

## Fees Assessment Questionnaire

We will use the information you provide in this form to determine the level of tuition fees that you will be charged for your programme of study. Please complete the form as fully as possible to enable us to ensure that your classification is appropriate to your circumstances. Before completing this questionnaire, we recommend that you visit the UK Council for International Student Affairs (UKCISA) website to view details of the various categories under which students can be eligible to be charged the 'home' rate of fees. The website address is [www.ukcisa.org.uk](http://www.ukcisa.org.uk). If we do not receive a response to this request within 21 days your application will be automatically classified at the 'overseas' rate. If you have any queries regarding this questionnaire please contact the Fees Classification Team at [feesclassification@southampton.ac.uk](mailto:feesclassification@southampton.ac.uk), or call us on +44 (0) 2380 59 47 32.

**All applicants must complete sections 1, 2 & 6 and provide scans of supporting documents where requested.**

### 1. Your Personal Details

Family Name		First name/s	
Title		Date of birth	
E-Mail		Telephone	
UCAS personal ID		University of Southampton ID number	
Programme of study		Start date	
Your nationality or nationalities	Please include a scan of the photo page of your current passport/s with your completed questionnaire as evidence of your nationality/nationalities.		

If you have a current UK immigration status please provide details below.

Immigration status		Please include scanned evidence of this with your completed questionnaire.
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It is necessary for us to request information about your immediate family members in order to ensure that you receive the appropriate classification. Please complete the following table.

Family member	Nationality / Nationalities	In which country do they currently reside?
Mother		
Father		
Spouse / Civil Partner		

If you have other family members who are nationals of the UK, EU, EEA or Switzerland, please provide details below. Examples of other family members would include grandparents and step parents.

Family member	Nationality / Nationalities	In which country do they currently reside?

If you have a family member who is a refugee recognised by the UK Government, or has been granted Humanitarian Protection by the UK Government please specify which family member/s below and indicate the country in which they currently reside.

Family member with UK refugee status (e.g. father)	Country in which they currently reside

## 2. Your Residential History

To enable us to determine your fees classification it is necessary for you to provide information about your residential history. All applicants must complete this section, even those who are nationals of the UK/EU/EEA/Switzerland. The residential history you provide should be a chronological list of all the countries in which you have lived from birth to the present day. Failure to provide the information requested below will delay us in determining your classification.

Please provide details of your residential history from birth to the present day.			
Date from	Date to	Country & Town / City	Purpose of your residency in that location, e.g. living with parents, living with other family members (please specify which family members), employment, full-time study, holiday

If you have been living outside the UK/EEA/Switzerland/Overseas Territories at any point during the five year period prior to the start of your intended programme of study, but have returned to the UK/EEA/Switzerland/Overseas Territories during this time, please provide details of all such returns. Please note, failure to declare any such relevant periods may affect your classification

Returns to the UK/EEA/Switzerland/Overseas Territories during periods spent living outside the UK/EEA/Switzerland/Overseas Territories.				
Date from	Date to	Country & Town / City	Type of accommodation (e.g. own / parents' property, other family members' property, hotel / other paid accommodation)	Main reason for this return

Please indicate if any absence(s) from the UK/EEA/Switzerland/Overseas Territories in the five year period preceding the start of your intended programme of study was/were due to the temporary employment of either yourself or a family member.

Who is/was employed	Country in which they are/were employed	Duration of employment	Type of contract e.g. fixed / permanent (Please include scanned evidence of this)

### 3. EEA/Swiss worker

If you are a non-UK EEA national or a Swiss national, and are resident in the UK as a worker, or are the family member of such a worker please provide details and evidence where requested below.

Name of worker	Nationality of worker (Include a scan of the photo page of their passport)	Their relationship to you (Include a scan of documentation which demonstrates this link e.g. your birth certificate, marriage certificate etc)	Dates of employment in the UK, from – to	Employer's name and address (Include evidence of the employment e.g. a scan of a recent payslip or a letter from the employer)

### 4. Family members

If you consider that you may be eligible for 'home' fees based on your relationship to a family member please provide brief details below. You should include scanned evidence of your link to that person (e.g. Birth certificate, marriage certificate etc) along with scanned evidence of their nationality and immigration status.

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### 5. Additional Information

Use this section to give any further information you feel may be relevant to your fee classification.

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### 6. Supporting Documents

Please ensure that you provide scans of relevant supporting documents as directed in each section of this questionnaire. Failure to include scans of the necessary supporting documents will delay us in determining your classification.

### 7. Declaration

I confirm that the information provided in this questionnaire is correct to the best of my knowledge.

<b>Signature</b>		<b>Date</b>	
	For questionnaires completed electronically please type your name above and tick the box below:  <input type="checkbox"/> By ticking this box I confirm that the information provided in this questionnaire is correct to the best of my knowledge		

### How to return your completed questionnaire

**E-mail:**

[feesclassification@southampton.ac.uk](mailto:feesclassification@southampton.ac.uk)

**Fax:**

+44(0)23 8059 54 90

**Mail:**

Admissions Team  
Student & Academic Administration  
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