



1. GENERAL PRINCIPLES

- 1.1 The University determines the tuition fee status of a student in accordance with UK Government legislation. The Education (Fees and Awards) (England) Regulations 2007 (Statutory Instrument No. 779) as amended by the Education (Student Fees, Awards and Support) (Amendment) Regulations 2016 (Statutory Instrument No. 584) (“the Regulations”) state that students who are classified as 'overseas' may be charged a higher level of fee than those classified as 'home' or 'EU' students.
- 1.2 Our assessment of your status for the payment of university tuition fees is carried out independently of our assessment of your application to study here. The fee assessment process is the responsibility of the Fees Assessment Officer in the Student Administration and Support Division. If you have a query concerning your fee assessment, you should contact the Fees Assessment Officer. If your query is concerned with the admissions process, please contact the admissions team which has been assisting you.
- 1.3 In line with the University’s Diversity & Equality of Opportunity Policy, no applicant will be subjected to unjustifiable less favourable treatment on the grounds of their age, disability, gender reassignment, marital/civil partnership status, pregnancy or parental status, race or ethnicity, religious belief or non belief, sex or their sexual orientation or other unjustifiable reason. Our fee classification procedures are designed to ensure that applicants are treated wholly on the basis of rules of eligibility prescribed within the Regulations.
- 1.4 The University uses a Fee Status Questionnaire to determine an applicant's fee status. If you are a UK national and have lived in the UK for your entire life then you would normally expect to be classified as a 'home' student and it is unlikely you will be asked to complete a Fee Status Questionnaire.
- 1.5 If you are a national of any other country OR you have lived for a period of time in another country then you may be sent a Fee Status Questionnaire as part of the admissions process.
- 1.6 The University is unable to provide classifications, or indicative classifications out with the admissions process, in response to speculative enquiries by telephone or email.
- 1.7 Applicants who have been sent a Fee Status Questionnaire are defaulted to 'overseas' status until the University receives the completed Questionnaire, and supporting documentation as necessary, in response.
- 1.8 You should submit your completed Fee Status Questionnaire for the attention of the Fees Assessment Officer by emailing your completed form with supporting documentation to feestat@liverpool.ac.uk or by posting your documentation to the address provided at the end of this procedure.

- 1.9 If you have been asked to complete your form but have not done so within 30 days then you will receive a reminder followed by an additional reminder every 30 days until the University receives your completed questionnaire.
- 1.10 If you believe yourself to be an 'overseas' student you should still complete the Fee Status Questionnaire and return this so that your fee status can be formally assessed.
- 1.11 Once your completed Fee Status Questionnaire has been received, the Fees Assessment Officer will complete an assessment of your status for tuition fees. You may be contacted with a request for additional information, or documentation, to enable a fully informed decision to be made.
- 1.12 Should you omit any requested or relevant information or give false or misleading information at any point during the fee assessment process, including after the outcome of your fee status has been determined, then the University reserves the right to change your classification and therefore the fees payable and/or withdraw its offer of a place to study.
- 1.13 You will be notified of the assessment decision by letter.
- 1.14 You may receive a decision about your application to study at the University before your fee classification has been determined. An offer of admission to certain programmes may be dependent upon your fee classification and you should therefore return your Fee Status Questionnaire as soon as possible.
- 1.14 If your circumstances change between being assigned a fee classification and completing your registration then you must notify the University immediately to enable, where appropriate, a review of your fee classification.
- 1.15 Fees classifications will only be made in advance of registration, the act of which constitutes your acceptance of this classification.
- 1.16 Further information about fee status at the University of Liverpool can be found from the University's fee status webpage at:
<https://www.liverpool.ac.uk/student-administration/money/fee-status/>

2. BASIC CONDITIONS FOR 'HOME' STATUS

- 2.1 To be classified as a 'home' student an applicant must meet ALL of the following criteria:
- i. The applicant must have 'settled status' in the UK within the meaning of the Immigration Act (1971) on the 'first day of the first academic year of their course'
- AND**
- ii. The applicant must be 'ordinarily resident' in the UK on the 'first day of the first academic year of the course'

AND

- iii. The applicant must have been 'ordinarily resident' in the UK and Islands (Channel Islands and the Isle of Man) for at least the three years immediately preceding the 'first day of the first academic year of their course'

AND

- iv. The main purpose for residence in the UK and Islands must not have been to receive full time education during any part of the three-year period.

