S'. Guidance on creating a digital share code can be found via [View and prove your immigration status - GOV.UK \(www.gov.uk\)](#).

2.3 Visa History

If applicable, please provide a full history of residence permissions you have held whilst living in the UK and provide copies of your residence permits from 1 September 2022.

If there are any gaps between residence permits, or if you are awaiting the outcome of a UK Visas and Immigration (UKVI) application/fee waiver request, please also provide evidence of an application submission. This can be in the form of:

- UKVI document checklist
- UKVI application PDF (this must confirm your details, the type of application, the fee paid, and the date)
- UKVI payment email (this must confirm your details, the type of application, the fee paid, and the date)

Section 3: Residence History

3.1 Address history

In order to determine your ordinary residence, please provide a full history of where you have been resident from birth, with dates and the main reason for residence in that area. These may include:

- Living with family
- Education
- Parent's employment

If you have been resident in the UK for the most recent three years, please provide supporting documents to confirm your residence. This must be an official document, such as:

- Utility bill (gas, electric, etc)
- Council tax statements
- Mortgage statements
- Home/contents insurance
- Tenancy statements/agreements

Documents should be dated and include the address where you have been living. Please provide one document for each year you have been resident in the UK, from 2022 onwards.

If you are living with parents/guardians and the documents are in their name, please also provide a birth certificate or legal document evidencing their relationship to you.

3.2 Temporary absence

If you have been living outside of the UK/EEA at any point during the past three years and consider this to be a temporary absence due to education, or the employment of a parent etc., please confirm the dates of this absence, where you were resident and the purpose of residence. If applicable, you may wish to provide any additional information that may be relevant to your absence from the UK/EEA.

Please provide supporting documentation for any absences, such as a parent's employment contract etc. If you have been living overseas due to education and return to the UK during school holidays, please provide confirmation of your returns to the UK via flight bookings or passport stamps.


3.3 Visitation history

If your family has maintained a home in the UK whilst living overseas, please confirm whether this has been retained for family use and provide supporting documentation, such as utility bills or tenancy agreements. If your family has maintained a home which has been rented out whilst you have been overseas, please select 'no' to this question.

Please provide a full history of any return visits to the UK, with dates, confirmation of where you stayed during these visits and the purpose of visit. These may include:

- Visiting family
- For a holiday
- To return to the family home
- To maintain a property which is being rented out
- For business purposes

Please provide supporting evidence for each return visit to the UK, such as flight bookings or entry and exit passport stamps.



Where possible, please provide further information on your activities during your return visits in **section 4 additional information**.

Section 4: Additional Information

Please use this section to inform us of any additional information to support your application for home fee status.

Section 5: Declaration

Please read and tick the boxes to confirm that you have understood and agree to the statements provided.

Section 6: Document Checklist

Please use this section to record all the documents you are providing along with your fee assessment questionnaire.