



TUITION FEE STATUS ASSESSMENT FORM

We are obliged to follow UK Government regulations when making fee assessments. The same regulations are applied at all English universities (other UK universities use similar regulations) but each institution is expected to make its own assessment. The rate you are charged depends on several factors such as your nationality, your immigration status in the UK/EEA, where you have been living and what you have been doing for the three years prior to the start of your course. Assessments of fee status are carried out on an individual basis and take into account the circumstances of each applicant. We recommend you consult the UKCISA (UK Council for International Student Affairs) website for details on the different requirements/categories: <http://www.ukcisa.org.uk/>.

This questionnaire is designed to assist AUB in correctly assessing the fee status of an applicant in cases where relevant information held by the university is insufficient or inconclusive. 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 Overseas 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. A decision on your fee status is not a decision on your application. This form is only for current applicants to the Arts University Bournemouth.

Instructions for completion

You must complete Section A, plus any other sections that apply to your circumstance from Sections B to E, dependent upon your residency during the past three years. Section F is available for you to supply any additional information that may be relevant to your fee assessment.

Each section has spaces for information regarding yourself, your spouse/civil partner (where applicable) and your parents/guardians. There is no need to duplicate information – e.g. if both parents/guardians live at the same address, you may simply add "as previous". Information regarding your spouse/civil partner and parents/guardians is requested because some types of eligibility for home fee status are affected by your family relationships, e.g. the children of EU nationals, where the children are not themselves EU nationals, or the spouses/civil partners of asylum seekers who have been awarded refugee status.

If a section does not apply to your case (e.g. you have no spouse or civil partner), tick 'N/A' (not applicable) in the relevant section. No need to note it in every set of questions you complete.

Please return completed form and supporting evidence to:

admissions@aub.ac.uk

or post to:

Fee Status Assessment - Registry & Planning

Arts University Bournemouth

Fern Barrow

Wallisdown

Poole BH12 5HH

United Kingdom

Phone: +44 (0) 1202 363217

GLOSSARY OF TERMS

All Sections	First day of the first academic year of the course ('relevant date')	This date is defined in the fees regulations as the 1 September, 1 January or 1 April closest to the first term of the person's course. It is referred to in this document as the 'relevant date'. As all AUB courses begin in the autumn, the relevant date for all AUB courses is 1 September
	Relevant three year period	The three years preceding the relevant date – therefore if your relevant date is 1 September 2018 we require information relating to your places of residence between 1 September 2015 and 1 September 2018
Section A	Permanent Address	This is the place where you are ordinarily resident – a home you retain even if you are temporarily absent for educational or professional reasons. The place where you 'habitually, lawfully, and normally live' (UKCISA)
Section B	UK and Channel Islands	England, Scotland, Wales, Northern Ireland, the Channel Islands, and the Isle of Man, but excluding Sovereign Bases on Cyprus and UK Dependent Territories such as the Falkland Islands
	BRP	Biometric Residence Permit – card issued by the Home Office which contains information about your visa status in the UK
	ILR/ILE	Indefinite Leave to Remain or Indefinite Leave to Enter. An official letter or stamp in your passport issued by the Home Office
Section C	EU	Austria, Belgium, Bulgaria, Republic of Cyprus (but not the Turkish Republic of Northern Cyprus), Croatia, Czech Republic, Denmark, Estonia, Finland (including the Åland Islands), France (including the French Overseas Departments of Guadeloupe, Martinique, French Guiana, Réunion, and Saint Martin), Germany (including Heligoland), Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal (including Madeira and the Azores), Romania, Slovakia, Slovenia, Spain (including the Balearic Islands, the Canary Islands, Ceuta, and Melilla), Sweden, UK (including Gibraltar)
	EEA	EU countries plus Iceland, Liechtenstein and Norway (including Svalbard). Due to a bi-lateral agreement dating from 2002, Switzerland is also considered to be within the relevant area for fee classification purposes
Section E	Humanitarian Protection	Humanitarian Protection – given to asylum seekers who have not been granted refugee status, but who nevertheless may remain in the UK. Official documentation issued by the immigration authorities
	Normal holidays	Short absences with a fixed intention to return to the UK - i.e. with no change in your place of ordinary residence

SECTION CHECKLIST

	Please tick the box next to the sections that are relevant to your situation and you have therefore completed.	Tick
Section A	All applicants should complete this section	
Section B	This section should be completed by applicants who have been resident in the UK and Islands at any time in the three years preceding the relevant date	
Section C	This section should be completed by applicants who have been resident in the EU/EEA/Switzerland (but not the UK) at any time during the three years preceding the beginning of the university course	
Section D	This section should be completed by applicants who have been resident outside the UK/EU/EEA/Switzerland at any time during the three years preceding the beginning of the university course. Applicants who have been resident in more than one country during the three year period should give all relevant information on a separate sheet.	
Section E	This section should be completed by applicants who have applied for or been granted refugee status in the UK.	
Section F	Applicants should provide any additional information they feel is relevant in this section.	