NOTE: You are “settled” if you are ordinarily resident in the UK without being subject, under the immigration laws, to any restriction on the period for which you may stay. British citizens and persons granted the Right of Abode or Indefinite Leave to Enter or Remain in the UK have ‘settled status’.

You have been “ordinarily resident” in the UK if you have lived in the UK for ‘all the ordinary purposes of living’; that is, if you have habitually, normally and lawfully resided in the UK from choice. If, in the University’s judgement, your residence is wholly or mainly for the purposes of receiving full-time education, this will not satisfy the criteria. It is not necessary to have had settled status in the UK for three years.

- 2.2 Applicants who do not satisfy all of the criteria may still be classified as a ‘home’ student for fees purposes if they satisfy conditions described in Section 3, subject to the production of all requested supporting documentation.

3. OTHER CONDITIONS FOR ‘HOME’ STATUS

- 3.1 Non-UK EU nationals who have been ‘ordinarily resident’ in the UK and Islands for the three year period before the first day of the first academic year of their course will usually be classified as ‘home’ students. If, during any part of the three year period, the main purpose for residence in the UK was to receive full-time education, the applicant must have been ‘ordinarily resident’ in the EEA and/or Switzerland and/or the overseas territories immediately prior to the three-year period of residence in the UK and Islands for a ‘home’ fee classification to be attributed.

- 3.2 Applicants who are settled in the UK, and left the UK to exercise a ‘right of residence’ in the EEA and/or Switzerland having been settled in the UK. A right of residence covers individuals and their families who are in the EEA and/or Switzerland as workers, or self-employed people, or as students or self-sufficient people and, in all cases, their families; or people who have gone to the country of which they or their family member is a national. Applicants must be ordinarily resident in the UK on the day on which the first term of the first academic year actually begins and must have been ‘ordinarily resident’ in the EEA and/or Switzerland and/or the overseas territories for the three years preceding the ‘first day of the first academic year of the course’. If, during any part of the three year period, the main purpose for residence in the EEA and/or Switzerland and/or the overseas territories was to receive full-time education, the applicant must have been ‘ordinarily resident’ in the EEA and/or Switzerland and/or the overseas territories immediately prior to the three- year period of residence in the EEA/Switzerland.

- 3.3 Applicants (or their spouse/civil partner or parents) who are nationals of an EEA member state or Switzerland and who are considered to be ‘migrant workers’ in the UK on the first day of the first academic year of their course will be classified as ‘home’ students provided they have been ordinarily resident in the EEA/Switzerland

for the full three year period prior to the first day of the first academic year of the course.

- 3.4 Applicants who are children of a Turkish national where the Turkish national is 'ordinarily resident' in the UK and is, or has been, lawfully employed in the UK. The applicant must be 'ordinarily resident' in the UK and Islands on the first day of the first academic year of their course and have been 'ordinarily resident' in the EEA and/or Switzerland and/or Turkey for the three years preceding this date.
- 3.5 Applicants who are children of a Swiss national. There is no requirement for the Swiss parent to be, or to have been, economically active in the UK. The applicant must be 'ordinarily resident' in the UK and Islands on the first day of the first academic year of their course and have been 'ordinarily resident' in the EEA and/or Switzerland for the three years preceding this date. If the main purpose for residence in the EEA/Switzerland was wholly or mainly for the purpose of receiving full-time education, the applicant must have been 'ordinarily resident' in the EEA and/or Switzerland immediately before this three-year period.
- 3.6 Applicants (or their spouses/civil partners or parents) who have been officially recognised by the UK Government as refugees and who have not ceased to be ordinarily resident in the UK since they were recognised as such or, if a spouse/civil partner or child, since they were granted leave to remain in the UK. Applicants (or their spouses/civil partners or parents) recognised as refugees are not required to meet the three year ordinary residence requirements. Applicants granted this status by the UK Home Office later on in their course would expect to be classified as a 'home' student from the start of the next academic year.

