

NOTES FOR GUIDANCE



You must answer **all** questions on the attached form. Please note that you are required to provide proof to support any of the answers given.

Where you attached copies of documentary evidence, the Institute reserves the right to examine originals.

Introduction

- Publicly funded educational institutions charge two levels of fee: the lower 'home fee' and the higher 'overseas fee'.
- This University, therefore, must decide when you apply for a place which of these fee levels you must pay.

How are decisions made

It is normal policy for the University to accept a student's self assessment of 'overseas' fee status as entered on their UCAS/University application form, However, where an international student claims home fee status they will be asked to provide evidence to support this and may be asked to fill in form (SIQ1/2) to provide further details of where you have been living etc.

All information and evidence you provide will be considered by the University to determine whether you will pay the lower 'home fee' or the higher 'overseas fee'. Occasionally additional information may be requested. You will be informed in writing of this decision.

Categories for "Home" fees: students who are entitled to "Home" fees

If you fit into one of categories as advised by UKCISA (UK Council for International Affairs) you will be charged "Home" fees. Details of these categories and the criteria to fulfil to be considered for "Home" fees can be found at www.ukcisa.org.uk/International-Students/Fees--finance/Home-or-Overseas-fees/

Definition of Terms

European Union (EU)	Austria, Belgium, Bulgaria, Cyprus (excluding sovereign bases), Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal (excluding Macao), Romania, Slovakia, Slovenia, Spain Sweden, United Kingdom (including overseas territories, excluding the Falklands, Channel Islands and isle of Man).
European Economic Area (EEA)	Member states of the European Union including Iceland, Norway and Liechtenstein and/or Switzerland.
Settled in the UK	Ordinarily resident in the UK and that there is no restriction on the period for which you may remain in the UK.
Time requirement	3 years in the UK before relevant date (1 January, 1 st April or 1 st September closest to the beginning of the first term of your course)
Ordinary Residence	being lawfully, habitually and normally resident by choice for a settled purpose.
Wholly or mainly, full time education	Is the main purpose of being in the UK to receive this education?
Exchange Student	studying in the UK on a fully reciprocal basis.
Refugee	Recognised as a refugee by HM Government and ordinarily resident in the UK.
Asylum Seekers	Applied for asylum in the UK but have not yet had their claim decided by the Home Office.
Exceptional leave to enter and Remain	Successful asylum seekers and refugees are granted Exceptional Leave to Remain by the Home Office
End on student	Held a LA mandatory award before 1 September 1997.
Unlimited leave to remain Right of Abode	You do not need to seek UK or EU government approval, to periodically remain in the country.

Temporary Employment

The University would generally consider you as ordinary resident in the UK, if you would have been resident at the relevant time but for the fact that you, your husband or wife or your parent/guardian or any other person having parental responsibility for you was temporarily employed outside the area on a fixed term contract prior to the relevant date.

Appeals Procedure

- An appeal must be received in writing by the Director of Students Experience/Academic Registrar, Staffordshire University, College Road, Stoke on Trent. ST4 2DE, within 15 working days of the date of the decision letter.
- The only grounds for an appeal will be:
 - a) that there has been a material error or irregularity in the decision making procedure.
 - b) That the University failed to give regard to pertinent information supplied by the applicant when making its decision.
- The Appeals Panel will normally meet within 20 working days of the date in which the letter of appeal was received. Usually, students will be expected to attend the Appeal Panel, and may be accompanied by a friend or relative.
- The Appeals Panel will comprise the Director of Students Experience or nominee, and the Director of Finance or nominee.

Complaints Procedure

- If you wish to make a complaint about the way in which the case has been considered then you should do so in writing within 15 working days of the date of the decision letter.
- Complaints should be forwarded in writing to the Director of Students Experience /Academic Registrar, Staffordshire University, College Road, Stoke on Trent. ST4 2DE.
- The Director of Students Experience/Academic Registrar will consider the complaint and notify you of any action that will be taken as a result.