EVIDENCE CHECKLIST

Document type	Purpose of document	Please provide:	Tick
Passport	To confirm your country of birth and nationality	A copy of the picture page of your current valid passport. If you have multiple passports please provide a copy of each passport. If you are claiming Home/EU status through a family member include a copy of the picture page of their passport in addition to your own.	
Visa	To confirm your immigration status in the UK/EU/EEA or Switzerland	Copy of the relevant visa(s) to show your immigration status in the UK, EU, EEA, or Switzerland (e.g. Indefinite Leave to Remain/Enter, Refugee status, etc.)	
Letter from the Home Office	To confirm your immigration status in the UK/EU/EEA or Switzerland	Copy of your letter from the Home Office to show your immigration status in the UK, EU, EEA, or Switzerland (e.g. Indefinite Leave to Remain/Enter, Refugee status, etc.)	
Letter from Employer	To confirm employment in the country of residence	Copy of a contract or letter from your employer indicating the start date of your contract, whether the employment is part-time or full-time and whether the contract is fixed-term or permanent.	
Other	Other supporting documents	Copy of other documents such as marriage/civil partnership certificate.	

SECTION A: MUST BE COMPLETED BY ALL APPLICANTS

Documents required:

- Copy of your passport(s): Please include copies of all current, valid passports (if you hold multiple citizenships)
- Copy of marriage certificate (if applicable)

YOUR PERSONAL DETAILS	
SURNAME:	GIVEN NAME:
Your AUB Student ID:	Date of Birth:
Title: Mr. Mrs. Ms. Miss Mx.	Start date of your course:
Your email address:	

You	Your spouse/civil partner	Not Applicable
1. Country of birth	1. Country of birth	
2. Nationality (if multiple list all)	2. Nationality (if multiple list all)	
3a. Current permanent/home address (where you are living)	3a. Current permanent/home address	
3b. Dates living at this address	3b. Dates living at this address	
From:	From:	
To: present	To: present	
4a. Have you lived at this address for the full three years preceding the start date of your course?	4a. Have you lived at this address for the full three years preceding the start date of your course?	
Yes No	Yes No	
4b. If no, give address details and dates for all residences in the past three years (attach additional paper if needed)	4b. If no, give address details and dates for all residences in the past three years (attach additional paper if needed)	

Your mother/guardian	Your father/guardian
1. Country of birth	1. Country of birth
2. Nationality (if multiple list all)	2. Nationality (if multiple list all)
3a. Current permanent/home address	3a. Current permanent/home address
3b. Dates living at this address	3b. Dates living at this address
From:	From:
To: present	To: present
4a. Have you lived at this address for the full three years preceding the start date of student's course?	4a. Have you lived at this address for the full three years preceding the start date of student's course?
Yes No	Yes No
4b. If no, give address details and dates for all residences in the past three years (attach additional paper if needed)	4b. If no, give address details and dates for all residences in the past three years (attach additional paper if needed)

SECTION B – COMPLETE THIS SECTION IF YOU CURRENTLY RESIDE IN THE UK, THE CHANNEL ISLANDS OR THE ISLE OF MAN

Documents required:

- If you have Indefinite Leave to Remain (ILR) or Indefinite Leave to Enter (ILE) please provide proof of this from the Home Office in the form of a scan of the relevant page in the passport and a copy of the BRP.
- If you hold a visa for the UK please provide a copy of the relevant stamp in your passport and the BRP.