NOTE: If you are the spouse/civil partner of a refugee then you must have been the spouse/civil partner of that refugee on the date on which their asylum application was made. If you are the child of a refugee, or the child of a refugee's spouse/civil partner, then you must have been under the age of 18 at the time the application for asylum was made.

- 3.7 Applicants (or their spouses/civil partners or parents) who have been granted Humanitarian Protection as a result of a refused asylum application. Applicants (or their spouses/civil partners or parents) granted Humanitarian Protection as a result of a refused asylum application are not required to meet the three year ordinary residence requirements.

NOTE: If you are the spouse/civil partner of an individual granted Humanitarian Protection then you must have been the spouse/civil partner of that individual on the date on which their asylum application was made. If you are the child of an individual granted Humanitarian Protection, or the child of the spouse/civil partner of an individual granted Humanitarian Protection, then you must have been under the age of 18 at the time the application for asylum was made.

- 3.8 Applicants on fully reciprocal exchange schemes (listed on the University website at <https://www.liverpool.ac.uk/study/international/incomingexchange/>). If you are studying in the UK on the basis of a formal student exchange between your institution in your own country and your UK place of study, you will not normally have to pay fees.
- 3.9 Applicants who meet the 'settled status' requirements but who have not been 'ordinarily resident' in the UK/EEA for the required period only because they, their spouse/civil partner or parents left the UK/EEA to undertake temporary employment or temporary education. Provision will be given for this as long as documentary

evidence is provided to substantiate that the cause of the absence was temporary employment or temporary education, that the nature of the absence was temporary (which will include consideration of the length of the absence), and that sustained links were maintained with the UK/EEA throughout the period of absence.

- 3.10 Applicants who meet the 'settled status' requirements and who can demonstrate that they have been 'ordinarily resident' in more than one place including the UK. As with temporary absence, provision will be made for this provided documentary evidence is offered to substantiate both 'settled status' and sustained links with the UK in the form of habitual visits and residence.
- 3.11 Applicants who do not have 'settled' status but can demonstrate that they have 'long residence' in the UK. This category was introduced on 6 June 2016 and applies to any applicant whose course begins on or after 1 August 2016. To be eligible the applicant must have been, on the first day of the first academic year of the course;

A) either:

(i) under the age of 18 and have lived in the United Kingdom throughout the seven year period preceding the first day of the first academic year of the course; **or**

(ii) aged 18 years old or above and, preceding the first day of the first academic year of the course, have lived in the United Kingdom throughout either half their life or a period of twenty years;

AND

B) ordinarily resident in England;

AND

C) ordinarily resident in the United Kingdom and Islands throughout the three year period preceding the first day of the first academic year of the course;

AND

D) residence in the United Kingdom and Islands has not, during any of the period referred to in paragraph (C) been wholly or mainly for the purpose of receiving full time education [unless the applicant is treated as having been 'ordinarily resident' in the UK and Islands due to either them or their relevant family member being, or having been, temporarily employed outside the UK and Islands].

Provision will be given for this as long as documentary evidence is provided to substantiate the 'long residence' i.e. residence permit, visa, dependant visa.

4. CONDITIONS FOR 'EU' STATUS

- 4.1 Under EU law the fee charged to 'EU' students is the same as that charged to 'home' students.
- 4.2 Nationals (non-UK) of a member state of the European Union (EU) will be classified as 'EU' students if they have been 'ordinarily resident' in the European Economic Area (EEA) and/or Switzerland and/or the overseas territories throughout the same three-year period as described in Section 2.

