



# TUITION FEE STATUS ASSESSMENT FORM

The personal information provided by you in completing this form will be used by the University solely to determine whether you will be classified as a home or international student for the purpose of payment of University tuition fees. Please note that the University fee assessment process is carried out independently of your application to study at it. A decision on your fee status is not a decision on your application.

## Instructions for completion

1. Please note that **all questions are mandatory** unless indicated otherwise and you will need to provide proof to support any of the answers you give. **You must provide the evidence required.** An assessment cannot be made without the relevant evidence.
2. It is important that you submit this form as quickly as possible.

This form is only for **current applicants** to the Arts University Bournemouth. General information for prospective applicants can be found on the UKCISA website: <http://www.ukcisa.org.uk>. We recommend you read the UKCISA Guidance Note "Tuition fees: will I pay the 'home' or 'overseas' rate?"

We apply the rules of The Education (Fees and Awards) (England) Regulations 2007 as amended, and The Student Fees (Qualifying Courses and Persons) (England) Regulations 2007 as amended in making our decision. Details of how we determine eligibility are available at [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

**Please return completed form and supporting evidence to:**

[admissions@aub.ac.uk](mailto:admissions@aub.ac.uk)

or post to:

Fee Status Assessment

Registry & Planning

Arts University Bournemouth

Fern Barrow

Wallisdown

Poole BH12 5HH

UK

FOR OFFICE USE ONLY				
<input type="checkbox"/> Overseas	<input type="checkbox"/> EU	<input type="checkbox"/> Home	Reason:	
Student ID:				Condition 1 – Settled <input type="checkbox"/> Yes <input type="checkbox"/> No
Course:				Condition 2 – 3 years <input type="checkbox"/> Yes <input type="checkbox"/> No
FDFAYC:				Condition 3 - Education <input type="checkbox"/> Yes <input type="checkbox"/> No
Assessing Officer:				Temp Employ <input type="checkbox"/> Yes <input type="checkbox"/> No
Received Date:				Other:
Completed Date:				

**ANSWER ALL QUESTIONS**

All questions are mandatory unless otherwise indicated

1. PERSONAL DETAILS	
<b>SURNAME:</b>	<b>FIRST NAME:</b>
<b>Your Student ID:</b>	<b>Date of Birth:</b> <i>(day/month/year)</i>
<b>Title:</b> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/>	<b>Start date of your course:</b> <i>(month/year)</i>
<b>Your email address:</b>	

2. PURPOSE OF RESIDENCY
On what date did you first enter the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories? <i>(this will be your date of birth if you were born in one of these places)</i>
For what purpose did you enter the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories? <i>please tick relevant box</i>
I was born in one of these places <input type="checkbox"/>
Education <input type="checkbox"/>
Asylum <input type="checkbox"/>
EEA/Swiss migrant worker in UK <input type="checkbox"/>
Employment <input type="checkbox"/>
Other (please specify) <input type="checkbox"/>

3. NATIONALITY	
What is your nationality?	
What is your spouse's / civil partner's nationality?	
What is your father's nationality?	
What is your mother's nationality?	
What is your country of birth?	

**4. RESIDENCY DETAILS** (continue on separate sheet if necessary)

Give all dates since birth of your periods of **residence IN** the UK or the EU or Iceland or Liechtenstein or Norway or Switzerland or the Overseas territories

FROM		TO		REASON FOR RESIDENCE (e.g. holiday / living here / employment / education)	ADDRESS
Month	Year	Month	Year		

Give all dates since birth of your periods of **residence OUTSIDE** the UK or the EU or Iceland or Liechtenstein or Norway or Switzerland or the Overseas territories

FROM		TO		REASON FOR RESIDENCE (e.g. holiday / living there / employment / education)	ADDRESS
Month	Year	Month	Year		

**5. MAINTAINING LINKS** (continue on separate sheet if necessary)

Complete this section **if** you are a national of the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories **and** have been **living OUTSIDE** of these areas.

