



Royal College of Art

Postgraduate Art & Design

Dear Applicant

Fees Status Questionnaire

This form should only be completed if you do not agree with the initial fees status stated in your offer letter, or if your fees status is listed as 'Undetermined'. Most offered applicants will not need to complete this form.

In order to determine your fees status, we require further information from you. Please complete the following Fees Status Questionnaire, and submit it together with supporting documentation. This will enable us to assess your immigration status and residence history. This form and any relevant supporting documents should be sent to admissions@rca.ac.uk.

We aim to complete the assessment within 20 working days of receipt of all of the information. On occasion, more complex cases may take longer, particularly if we need to ask for additional information to make our assessment.

We will then assess against the fees criteria published by the UK Council for International Student Affairs ([UKCISA](http://ukcisa.gov.uk)) and write to you with our decision. You will be given a new acceptance deadline by which to accept and, if your fees status is changed, you will also receive any relevant forms and paperwork.

Please read the following guidance and do contact us at admissions@rca.ac.uk if you have any further queries. We look forward to hearing from you.

Best wishes

RCA Registry

Royal College of Art - Fee Assessment Questionnaire Guidance Notes

Eligibility for Home (low) fees status is based on **The Education (Fees and Awards) (England) Regulations 2007**.

For example, there are three main criteria for Home status and applicants must fulfil **ALL** of these to gain Home fee status:

- Have settled status in the UK, for example, through citizenship, or the immigration status of 'Indefinite Leave to Remain'; and
- Have been ordinarily resident in the UK for three years prior to 01 September before the start of the course. For example, for students entering the RCA in September 2024, the relevant date is 01 September 2021 and applicants will need to have been ordinarily resident in the UK since 01 September 2021; and
- Have been in the UK for a main purpose other than full-time education.

If you meet the necessary residence and immigration status requirements you will be charged the lower rate of fee and may be eligible to apply for funding. You will also be charged the lower rate if you meet certain requirements that apply to groups such as refugees. Further [details of these requirements are given in the UKCISA website](#).

In order for the College to reconsider your fees status, you would need to provide us with:

- a copy of your passport/s;
- a Share Code, which you can [generate from this UK Government website](#);
- proof that you have been living in the UK/EU (e.g., copies of employment contracts, rental agreements, phone bills, bank statements, gas/electricity bills - at least one document per year, with your name and address on, from shortly before September 2021 up until today);
- copies of other relevant documents (e.g., letters from the Home Office, birth certificate, family passports).

For further guidance on Fees Status and our frequently asked questions (FAQs), please [visit the Fees page on our website](#).

If you think that your fees status should be changed, please complete this questionnaire and return it, along with supporting documentary evidence, to: admissions@rca.ac.uk

Please put, in the subject heading **"FEE STATUS QUERY: [PROGRAMME NAME]: [FAMILY NAME]: [STUDENT ID]"**

Completed forms must be returned as soon as possible so that we can review your query before your acceptance deadline. Please note that we may require further documentation to complete our fees assessment. If this is the case, we will email you to request this once we have received your completed questionnaire.

Royal College of Art - Fee Assessment Questionnaire

You must complete **all** sections of the questionnaire to enable us to assess your fees status.

SECTION 1. PERSONAL DETAILS

RCA ID Number:	
Family name, First Name:	
Date of birth (dd/mm/yyyy):	
Your current correspondence address:	
Have you lived continuously at the above address for the last 3 years, apart from holidays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your email address:	
Programme applied for:	
Programme Start Date (mm/yyyy):	
Have you studied at RCA before?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details
Your Nationality (Citizenship):	
All other Nationalities:	
Your Country of Birth:	
About your Family – If your Parents/Guardians or spouse/civil partner are a UK or EU national, or an EEA or Swiss national, please give details here and provide evidence e.g. passport.	
Mother's Nationality:	
Father's Nationality:	
Spouse/Civil Partner's Nationality:	
Do any other members of your family, other than your parents have EU nationality? <i>Please refer to guidance about relevant family members on UKCISA website link on page 1.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please give details and provide evidence.

SECTION 2. IMMIGRATION STATUS

Please tick all boxes that apply, and give the dates as requested. You will need to provide us with a digital copy of your passport/s (including page/s confirming your name and nationality), and copies of any relevant Home Office letters.

☐ **British Citizen or Commonwealth national with Right of Abode**

☐ **Indefinite Leave to Enter/Remain.** If so, please give the date on which it was granted.

☐ **Refugee status OR the child or spouse of someone granted refugee status**

☐ **Refused refugee status but granted one of the following:** Exceptional Leave to enter/remain, humanitarian protection, discretionary leave **OR** you are the child or spouse/civil partner of someone refused refugee status but granted one of the above.