- 4.3 'Relevant family members' of EU nationals (who are in the UK as a self-sufficient person or as a student), and 'relevant family members' of UK nationals, will be classified as 'EU' students provided they meet the residence criteria as defined above.
- 4.4 UK nationals who have always been resident in the EEA (but not the UK) and/or Switzerland and/or the overseas territories will normally be classified as 'EU' students.
- 4.5 As with Section 2, the main purpose of the applicant's residence in the EEA/Switzerland/overseas territories must not have been to receive full-time education during any part of the three year period.

NOTE: 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, Greece, Hungary, Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or the UK.

"The EEA", for the purposes of residential status, is the area comprising the EU member states plus Iceland, Norway and Liechtenstein. For categories where the residence area includes the EEA, the residence area also includes the whole of the island of Cyprus (that is; including Northern Cyprus).

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, Curaçao, 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.

"Relevant family members" include spouses or civil partners, and direct descendants of the EU national or the EU national's spouse or civil partner who are aged under 21, or – if aged over 21 – who are dependent on the EU national or the EU national's spouse or civil partner.

5. STUDENTS FROM THE ISLE OF MAN OR THE CHANNEL ISLANDS

- 5.1 There has been a long standing agreement between the Islands education authorities and the UK government that UK institutions should charge full-cost tuition fees for students from the Islands studying on full-time undergraduate degree programmes. The Island government will pay fees at a rate agreed between Universities UK and the Island authorities and the University of Liverpool will classify funded undergraduate students from the Channel Islands or the Isle of Man, as 'Islands' for fees purposes.
- 5.2 Students who are self-financing, or applying for postgraduate study, will be assessed as either 'home' or 'overseas' for fees purposes, in accordance with the Regulations. Students who move to the UK to undertake their course of study, or a course of study immediately preceding it, are treated as being ordinarily resident in the Islands, and not in the UK, and will therefore be classified as 'overseas'. Students who have not

yet moved to the UK are also treated as being ordinarily resident in the Islands, and not in the UK, and will be classified 'overseas'.

6. FEES FOR ASYLUM SEEKERS AND THOSE WITH DISCRETIONARY LEAVE TO REMAIN

- 6.1 The University of Liverpool currently offers a tuition fee waiver for asylum seekers and those with Discretionary Leave to Remain (DLR) who apply to the University and who meet the criteria described below. The fee waiver arrangements are operated solely at the discretion of the University of Liverpool.
- 6.2 Asylum seekers, children of asylum seekers or unaccompanied asylum-seeking children who meet the academic programme requirements will be eligible for a tuition fee waiver equivalent to the difference between the 'home' and the 'international' rate while their application is under consideration by the Home Office.
- 6.3 Applicants who have been granted DLR who meet the academic programme criteria will be eligible for a tuition fee waiver equivalent to the difference between the 'home' and the 'international' rate.
- 6.4 In order to be eligible for such a fee waiver, applicants must meet the following criteria:
- I. You must be applying for a full-time undergraduate programme; applicants for postgraduate study are not eligible.
 - II. You must not be applying for a programme funded or supported, in full or in part, by the NHS, such as those in the areas of Medicine, Dentistry and the allied health professions.
 - III. If you have DLR, the stated expiry date of the Discretionary Leave must not be before the first day of the first academic year of the course (1st September)
 - IV. If you are an asylum seeker you must have applied for asylum in the UK before you applied via UCAS and you must be able to demonstrate proof of your application for asylum.
- 6.5 Students who meet the above criteria will be classified as an 'international' student but allowed to pay the 'home' rate of tuition fee. As a student who is classified as an international student under the Home Office regulations, you may not be eligible for Tuition Fee or Maintenance Loans. You are therefore advised to contact the relevant funding bodies directly with your details to establish your entitlement to a loan.
- 6.6 If your asylum case is decided during your programme of study at the University and you are recognised by the UK government as a refugee, or if your asylum application is refused but you are granted humanitarian protection, your fee status will be changed to 'home' with effect from the following academic year and the tuition fee waiver will cease to apply.
- 6.7 If your asylum case is decided during your programme of study at the University and neither refugee status nor humanitarian protection is granted, your fee status will remain as 'international' and the fee waiver will cease to apply with effect from the following academic year. You will then be charged fees at the full 'international' rate.