Have you made regular return visits to the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories since the date you left? Yes  No

If yes, provide full details of all return visits

**Provide evidence of these return visits (e.g. entry/exit passport stamps, flight bookings, etc.)**

Date of visit (from – to)	Length of visit	Reason for visit (e.g. holiday / education etc.)	Where and with whom you stayed

**6. TEMPORARY EMPLOYMENT ABROAD**

Complete this section **if** you are living **outside** the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/ Overseas territories because you or your parent or your spouse is or has been **temporarily employed outside** these areas during the last 4 years.

Who is temporarily employed **outside** the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories?  
 You  
 Parent  
 Spouse / Civil Partner

**Provide supporting evidence, i.e. copies of temporary contract(s) from the employer(s)**

When did you leave the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/ Overseas territories? (exact date)	
When do you expect to return to the UK/EU/Iceland/Liechtenstein/Norway/ Switzerland/Overseas territories? (exact date)	
In which country is/was the temporary employment being undertaken?	
Is/was the employment <input type="checkbox"/> on a fixed term contract? <input type="checkbox"/> on a permanent basis? <input type="checkbox"/> on a secondment from employment in the UK/EU/Iceland/Liechtenstein/Norway/ Switzerland/Overseas territories? <input type="checkbox"/> other, please specify	
If it were not for the employment outside the UK/EU/Iceland/Liechtenstein/ Norway/Switzerland/Overseas territories in which country would you be living?	

## 7. SUPPORTING EVIDENCE REQUIRED

Please tick which of the following categories applies to you.

**You must provide copies of the supporting documents indicated. An assessment cannot be made without the relevant documents. When you provide your passport copies, if your passport is less than 3 years old, please also supply a copy of your previous passport.**

Please email admissions@aub.ac.uk if you have any queries.

<p><b>I have a <b>time limit</b> on the length of my stay in the UK</b> Provide a copy of the personal details page of your passport and all pages containing stamps / visas</p>	<input type="checkbox"/>	
<p><b>I will need to apply for a temporary visa to enter the UK for my studies but have not applied yet</b></p>	<input type="checkbox"/>	
<p><b>I am a <b>British Citizen</b> or I have <b>no time limit</b> on my stay in the UK (i.e. Indefinite Leave to Enter / Remain in the UK or a 'Certificate of the Right of Abode') and I have been living in the UK for the last 3 years, apart from any temporary absences</b> Provide a copy of the personal details page of your passport and all pages containing stamps / visas</p>	<input type="checkbox"/>	
or	<p><b>I am a <b>British Citizen</b> or I have <b>no time limit</b> on my stay in the UK (i.e. Indefinite Leave to Enter / Remain in the UK or a 'Certificate of the Right of Abode') and I am temporarily living outside of the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories</b> Ensure that you have completed sections 5 and 6 Provide a copy of the personal details page of your passport and all pages containing stamps / visas Provide dates and evidence of all return visits to the UK/EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories (passport entry &amp; exit stamps, flight bookings, etc.) Provide a copy of the initial contract of employment and all subsequent contracts or renewals or extensions (if applicable)</p>	<input type="checkbox"/>
or	<p><b>I am a <b>British Citizen</b> or I have <b>no time limit</b> on my stay in the UK (i.e. Indefinite Leave to Enter / Remain in the UK or a 'Certificate of the Right of Abode') but I HAVE NOT been living in the UK for the last 3 years</b> Provide a copy of the personal details page of your passport and all pages containing stamps / visas</p>	<input type="checkbox"/>
<p><b>I am an <b>EU national</b></b> Provide a copy of the personal details page of your passport and all pages containing stamps / visas (or national identity card)</p>	<input type="checkbox"/>	
or	<p><b>I am not an EU national but my parent is an <b>EU national</b></b> Provide a copy of the personal details page of your passport and all pages containing stamps / visas (or national identity card) Provide a copy of your birth/adoption certificate Provide a copy of the personal details page of your parent's passport (or national identity card)</p>	<input type="checkbox"/>
or	<p><b>I am not an EU national but my spouse or civil partner is an <b>EU national</b></b> Provide a copy of the personal details page of your passport and all pages containing stamps / visas (or national identity card) Provide a copy of marriage certificate / civil partnership papers Provide a copy of the personal details page of your spouse or civil partner's passport (or national identity card)</p>	<input type="checkbox"/>

