##  FEE ASSESSMENT

 **FORM**

 **Academic year: 2021/22**

Originator: UCP Academic Office

Issue April 2021

Review date: 31/07/2022

To ensure that you pay the correct course fee to UCP (international or home) please complete this form to help us assess your fee status.

**Copies of documents confirming your immigration status in the UK must be returned with this form. For example, the photo page in your passport, entry clearance stickers, stamps from the UKBA (home office)/ biometric ID card (both sides) plus any other documents you feel are appropriate to this fee assessment.**

If you would like further details of the UK Government eligibility requirements, we would recommend that you visit the UKCISA website at [www.ukcisa.org.uk](http://www.ukcisa.org.uk) and download the UKCISA Guidance Note ‘Tuition Fees: will I pay the ‘home’ or ‘overseas’ rate?’

Completed forms should be submitted together with supporting evidence as a PDF attachment to Finance@ucp.ac.uk

Forms will be acknowledged within 10 working days of receipt and assessment concluded 10 working days from receipt of all required documentation/ evidence.

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| **1: BASIC PERSONAL DETAILS** |

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| --- | --- | --- | --- |
| Student ID (if known): |  | Date of Birth: (dd/mm/yyyy) |  |
|  |
| Family Name:  |  |
|  |
| Other Names:  |  |
|  |
| Address:  |  |
| Postcode: |  |
|  |
| Email Address: |  | Telephone Number: |  |
|  |
| Nationality (Citizenship):  |  |
|  |

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| **2: FAMILY MEMBERS DETAILS** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please state the nationality of your:**

|  |  |
| --- | --- |
| Mother: |  |
|  |  |
| Father: |  |
|  |  |
| Spouse/ civil partner: |  |
|  |  |
| Children: |  |
|  |  |
| Grandparents: |  |
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| **Do any of your family live in the UK?** [ ]  Yes [ ]  No |
| **If Yes, which family member?** |  |
| **Are you financially dependent on this family member?** | [ ]  Yes [ ]  No |
| **3: CURRENT IMMIGRATION STATUS**  |
|  |  |
| **Are you a British Citizen or Commonwealth National with Right of Abode?** | ☐ Yes ☐ No |
| **Do you have Indefinite Leave to Enter/Remain in the UK?***(Please provide evidence)* | ☐ Yes ☐ No |
| **Do you have a time limit on your stay in the UK?** | ☐ Yes ☐ No |
| **Date of expiry on most recent permission to stay** (dd/mm/yyyy) : |  |  |
| **If you're an EU, EEA or Swiss national have you been granted settled status under the EU Settlement Scheme?** ☐ Yes ☐ No |
| **Date settled status issued** (dd/mm/yyyy): |  |  |
| **If you're an EU, EEA or Swiss national who entered the UK after 1 January 2021 have you applied through the Student Route, (ahead of arriving in the UK)?** ☐ Yes ☐ No |
| **Have you been granted Refugee status by the Home Office OR are you the child or spouse of someone granted refugee status?** |
| * Exceptional leave to remain/enter
* Humanitarian protection
 | [ ]  Yes [ ]  No[ ]  Yes [ ]  No |
| **OR are you the child or spouse of someone refused refugee status but granted one of the above?** |
| [ ]  Yes [ ]  No |  |
| **If none of the categories above applies to you, or your status is likely to change before the start of the course, please give details in section 8 of this form and provide supporting evidence, if possible.** |
|  |
| 4: CURRENT RESIDENCE |
| **Country** | **Date Residence began**(dd/mm/yyyy) | **Main reason for residence**(e.g. living with family, work, study) |
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If you would have been ordinarily resident in the UK or EEA/Switzerland during the last three years but for the fact that you, your spouse or your parent was temporarily working abroad, please give details (including length of times spent abroad and the nature of the work). You should also send copies of employment contracts/letters from employers for the period of time spent working abroad.

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| **Details of temporary employment:** |
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| 5: EMPOLMENT IN THE UK |

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| --- | --- |
| **Are you currently resident in the UK?** | ☐ No, go to section 6 |
|  | ☐ Yes, please complete the rest of this section |
| **Have you, your spouse or your parents worked in the UK?** |
|  | **Details (dates, name of employer etc.)** |
| [ ]  Self |  |
|  |  |
| [ ]  Spouse/civil Partner |  |
|  |  |
| [ ]  Parent |  |
|  |  |
| **Do you have permission to work in the UK under a Work permit holder/ HSMP/ Tier 1 General/Tier 1 Post Study Work/ Tier 2?** | [ ]  Yes [ ]  No |
| **If yes, when does your permission end (expiry date)?**(dd/mm/yyyy): |  |
| **Are you, your spouse or parents looking for work in the UK?** | [ ]  Yes [ ]  No |
| 6: OTHER INFORMATION |

Please use the box below to add any other relevant information, you may continue on a separate sheet if necessary).

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| 7: DECLARATION |

If you require any assistance with this questionnaire please contact Admissions using the details below. The completed questionnaire and supporting paperwork should be returned to Finance@ucp.ac.uk Finance Officer, University Centre Peterborough, Park Crescent, Peterborough, PE 14DZ

**I certify that, to the best of my belief, the information I have provided is complete and true. I consent to the use of my data in accordance with the privacy notice below.**

|  |  |
| --- | --- |
| **Student’s Signature:**  |  |
|  |  |
| **Date**:  |  |

**Privacy Notice:** University Centre Peterborough (UCP) is part of the Inspire Education Group (IEG). IEG is considered the data controller, whilst UCP acts as data processor, therefore abiding by IEG’s data protection policies.

UCP complies with the provisions of the General Data Protection Regulation Data Protection Act, 2018. As such, applicants’ and student data are treated as confidential by all staff involved in this process and is not divulged unnecessarily or inappropriately. However, the aforementioned Act requires UCP to release certain information to UK authorities upon request in order to assist those authorities with the prevention and detection of fraud or other crimes. We will release the requested information on receipt of an appropriate request from UK authorities such as (but not limited to) the police, Home Office (for immigration and related matters), local authorities, and the Department for Work and Pensions. We may use anonymised data collected as part of an individual’s application and enrolment for the purpose of fulfilling statistical and reporting requirements.

Please tick if you wish to receive further information by Post[ ]  Text [ ]  Email [ ]  Phone [ ]

If at any time you change your mind and you would like UCP to stop sending such information, please contact hello@ucp.ac.uk

The information from your application form will be used to:

* To enable your application for entry to be considered;
* To enable us to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published;
* To enable us to set up a student record on UCP’s student information system.

Where required this information may be shared with the government or their respective agents to check the accuracy of personal information provided by students against external data sources such as the Higher Education Statistics Agency (HESA), or the Search Results Education and Skills Funding Agency (ESFA), returns. UCP may also contact other institutions to confirm previous qualifications obtained.

In order to prevent and detect fraud and comply with regulations for international students we reserve the right to, or may be required to, share this information with external organisations such as the police, the Home Office, the Foreign and commonwealth Office, the UK Visa’s and Immigration and local authorities.

**Please see our Privacy Policy to understand more about our legitimate interests in using your data for this purpose** [**www.ucp.ac.uk/privacy-and-cookies**](http://www.ucp.ac.uk/privacy-and-cookies)

OFFICE USE ONLY:

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| --- | --- | --- |
| Date Form Received: |  |  |
|  |  |
| Assessed By: | Name : |
| Outcome of Assessment: [ ]  Home Fees [ ]  International Fee |
| Additional information: |
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