- 6.8 Assessments of eligibility for fee waivers will be carried out by the Fees Assessment Officer in liaison with the Student Fees Office and confirmed by the Academic Secretary.

7. THE FIRST DAY OF THE FIRST ACADEMIC YEAR OF THE COURSE

- 7.1 Unless otherwise stated, fee classification criteria must be satisfied on the 'first day of the first academic year' of your course as described in the table below:

Relevant date	Where academic year starts
1 September	on or after 1 August and on or before 31 December
1 January	on or after 1 January and before 1 April
1 April	on or after 1 April and before 1 July
1 July	on or after 1 July and before 1 August

- 7.2 Fee assessments are based on your circumstances as they are or as they will be on this date and apply for the entire duration of your course, unless prescribed otherwise by the Regulations.

8. FEE ASSESSMENT APPEAL PROCEDURE

- 8.1 We recognise that there may be occasions when applicants will feel that they have cause to dispute a fee classification decision. Applicants are entitled to request a clarification of the basis on which a decision has been reached, and to lodge an appeal against that decision on certain, prescribed, grounds. Requests for a review which dispute the Regulations per se, rather than their application, cannot be considered.
- 8.2 The University will seek to ensure that all requests for clarification and all appeals lodged against fee classification decisions are treated seriously and fairly. It will also seek to ensure that requests for clarification and formal appeals are dealt with promptly and equitably, with consistency, and with due regard to the University's Diversity and Equality of Opportunity Policy. If, in the course of a review of a fee classification decision, the University determines that the grounds for such a request are substantiated, the University will take such action or provide such remedy as may be appropriate and will do so promptly. If a request is not upheld, the reasons will be communicated to the applicant.
- 8.3 Applicants will not suffer any disadvantage or recrimination as the result of making a request for a review of a fee classification decision or lodging an appeal against a fee classification decision.
- 8.4 Applicants may expect a request for a review of a fee classification decision to be dealt with confidentially and that his/her privacy will be respected. However, it may be necessary to disclose information to others in order to deal with the request and in these circumstances the parties concerned will be informed of such disclosure.
- 8.5 Anonymous or third party requests will not be dealt with due to the nature of the fee classification procedures.
- 8.6 The University believes that requests to review fee classification decisions should be resolved as near to their source as possible. For this reason, this Fee Assessment Appeal Procedure provides for there to be a number of stages in the handling of a

request. Requests will not be rejected solely on the grounds of minor procedural deficiencies on the part of the applicant. At each stage of the process, the person to whom a request has been referred shall, if it is upheld, apply such appropriate remedies as are within his/her powers. If s/he considers that the remedy is outside his/her powers s/he shall refer the matter to the appropriate authority.

- 8.7 The member of staff responsible for overseeing fee classifications at the University will monitor, on an annual basis, requests which have been referred to him/her and will be responsible for implementing, or recommending to the appropriate authority, changes to systems or procedures suggested by the nature and pattern of the requests which have been received. The outcome of such monitoring may also be used to inform other processes or activities.

8.8 Request for clarification

- 8.8.1 If you believe that that you have a legitimate cause to dispute a fee classification then you should request clarification, within one month of the assessment being made, from the Fees Assessment Officer in the first instance in order to identify how the University arrived at its decision. Such enquiries should be directed in writing to feestat@liverpool.ac.uk.