☐ **I have a time limit on my stay (there are restrictions on my stay in the UK)**

Date last passport stamp/visa was issued:

Date of expiry of most recent permission to stay:

☐ **I am a non-UK EEA national.** Please select the relevant country.

The EEA comprises the UK, plus Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Ireland, Romania, Slovakia, Slovenia, Spain and Sweden.

☐ **Other** - If none of the above categories cover you (e.g. if you are Swiss which is neither in EU or EEA), or your status is likely to change before the start of the course start date, please give details and provide supporting documentary evidence:

SECTION 3 - RESIDENCY

1. Please state which country will you be living in on 1 September in the year in which your programme starts:

2. Please provide details of where you have lived for a minimum 10 years prior to your start of your intended course. Please give dates for your residency in each location, and summary of your purpose/reason for residency and continue on a separate sheet if necessary. Please provide proof of residence to support each entry; e.g., tenancy agreement, mortgage document.

[illegible]

SECTION 4 - UK/EEA Nationals living Overseas.

Please complete this section if you have been absent from the UK/EEA in the last 3 years.

1. Whilst living overseas have you maintained a home in the UK/EEA during your absence? *Please provide us with supporting documentary evidence.*

☐ Yes ☐ No

2. If you would have been ordinarily resident in the UK/EEA during the last three years but for the fact that you, your spouse or your parent(s) was temporarily working abroad, please give details (including length of time spent abroad and the nature of the work). *Please provide us with a copy of your/your parents' employment contract.*

3. If you are a non-British EEA national, or a British national who has worked in another EEA country, or the spouses or child of such a person, please complete the following:

Are you currently resident in the UK? ☐ Yes ☐ No

If 'Yes' please complete the rest of this section, giving details.

4. Have you, your family members (EEA or Swiss nationals) worked in the UK?

You	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Spouse/Civil Partner	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Parent/s	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

5. Are you, your spouse or parents looking for work in the UK? ☐ Yes ☐ No

Use this box to add any other relevant information (continue on a separate sheet if necessary):

SECTION 5 – ADDITIONAL INFORMATION

Please use the box below to add any other relevant information about yourself, your family or your circumstances which you believe to be relevant for assessing your fees status. Please continue on a separate sheet if necessary.

Please return this questionnaire to admissions@rca.ac.uk with copies of the following documentation where applicable. Scanned copies are acceptable:

Please list all pieces of supporting evidence you are supplying with this form which demonstrate your settled status and ordinary residency in the UK/EEA for the past 3 years. Please refer to page 2 of the questionnaire for guidance. Please note that this list is not exhaustive but are the types of documents we would expect students to have in their possession, the onus is on the student to provide evidence which supports their case.

We may require further documentation to complete our fees assessment. If this is the case, we will email you to request this once we have received your completed questionnaire.

Please ensure that these documents include your name, address and the date of issue.

SECTION 6 - DECLARATION

I hereby confirm that the information provided above is correct to the best of my knowledge. If any of the information is found to be misleading or inaccurate, the Royal College of Art reserves the right to withdraw its offer of a place, terminate attendance at the College or amend the level of tuition fees charged.

SignatureDate

Should you have any questions about this form please contact us at
admissions@rca.ac.uk

FOR REGISTRY OFFICE USE ONLY:

ASSESSOR NAME:

DATE OF REVIEW:

RESIDENCY CHECK:

- ☐ Three years ordinary residence in UK
- ☐ Three years ordinary residence in EU
- ☐ Three years ordinary residence in the Islands
- ☐ Three years ordinary residence in the EEA or Switzerland
- ☐ Ordinary residence requirement not met

NEW FEES STATUS CATEGORY: *Please tick the relevant category:*

<https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6082>

- ☐ 1. 'Settled' in UK and meet the main residence requirements
- ☐ 2. 'Settled' in UK and have exercised a 'right of residence' in EEA/Switzerland
- ☐ 3. EU nationals, and family
- ☐ 4. 'EU Nationals in the UK'
- ☐ 5. Those with 'right of permanent residency' in UK
- ☐ 6. EEA/ Swiss workers, and family
- ☐ 7. Child of a Swiss National
- ☐ 8. Child of Turkish Worker
- ☐ 9. Refugees, and family
- ☐ 10. Those granted humanitarian protection, and family
- ☐ 11. Those granted stateless leave, and family
- ☐ 12. Long Residency

- ☐ No fees criteria met, fees status confirmed as Overseas

NOTES: