Frequently Asked Questions (FAQ)

What is ‘fee status’ & why have I been asked to complete this questionnaire?

Kingston University is legally required to assess all applicants their fee status, which is the process where we determine whether they will be charged ‘Home’, ‘Overseas’ or ‘Islands’ tuition fees in accordance with the provisions of the Education (Fees and Awards) Regulations 1997 (including amendments). All students regardless of whether they are being sponsored by their employer, are receiving a student loan through Student Finance England, are funding their studies independently or are an Exchange/Erasmus/Returning student, are required to undergo this process as we as an institution have to ensure we hold accurate, up to date information about all of our students. This questionnaire allows us to obtain all the necessary information we require to be in a position to make this assessment. Please note that you will not be permitted to enrol onto your course at the University until your fee status has been confirmed.

I have already completed the ‘Your Fee Status’ task on my OSIS account and I am a UK Citizen. Do I still need to complete this questionnaire or is it just for non-UK Citizens?

If you have been instructed to complete this questionnaire, we would kindly request that you do so at your earliest convenience as this document goes into further detail and allows further information to be obtained than the ‘Your Fee Status’ task and will enable your status to be confirmed accordingly. This questionnaire is designed for all applicants regardless of their nationality, as the University legally must determine the fee status classification for all of its students whom intend to enrol with us.

What is a ‘Home’ Fees Payer?

A ‘Home’ fee payer is the term used to describe a student who is charged the UK/EU rate of tuition fees, which is usually at a lower rate compared to the ‘Overseas’ amount. The term ‘Home’ has no bearing on your accommodation preference (whether you will be staying in halls of residence, private rented accommodation or living at a parental home). Our Accommodation team will contact you separately with details of this in due course.

What is an ‘Overseas’ Fees Payer?

An ‘Overseas’ fee payer is a student who does not fulfil the eligibility criteria for ‘Home’ status and as a result, is normally charged a higher rate of tuition fees. If you require a Tier 4 (student) visa to study in the UK, you will have to be categorised as an ‘Overseas’ student.

What is an ‘Islands’ Fees Payer?

An ‘Islands’ fee payer is a Channel Island or Isle of Man, Alderney, Sark or Herm Citizen.

What is ‘ELQ’ & what does it mean in terms of my fee status classification?

Equivalent or Lower Qualification (ELQ) is the classification that is used for students whom have been accepted to study another course at the same or lower level than the highest qualification they already hold. Students wanting to study an ‘ELQ’ will not receive financial support from the Government or University bursaries. At the same time, the Government will not provide funding to universities for these students. As a result, for applicants studying an ‘ELQ’ at Kingston University, the tuition fees may be higher than for non-‘ELQ’ applicants.

How much are my tuition fees & how do I pay them?

Please note that your fee status only relates to your classification as either a ‘Home’, ‘Overseas’ or ‘Islands’ fee payer. This section is not responsible for any tuition fee payments or queries regarding how much your course will cost. The University payments team will contact you with this information once your assessment by us has been completed. In some cases, particularly if you have been assessed as a ‘home’ student, this may be after your enrolment event. If you would like to know how much you will need to pay for the course or any other payment queries, such as issuing a receipt or providing a sponsor letter, please contact our Income and Receivables team whose contact details can be found on the University website or visit:

For Undergraduate Students: http://www.kingston.ac.uk/undergraduate/fees-and-funding/
For Postgraduate Students: http://www.kingston.ac.uk/postgraduate/fees-and-funding/

What criteria does Kingston University use for fee status?

The UK Council for International Student Affairs (UKCISA) publish the Government regulations on fee status which all UK University’s follow. UKCISA are a separate organisation to Kingston and have no bearing on making your actual assessment. The University abides by the eligibility criteria for ‘Home’ student fee status as explained on UKCISA’s website without exception so that we treat all students fairly by using a fully consistent approach. Further information can be found on the UKCISA website at: http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status (scroll down to the ‘Higher Education’ box).

Please note that the criteria on this website is applied at time of assessment without exception, and should there be any subsequent change in the fee regulations as stated by UKCISA, these are implemented by the University immediately for any future assessment. These however, will not affect any previous classification determined by Kingston unless explicitly stated by UKCISA. HECF (Higher Education Funding Council for England) regularly audits all Universities in the UK to ensure applicants are being fairly and accurately assessed against the published criteria.