You		Your spouse/civil partner		Not Applicable	
1. Date of entry to the UK		1. Date of entry to the UK			
2. What was the original purpose of your entry to the UK?		2. What was the original purpose of your entry to the UK?			
3a. Has the main purpose changed in the last three years?	Yes No	3a. Has the main purpose changed in the last three years?	Yes No		
3b. If yes, please give details		3b. If yes, please give details			
4. Do you have Indefinite Leave to Remain/Enter?	Yes No	4. Do you have Indefinite Leave to Remain/Enter?	Yes No		
5a. Is there any restriction on the length of your stay in the UK?	Yes No	5a. Is there any restriction on the length of your stay in the UK?	Yes No		
5b. If yes, please give details including the type of visa you hold.		5b. If yes, please give details including the type of visa you hold.			
6. Are you currently employed in the UK?	Yes No	6. Are you currently employed in the UK?	Yes No		
7. Are you currently studying in the UK?	Yes No	7. Are you currently studying in the UK?	Yes No		

Your mother/guardian		Your father/guardian			
1. Date of entry to the UK		1. Date of entry to the UK			
2. What was the original purpose of your entry to the UK?		2. What was the original purpose of your entry to the UK?			
3a. Has the main purpose changed in the last three years?	Yes No	3a. Has the main purpose changed in the last three years?	Yes No		
3b. If yes, please give details		3b. If yes, please give details			
4. Do you have Indefinite Leave to Remain/Enter?	Yes No	4. Do you have Indefinite Leave to Remain/Enter?	Yes No		
5a. Is there any restriction on the length of your stay in the UK?		5a. Is there any restriction on the length of your stay in the UK?			
5b. If yes, please give details including the type of visa you hold		5b. If yes, please give details including the type of visa you hold			
6. Are you currently employed in the UK?	Yes No	6. Are you currently employed in the UK?	Yes No		
7. Are you currently studying in the UK?	Yes No	7. Are you currently studying in the UK?	Yes No		

SECTION C – COMPLETE THIS SECTION IF YOU ARE CURRENTLY RESIDING IN THE EU, EEA, OR SWITZERLAND (NOT INCLUDING THE UK AND ISLANDS)

Documents required

- Copies of passport or that of the relevant parent if you are the child of a Swiss national or if you are claiming Home fees on the basis of your parent's passport
- If you have answered yes to Q5a – a copy of your visa letter or confirmation from relevant authority

You		Your spouse/civil partner	Not Applicable
1. Country of residence		1. Country of residence	
2. Date of entry to the EU/EEA/Switzerland.		2. Date of entry to the EU/EEA/Switzerland.	
3. What was the purpose of your original entry to EU/EEA/Switzerland?		3. What was the purpose of your original entry to EU/EEA/Switzerland?	
4a. Has the main purpose changed in the last three years?	Yes No	4a. Has the main purpose changed in the last three years?	Yes No
4b. If yes give details		4b. If yes give details.	
5a. Do you have Indefinite Leave to Remain or Permanent Resident status in the EU/EEA/Switzerland?	Yes No	5a. Do you have Indefinite Leave to Remain or Permanent Resident status in the EU/EEA/Switzerland?	Yes No
5b. If yes, please give details including the type of visa you hold		5b. If yes, please give details including the type of visa you hold	
6. Are you currently employed in the EU/EEA/Switzerland?	Yes No	6. Are you currently employed in the EU/EEA/Switzerland?	Yes No
7. Are you currently studying in the EU/EEA/Switzerland?	Yes No	7. Are you currently studying in the EU/EEA/Switzerland?	Yes No

Your mother/guardian		Your father/guardian
1. Country of residence		1. Country of residence
2. Date of entry to the EU/EEA/Switzerland		2. Date of entry to the EU/EEA/Switzerland
3. What was the purpose of your original entry to EU/EEA/Switzerland?		3. What was the purpose of your original entry to EU/EEA/Switzerland?
4a. Has the main purpose changed in the last three years?	Yes No	4a. Has the main purpose changed in the last three years?
4b. If yes give details		4b. If yes give details
5a. Do you have Indefinite Leave to Remain or Permanent Resident status in the EU/EEA/Switzerland?	Yes No	5a. Do you have Indefinite Leave to Remain or Permanent Resident status in the EU/EEA/Switzerland?
5b. If yes, please give details including the type of visa you hold		5b. If yes, please give details including the type of visa you hold
6. Are you currently employed in the EU/EEA/Switzerland?	Yes No	6. Are you currently employed in the EU/EEA/Switzerland?
7. Are you currently studying in the EU/EEA/Switzerland?	Yes No	7. Are you currently studying in the EU/EEA/Switzerland?

SECTION D – COMPLETE THIS SECTION IF YOU ARE CURRENTLY RESIDING OVERSEAS (OUTSIDE OF THE UK/EU/EEA/SWITZERLAND)

If you are claiming Home fee status as a result of you (or an immediate family member) being abroad temporarily due to employment, please provide proof of temporary absence in the form of a letter from the employer outlining the temporary nature of the employment.

If you are claiming Home fee status as a result of living abroad but maintaining ordinary residence in the UK, please provide proof of your Ordinary Residence status. (Visit <https://www.ukcisa.org.uk/> for more information on Ordinary Residence definitions.) We recommend attaching a letter outlining how you have maintained your Ordinary Residence status while residing outside the UK.

Please attach copies of the relevant documents:

- A copy of the passport of the relevant parent(s) or your spouse/civil partner, if your residency in the country is related to the employment of your parent(s) or spouse/civil partner
- A copy of your passport picture page and any relevant visas or letter from the government
- If the work undertaken in the country of residence is temporary, please provide a letter from the employer outlining the contract dates.

You		Your spouse/civil partner	Not Applicable
1. Country of residence		1. Country of residence	
2. Date of entry to the country of residence		2. Date of entry to the country of residence	
3. What was the purpose of your original entry to the country of residence		3. What was the purpose of your original entry to the country of residence	
4a. Have you visited the UK/EU/EEA/Switzerland within the last three years?	Yes No	4a. Have you visited the UK/EU/EEA/Switzerland within the last three years?	Yes No
4b. If yes, please list all dates in the table at the end of Section D		4b. If yes, please list all dates in the table at the end of Section D	
5. What is your immigration status in the country of residence?		5. What is your immigration status in the country of residence?	
6a. Are there any restrictions on the length of your stay?	Yes No	6a. Are there any restrictions on the length of your stay?	Yes No
6b. If yes, please give details		6b. If yes, please give details	
7a. Do you propose to return to live in the UK/EU/EEA/Switzerland?	Yes No	7a. Do you propose to return to live in the UK/EU/EEA/Switzerland?	Yes No
7b. If yes, what date do you intend to live in the UK/EU/EEA/Switzerland?		7b. If yes, what date do you intend to live in the UK/EU/EEA/Switzerland?	
8a. Are you/were you employed in the country of residence?	Yes No	8a. Are you/were you employed in the country of residence?	Yes No
8b. If yes, was the job obtained prior to your arrival in the country?	Yes No	8b. If yes, was the job obtained prior to your arrival in the country?	Yes No
8c. Are you/were you in continuous employment in the country of residence?	Yes No	8c. Are you/were you in continuous employment in the country of residence?	Yes No
8d. If yes, was the work permanent or temporary?		8d. If yes, was the work permanent or temporary?	
8e. If temporary, when is the contract scheduled to end?		8e. If temporary, when is the contract scheduled to end?	
8f. Is the contract renewable?	Yes No	8f. Is the contract renewable?	Yes No
9. Are you/were you in full time education in the country of residence?	Yes No	9. Are you/were you in full time education in the country of residence?	Yes No

SECTION D – COMPLETE THIS SECTION IF YOU ARE CURRENTLY RESIDING OVERSEAS (OUTSIDE OF THE UK/EU) CONTINUED

Your mother/guardian		Your father/guardian	
1. Country of residence		1. Country of residence	
2. Date of entry to the country of residence		2. Date of entry to the country of residence	
3. What was the purpose of your original entry to the country of residence		3. What was the purpose of your original entry to the country of residence	
4a. Have you visited the UK/EU/EEA/Switzerland within the last three years?	Yes No	4a. Have you visited the UK/EU/EEA/Switzerland within the last three years?	Yes No
4b. If yes, please list all dates in the table at the end of Section D		4b. If yes, please list all dates in the table at the end of Section D	
5. What is your immigration status in the country of residence?		5. What is your immigration status in the country of residence?	
6a. Are there any restrictions on the length of your stay?	Yes No	6a. Are there any restrictions on the length of your stay?	Yes No
6b. If yes, please give details		6b. If yes, please give details	
7a. Do you propose to return to live in the UK/EU/EEA/Switzerland?	Yes No	7a. Do you propose to return to live in the UK/EU/EEA/Switzerland?	Yes No
7b. If yes, what date do you intend to live in the UK/EU/EEA/Switzerland?		7b. If yes, what date do you intend to live in the UK/EU/EEA/Switzerland?	
8a. Are you/were you employed in the country of residence?	Yes No	8a. Are you/were you employed in the country of residence?	Yes No
8b. If yes, was the job obtained prior to your arrival in the country?	Yes No	8b. If yes, was the job obtained prior to your arrival in the country?	Yes No
8c. Are you/were you in continuous employment in the country of residence?	Yes No	8c. Are you/were you in continuous employment in the country of residence?	Yes No
8d. If yes, was the work permanent or temporary?		8d. If yes, was the work permanent or temporary?	
8e. If temporary, when is the contract scheduled to end?		8e. If temporary, when is the contract scheduled to end?	
8f. Is the contract renewable?	Yes No	8f. Is the contract renewable?	Yes No
9. Are you/were you in full time education in the country of residence?	Yes No	9. Are you/were you in full time education in the country of residence?	Yes No

SECTION D – COMPLETE THIS SECTION IF YOU ARE CURRENTLY RESIDING OVERSEAS (OUTSIDE OF THE UK/EU) CONTINUED

Overseas residents – links maintained within the UK/EU/EEA/Switzerland

If you have lived outside of the UK/EU/EEA/Switzerland at any time during the relevant three year period, you need to give us detailed information regarding regular links you have maintained within the UK/EU/EEA/Switzerland.

Exact dates of visits to the UK/EU/EEA/ Switzerland	Country visited within the UK/EU/EEA/ Switzerland	Purpose of visit (e.g. visiting family, work experience, holiday, etc.)	Types of residence you stayed in e.g. Own home, hotel, etc.	Full address of residence you stayed in	Names of the person with whom you stayed and their relationship to you

SECTION E: REFUGEE STATUS IN THE UK

Please attach copies of the following documents:

- A copy of your letter from the Home Office (if applicable) showing Refugee status has been granted
- A copy of your letter from the Home Office (if applicable) showing Humanitarian Protection has been granted
- A copy of your marriage/civil partnership certificate (if applicable)

You		Your spouse/civil partner	Not Applicable
1a. Have you been granted refugee status in the UK?	Yes No	1a. Have you been granted refugee status in the UK?	Yes No
1b. If yes, date refugee status was granted		1b. If yes, date refugee status was granted	
2. If your application for refugee status has not been agreed, have you been granted Humanitarian Protection?	Yes No	2. If your application for refugee status has not been agreed, have you been granted Humanitarian Protection?	Yes No
3a. Have you remained in the UK since your status was granted (except for normal holidays)?	Yes No	3a. Have you remained in the UK since your status was granted (except for normal holidays)?	Yes No
3b. If, no please complete Section F with more information.		3b. If, no please complete Section F with more information.	
4. If married, please state the date of marriage/civil partnership		4. If married, please state the date of marriage/civil partnership	

Your mother/guardian		Your father/guardian
1a. Have you been granted refugee status in the UK?	Yes No	1a. Have you been granted refugee status in the UK?
1b. If yes, date refugee status was granted		1b. If yes, date refugee status was granted
2. If your application for refugee status has not been agreed, have you been granted Humanitarian Protection?	Yes No	2. If your application for refugee status has not been agreed, have you been granted Humanitarian Protection?
3a. Have you remained in the UK since your status was granted (except for normal holidays)?	Yes No	3a. Have you remained in the UK since your status was granted (except for normal holidays)?
3b. If, no please complete Section F with more information.		3b. If, no please complete Section F with more information.
4. If married, please state the date of marriage/civil partnership		4. If married, please state the date of marriage/civil partnership

SECTION F – FURTHER INFORMATION

Please use this section to give any further information you feel may be relevant to your fee assessment. Attach separate sheets if necessary.

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 the applicant's tuition fee status only in accordance with the General Data Protection Regulations. Where indicated by a tick mark, I confirm I have permission of the relevant named family members to provide their personal information for review as a part of the applicant's fee assessment. By completing and submitting this form I agree to this declaration.

Student
Name:

Student
acknowledgment:

Date:

Spouse/civil
partner name:

Spouse/civil partner
acknowledgment:

Date:

Parent/guardian
name:

Parent/guardian
acknowledgment:

Date:

Parent/guardian
name:

Parent/guardian
acknowledgment
:

Date:

Return this form and electronic copies of supporting documents to: admissions@aub.ac.uk

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