

Hello,

It has been brought to the University's attention that there is a query regarding your fee status. Please can you complete the Fee Status Enquiry form below and return to the address given, along with photocopies of the relevant pages from your passport, so I may clarify your fee status?

It is important that you return your completed form to us as early as possible as your UCAS application cannot be processed without this information. Please note that if you do not respond within 21 days you may be automatically classed as an overseas student for fees purposes.

Should you be made an offer as an overseas student but subsequently return a completed form and be re-classified as a home student, the University may rescind the offer.

If you have any queries, or will have problems in returning the completed form by the deadline above, please do not hesitate to contact the Admissions Office

Yours sincerely

Fee Status Officer

FEE STATUS ENQUIRY FORM

Section One: Personal Details (All applicants to complete)

1. Surname / Family Name
2. Forename(s).....
3. Title (Mr, Miss, Ms, Dr, etc)
4. Date of Birth.....
5. Marital Status
6. Personal ID.....
7. Course(s) applied for:.....
8. Proposed date of entry to the University.....
9. Country of Birth
10. Nationality.....

Please provide a photocopy of the relevant pages of your passport showing your nationality and, where appropriate, visas for staying in the UK

11. Current Address.....
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12. Telephone.....
13. E-mail
Address.....

14. Permanent Address.....

15. Parents'/ Spouse's Address

16. Spouse/Family Nationality and Country of Birth

	Country of Birth	Nationality
Father/Husband		
Mother/Wife		
Grandfather (Father's Father)		
Grandmother (Father's Mother)		
Grandfather (Mother's Father)		
Maternal Grandmother (Mother's Mother)		

17. Do you, your spouse or your parents qualify for recognition as an immigrant, a settled person, a refugee or an asylee? **YES / NO**

If yes, please enclose a copy of the letter from the Home Office or a photocopy of the visa in your passport.

Section Two: Applicant Details (All applicants to complete)

18. Please give details of your education to date (continue on a separate sheet if necessary).

Dates	Country and Town	School/College/University

19. Please provide details of your employment history (continue on a separate sheet if necessary).

Dates	Country and Town	Nature of Employment

20. Please provide details of your place(s) of residence during the last 20 years (continue on a separate sheet if necessary).

Dates	Country	Town/City

21. Where do you intend to remain after you have completed your course?

Section Three: Applicants currently living outside the UK/EU & Applicants who have lived outside the UK/EU for any period since 1st September 2004

22. Do/Did you take holidays/make regular trips to the UK or EU? **YES / NO**

If YES, please provide details (continue on a separate sheet if necessary):

Exact Dates (From/To)	Country and Town	Reason for travel

23. If your parent(s) or spouse are currently (or have been within the last five years) employed outside the EC, please answer the following questions.

- a) Is there a right of return to the UK / EC? **YES / NO**
- b) Is property owned in the UK / EC? **YES / NO**
- c) Is property owned outside the UK / EC? **YES / NO**
- d) Is there liability for UK taxes? **YES / NO**
- e) Are National Insurance contributions paid? **YES / NO**
- f) Have there been periods of employment in the UK / EC between overseas postings? **YES / NO**
 If YES, please provides dates and locations

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- g) Is the job the first of its kind? **YES / NO**
- h) Is the contract for a fixed term? **YES / NO**
- i) Was the contract obtained whilst working in the UK? **YES / NO**

j) What is the expected return date to the UK / EC?

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PLEASE PROVIDE ANY SUPPORTING DOCUMENTARY EVIDENCE AVAILABLE FROM THE EMPLOYER(S)

Section Four: Additional Information

24. Please provide any further information which you feel may assist the University in determining your correct fee status:

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Section Five: Declaration

I confirm that the information I have provided on this form is true, complete and accurate, and that no information requested has been omitted. I agree that the University may ask to see documentation to confirm the statements I have made on this enquiry form.

Signature Date:

Please return this questionnaire, together with all supporting documentation to:

Fee Status Officer
Student Recruitment and Admissions Office
Durham University
Old Elvet
Durham
United Kingdom
DH1 3HP

Fax: +44 (0)191 334 6055