Whom do I talk to about Student Finance?

Please note that the Fee Status Team do not work in conjunction with Student Finance. We are two different organisations, whom follow two different sets of eligibility criteria. Whilst your fee status refers to a classification that can have an impact on the amount you are charged for your chosen course, Student Finance relates to funding that you may be eligible for in order to pay for tuition fees and supporting yourself whilst at University. For funding opportunities, as well as student loan enquiries, please contact our Student Funds.

Once you submit a copy of your Passport to the University it will be uploaded to your secure student record. No other copies are retained by the University unless you are having a DBS check completed. Only selected staff at the University are given access to view your Passport against your student record.

I do not have a Passport or my Passport has expired, what document(s) should I submit?

If you do not have a Passport and you are a British Citizen or you have an expired British passport and you were born in the UK, you can submit a copy of your full Birth Certificate AND a form of photo ID (e.g. driving licence, college/employment ID card) to feesstatus@kingston.ac.uk

If you have submitted your Passport to the Home Office you must submit copies of any UK Visa and Immigration (UKVI) or Home Office correspondence you have received. Furthermore, you may be asked to provide additional documentation to support any answers you give and the University may on occasion request to see originals.

Please do not send original documents to aid your fee status unless requested by the Fee Status Team. We cannot accept responsibility for these documents.
I have a different name to the one on my Passport/relevant ID.

If you have recently married or had a civil partnership and changed your name, but have your maiden name on your Passport, you must submit a copy of your Marriage/Civil Partnership Certificate. If you have changed your name by Deed Poll, you must submit a copy of your change of name certificate.

What happens if I do not complete this questionnaire?

If you fail to complete this questionnaire, or do not produce copies of the required documents as outlined, you may either be defaulted to that of an 'Overseas' fees payer and could therefore be charged higher fees or you may not be permitted to enrol onto your course. If your fee status is not confirmed following the final late enrolment event with the University, your application may be withdrawn and as a consequence, you will have to re-apply to begin the programme the following academic year.

Can my fee status change part way through my course?

If you have been categorised as an ‘Overseas’ fee payer, you may become eligible for Home fees part way through your course if you already meet the three year residency condition on the first day of the first academic year of your course and you become one of the following:

- an EU national or the relevant family member of an EU national
- an EEA or Swiss migrant worker or the relevant family member of such a person
- a refugee or person with Humanitarian Protection after an asylum application
- the child of a Swiss national
- the child of a Turkish worker in the UK

Your Fee status cannot change part way through your course if you are just granted Indefinite Leave to Remain alone.

I have additional questions, whom should I contact?

If you have any additional questions that have not been covered in this section, please contact feestatus@kingston.ac.uk. We also encourage you to have a look at the fee regulations, which can be found on the UKCISA website at: http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status (scroll down to the 'Higher Education' box)

Definition of Terms used within the Fee Status Questionnaire

**European Union (EU) national**
You are an EU national if you are a national or citizen of Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or the UK.

**The European Economic Area (EEA)**
The EEA is a larger area than the EU. It is made up of all countries in the EU plus Iceland, Liechtenstein and Norway.

**The Overseas Territories**
The “Overseas Territories” are Anguilla; Aruba; Bermuda; British Antarctic Territory; British Indian Ocean Territory; British Virgin Islands; Cayman Islands; Ducie & Oeno Islands; Falkland Islands, Faroe Islands; French Polynesia; French Southern and Antarctic Territories; Greenland; Henderson; Mayotte; Montserrat; Netherlands Antilles (Bonaire, Curacao, Saba, Sint Eustatius and Sint Maarten); Pitcairn; South Georgia and the South Sandwich Islands; St Helena and Dependencies (Ascension Island and Tristan de Cunha); St Pierre et Miquelon; the Territory of New Caledonia and Dependencies; Turks and Caicos Islands; and Wallis and Futuna.

**Ordinarily Resident**
You are ‘ordinarily resident’ if you have habitually, normally and lawfully resided in that area from choice and for a settled purpose.

**Norwegian or Swiss ‘Worker’**
A Norwegian or Swiss applicant can be employed or self-employed in the UK, either on a full-time or part-time basis. If you have given up your employment to start a course, you are still treated as a worker if your course is related to your former job or area of work.