or..... continued on next page

**7. SUPPORTING EVIDENCE REQUIRED Continued.....**

or	<p><b>I am an EU national and temporarily employed or living outside of the EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories</b>          Ensure that you have completed sections 5 and 6          Provide a copy of the personal details page of your passport and all pages containing stamps / visas (or national identity card)          Provide dates and evidence of all your return visits to the EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories (passport exit &amp; entry stamps, flight bookings, etc.)          Provide a copy of the initial contract of employment and all subsequent contracts or renewals or extensions (if applicable)</p>	<input type="checkbox"/>
or	<p><b>My parent is an EU national and temporarily employed outside of the EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories and I am living with them</b>          Ensure that you have completed sections 5 and 6          Provide a copy of the personal details page of your passport and all pages containing stamps / visas (or national identity card)          Provide a copy of your birth/adoption certificate          Provide a copy of the personal details page of your parent's passport (or national identity card)          Provide dates and evidence of all your return visits to the EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories (passport exit &amp; entry stamps, flight bookings, etc.)          Provide a copy of the initial contract of employment and all subsequent contracts or renewals or extensions (if applicable)</p>	<input type="checkbox"/>
or	<p><b>My spouse or civil partner is an EU national and temporarily employed outside of the EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories and I am living with them</b>          Ensure that you have completed sections 5 and 6          Provide a copy of the personal details page of your passport and all pages containing stamps / visas (or national identity card)          Provide a copy of marriage certificate / civil partnership papers          Provide a copy of the personal details page of your spouse or civil partner's passport (or national identity card)          Provide dates and evidence of all your return visits to the EU/Iceland/Liechtenstein/Norway/Switzerland/Overseas territories (passport entry &amp; exit stamps, flight bookings, etc.)          Provide a copy of the initial contract of employment and all subsequent contracts or renewals or extensions (if applicable)</p>	<input type="checkbox"/>
	<p><b>I am an EEA* national / Swiss national working in the UK (i.e. a migrant worker)</b>          Provide a copy of the personal details page of your passport and all pages containing stamps / visas          Provide evidence of your employment (contract of employment / payslip)</p>	<input type="checkbox"/>
or	<p><b>My parent is a EEA* national / Swiss national working in the UK (i.e. a migrant worker)</b>          Provide a copy of the personal details page of your passport and all pages containing stamps / visas          Provide a copy of your birth/adoption certificate          Provide a copy of the personal details page of your parent's passport          Provide evidence of your parent's employment (contract of employment / payslip)</p>	<input type="checkbox"/>
or	<p><b>My spouse or civil partner is a EEA* national / Swiss national working in the UK (i.e. a migrant worker)</b>          Provide a copy of the personal details page of your passport and all pages containing stamps / visas          Provide a copy of marriage certificate / civil partnership papers (where applicable)          Provide a copy of the personal details page of your spouse's passport          Provide evidence of your spouse's employment (contract of employment / payslip)</p>	<input type="checkbox"/>

