

FEE ASSESSMENT POLICY & PROCEDURE

1. INTRODUCTION

- 1.1 The Education (Fees and Awards) (England) Regulations 2007, and subsequent amendments, govern the definition of 'home' students for the purpose of tuition fees. The Higher Education Funding Council for England (HEFCE) applies the same regulations for funding purposes.
- 1.2 The School definition, for fees purposes, of a "home" or "overseas" student is therefore dependent on The Education (Fees and Awards) (England) Regulations 2007 definition, and subsequent amendments.
- 1.3 Each student will be assessed, prior to registration, as to the appropriate fee status classification.
- 1.4 This policy outlines how an applicant's fee assessment will be conducted, as well as outlining how to submit an appeal against a decision on fee status.
- 1.5 All relevant documentation related to a fee assessment must be submitted to the Admissions team (admissions@lshtm.ac.uk) prior to registration. After completing registration, it is not possible to change the decision of a fee assessment.

2. CRITERIA

- 2.1 Students within a number of categories are classified as 'home' for tuition fees purposes. The main categories¹ are highlighted below.

2.2 Settled in the UK

- You are 'settled' in the UK if you are a British citizen, if you have 'Right of Abode' in the UK, or if you have Indefinite Leave to Enter/Remain (ILE/R) in the UK.
- You must be 'settled' in the UK on the first day of the first academic year of the course; and
- you must be 'ordinarily resident'² in the UK on the 'first day of the first academic year of the course'³; and
- you have been ordinarily resident in the UK and Islands for the three-year period immediately prior to the first day of the first academic year of the course; and
- the main purpose for your residence in the UK and Islands must not have been to receive full-time education during any part of that three-year period.

2.3 Recognised as a Refugee by the UK Government

- You must be ordinarily resident in the UK on the first day of the first academic year of the course; and
- on the first day of an academic year of the course, you must be a refugee recognised by the UK Government; and
- you have not ceased to be ordinarily resident since you were recognised as a refugee.

2.4 EU National

- You must be an EU national on the first day of an academic year of your course; and
- you must be ordinarily resident in the EEA and/or Switzerland and/or the overseas territories for the three years prior to the first day of the first academic year of the course; and

¹ This is not an exhaustive list of categories

² You are ordinarily resident if you are habitually, normally and lawfully resident from choice

³ Please see section 2.8 for these definitions

- the main purpose of your residence in the EEA and/or Switzerland and/or the overseas territories must not have been to receive full-time education during any part of the three-year period

2.5 **EEA/Swiss workers**

- You must be ordinarily resident in the UK and Islands on the first day of the first academic year of the course, unless you are an EEA or Swiss frontier worker or relevant family member of a frontier worker⁴; and
- you must be a non-UK EEA national, or a Swiss national, and resident in the UK and Islands as a worker or the relevant family member of such a worker; and
- you must have been ordinarily resident in the EEA and/or Switzerland and/or the overseas territories for the three year period immediately preceding the first day of the first academic year of the course

2.6 **Long Residence**

- You must have lived in the UK for either half your life or for a period of twenty years immediately preceding the first day of the first academic year of the course; and
- you must be ordinarily resident in the UK and Islands on the first day of the first academic year of the course; and
- you must have been ordinarily resident in the UK and Islands throughout the three-year period preceding the first day of the first academic year of the course; and
- your residence in the UK and Islands must not have been, during any part of that three-year period, wholly or mainly for the purpose of receiving full-time education

2.7 Please note, fee status relates to residency and not nationality. In particular, British citizens who have not lived in or maintained a relevant connection with the United Kingdom over the three years prior to beginning their programme will normally be classified as 'overseas' for fee purposes.

2.8 The first day of the first academic year of the course is calculated as follows:

For programmes starting	First day of academic year
On or after 1 August and on or before 31 December	1 September
On or after 1 January and on or before 1 April	1 January
On or after 1 April and on or before 1 July	1 April
On or after 1 July and on or before 1 August	1 July

2.9 The School is guided by the supplementary information and training provided by the UK Council for International Student Affairs (UKCISA) on fee assessment. Full details are available on their website: <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status>

2.10 All School staff undertaking fee assessment are normally required to complete training with UKCISA.

3. **FEE ASSESSMENT PROCEDURE**

- 3.1 An applicant's fee status will be assessed using the information supplied within their online application to the School.
- 3.2 Applicants are asked to provide a copy of their passport and any other relevant supporting documentation at the point of application.
- 3.3 If the information provided with an application is deemed insufficient for fee assessment purposes, the applicant will be asked to complete a Fee Assessment Check (FAC) and to provide relevant supporting documentary evidence.

⁴ A frontier worker is an EEA/Swiss national who works in the UK but who resides in Switzerland or the territory of an EEA state other than the UK and returns to their residence at least once a week

- 3.4 Supporting documentary evidence may include one or more of the following documents⁵:
- Proof of current and previous UK immigration status
 - Proof of citizenship
 - Proof of current and previous residency in the relevant area
- 3.5 It is the applicant's responsibility to ensure that FACs are submitted with satisfactory documentary evidence. Failure to provide satisfactory supporting documentation will result in the applicant being classified as 'overseas' for tuition fees purposes.
- 3.6 Once assessed, an applicant's fee status classification is fixed for the duration of the student's programme of study, unless an appeal is submitted and upheld.

4. FEE ASSESSMENT REVIEW

- 4.1 Applicants who wish to have a review of the outcome of their initial fee assessment, will need to request this in writing. Requests should be emailed to the Admissions team (admissions@lshtm.ac.uk). The applicant may also be required to submit an FAC and appropriate supporting documentation.

5. FEE ASSESSMENT CLASSIFICATION APPEALS

- 5.1 Appeals against a decision on fee assessment classification will be considered by the Head of Admissions or his/her nominee.

Applicants who wish to appeal the outcome of their initial fee assessment, will need to request this in writing. Requests should be emailed to the Admissions team (admissions@lshtm.ac.uk). The applicant will be required to submit an FAC and appropriate supporting documentation. Applicants are also required to outline the reasons that they meet the necessary criteria for a change of fee assessment classification.

- 5.2 Appeals against a fee assessment decision must be submitted within 10 working days of receiving the outcome of the School's fee assessment, or before the first day of the academic year, whichever is later.
- 5.3 Successful appeals will not be applied retrospectively and there will be no adjustment or refund on fees paid in previous years.
- 5.4 The decision of the Head of Admissions or his/her nominee will be final.

*Last updated – October 2019
Head of Admissions*

⁵ This is not an exhaustive list; other documents may be requested/submitted