- 8.8.2 The Fees Assessment Officer will respond normally within ten working days of a request for clarification having been made. If it proves impossible to respond fully within ten working days the applicant shall be informed of the timescale for the receipt of a full response.

- 8.8.3 If making, or responding to, a request for clarification involves face-to-face contact between the applicant and the Fees Assessment Officer then both are entitled to be accompanied by a friend, or colleague, or other member of the University.

8.9 Fee assessment appeal

- 8.9.1 Applicants may only submit a formal appeal against a fee classification decision if they have previously submitted, and received a response from the University to, a request for clarification as described in Section 8.8.

- 8.9.2 An appeal may only be lodged on one of the following grounds:

- a) that there was an administrative or procedural error resulting in an incorrect fee status classification;
- b) that new evidence is available for consideration that, for good reason, was not available at the time of the initial classification.

- 8.9.3 Appeals must be made in writing, by emailing feestat@liverpool.ac.uk, within one month of receiving clarification of your assessment from the Fees Assessment Officer.

- 8.9.4 An appeal will not be considered retrospectively once an individual has completed academic registration at the start of the programme. Registration constitutes acceptance of the classification you have been assigned for fees purposes and as a result you waive the right to any appeal against that classification.

- 8.9.5 Appeals must set out: the grounds on which the appeal is being lodged (as prescribed in Section 8.9.2), the informal steps already taken, details of the responses received from the University to date, a statement as to why you remain

dissatisfied, and, without prejudice to any formal remedy which might be determined, the remedy you are seeking.

- 8.9.6 The appeal will be considered by a member of University staff responsible for overseeing fee classifications at the University, who will not have been involved in your initial fee status assessment, and who shall investigate the basis on which the fee classification decision was made before undertaking a new, objective, exercise to assess your fee status.
- 8.9.7 The outcome of an appeal will normally be provided within fifteen working days of the receipt of that appeal. If it proves impossible to respond fully within fifteen working days you shall be informed in writing of the timescale for the receipt of a full response.
- 8.9.8 If the review involves face-to-face contact between the appellant and the member of staff considering the appeal then both are entitled to be accompanied by a friend, or a colleague, or other member of the University.

8.10 Further appeal

- 8.10.1 If you remain dissatisfied with the outcome of an appeal, you should refer the matter in writing to the Head of Student Administrative Services, Student Administration and Support Division, and enclose copies of the correspondence exchanged during the earlier procedure and any other relevant papers.
- 8.10.2 The written request for a review of the outcome of your appeal should set out, briefly: the nature of the request; the informal steps already taken; the formal steps already taken; details of responses received; a statement as to why you remain dissatisfied; and, without prejudice, to any formal remedy which might be determined, the remedy you are currently seeking.
- 8.10.3 The Head of Student Administrative Services, who will not have been involved in your initial fee status assessment or in the hearing of your appeal, shall investigate the basis on which the fee classification decision was made and the response to your written appeal, and will then undertake a new, objective, exercise to assess your fee status.
- 8.10.4 The decision reached in a review of the outcome of your appeal will normally be provided within fifteen working days of the receipt of that appeal. If it proves impossible to respond fully within fifteen working days you shall be informed in writing of the timescale for the receipt of a full response.
- 8.10.5 If the review involves face-to-face contact between the appellant and the Head of Student Administrative Services then both are entitled to be accompanied by a friend, or a colleague, or other member of the University.
- 8.10.6 Following completion of the review, and of this procedure, the Head of Student Administrative Services shall ensure that any appropriate action is taken and shall inform you accordingly. The decision of the Head of Student Administrative Services shall be final.

CONTACT DETAILS:

Fees Assessment Officer
Student Administration and Support Division
University of Liverpool
765 Brownlow Hill Liverpool.
L69 7ZX. UK.

Email: feestat@liverpool.ac.uk

Web: <https://www.liverpool.ac.uk/student-administration/money/fee-status/>