\* EEA = European Union countries and Iceland and Liechtenstein and Norway

**7. SUPPORTING EVIDENCE REQUIRED Continued.....**

<p><b>I am a child of a Swiss national</b></p> <p>When do you intend to arrive in the UK to start this course? (<i>exact date</i>) _____</p> <p>Provide a copy of the personal details page of your passport and all pages containing stamps / visas</p> <p>Provide a copy of your birth/adoption certificate</p> <p>Provide a copy of the personal details page of your parent's passport</p>	<input type="checkbox"/>
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<p><b>I am a child of a Turkish Worker</b></p> <p>Is your parent living in the UK?      Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>Provide a copy of the personal details page of your passport and all pages containing stamps / visas</p> <p>Provide a copy of your birth/adoption certificate</p> <p>Provide a copy of the personal details page of your parent's passport</p> <p>Provide evidence of your parent's current/previous employment in the UK (contract / payslip)</p>	<input type="checkbox"/>
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<p><b>I am a refugee recognised by the UK government</b></p> <p>Provide a copy of the personal details page of your passport/travel document and all stamps/visas</p> <p>Provide a copy of Home Office letter confirming refugee status and any relevant enclosures</p>	<input type="checkbox"/>
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<p>or <b>My parent is a refugee recognised by the UK government</b></p> <p>Provide a copy of the personal details page of your passport/travel document and all stamps/visas</p> <p>Provide a copy of your birth/adoption certificate</p> <p>Provide a copy of the Home Office letter confirming refugee status and any relevant enclosures</p> <p>Provide a copy of their Home Office documentation or NASS card (showing the date your parent applied for asylum)</p>	<input type="checkbox"/>
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<p>or <b>My spouse or civil partner is a refugee recognised by the UK government</b></p> <p>Provide a copy of the personal details page of your passport/travel document and all stamps/visas</p> <p>Provide a copy of your marriage certificate / civil partnership papers</p> <p>Provide a copy of Home Office letter confirming their refugee status and any relevant enclosures</p> <p>Provide a copy of their Home Office documentation or NASS card (showing the date your spouse applied for asylum)</p>	<input type="checkbox"/>
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<p><b>I have been granted 'Humanitarian Protection' in the UK</b></p> <p>Provide a copy of the Home Office letter confirming your Humanitarian protection or your Immigration Status documentation and UK Residence Permit Vignette</p>	<input type="checkbox"/>
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<p>or <b>My parent has been granted 'Humanitarian Protection' in the UK</b></p> <p>Provide a copy of the Home Office letter confirming their Humanitarian protection or Immigration Status documentation and UK Residence Permit Vignette</p> <p>Provide a copy of your birth/adoption certificate</p>	<input type="checkbox"/>
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<p>or <b>My spouse or civil partner has been granted 'Humanitarian Protection' in the UK</b></p> <p>Provide a copy of the Home Office letter confirming their Humanitarian protection or Immigration Status documentation and UK Residence Permit Vignette</p> <p>Provide a copy of your marriage certificate / civil partnership papers</p>	<input type="checkbox"/>
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<p><b>I am an asylum seeker awaiting a decision from the Home Office AND am applying for an undergraduate course except medicine or dentistry which are not included for this category</b></p> <p>Did you apply to UCAS on or before 15<sup>th</sup> January of the year you intend to start your undergraduate study?      Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>Provide a copy of both sides of your NASS card</p>	<input type="checkbox"/>
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**8. ADDITIONAL INFORMATION**

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**9. COURSE YOU ARE APPLYING TO...**

e.g. BA (Hons) Film Production or Foundation Diploma in Art and Design.....
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Please ensure that you attach electronic copies of all relevant documents and evidence requested to your email when you return your completed form e.g. copies of the personal details page of your passport(s) and all pages that have been stamped and/or have visas etc. **A decision cannot be made without supporting evidence.**

**DECLARATION**

I declare that, to the best of my knowledge, all the information given on this form is true, and I understand that I may be required, at any time, to produce documentary evidence to support any of the answers given. I consent to the Arts University Bournemouth processing my personal and sensitive information for the purpose of determining my tuition fee status only in accordance with the Data Protection Act 1998. I also consent to the University having contact with a third party (e.g. parent, spouse, legal guardian) with regard to their personal circumstances which may affect my fee status.

**I agree to the Declaration:**      Yes       No

**Signed**.....      **Date**.....

Return this form and electronic copies of supporting documents to: [admissions@aub.ac.uk](mailto:admissions@aub.ac.uk)