

Fee Status Enquiry Form

The Glasgow School of Art, in common with other UK institutions, charges tuition fees at a higher rate to students classified as 'Overseas' or 'EU' for fee purposes than to those classified as 'Home' or 'RUK' fee students.

In order to determine the correct fee status that would apply in event of admission to The Glasgow School of Art, students/applicants (and where applicable their parent/guardian or spouse) are asked to complete and return this form to registry@gsa.ac.uk. **Supporting documentation should also be provided.**

The information you provide will be treated in confidence, subject to such verification of details as The GSA may consider necessary.

Eligibility for Home Fees

Eligibility for Home fee status depends on meeting **all** of the following immigration and residence conditions.

For detailed information on the criteria for each category, please refer to the following UKCISA webpage.

<https://www.ukcisa.org.uk/information--advice/fees-and-money/scotland-fee-status>

1. Settled Status

'Settled' means being both ordinarily resident in the UK and without any immigration restriction on the length of your stay in the UK. The regulations take this definition of 'settled' from immigration law (section 33(2A) of the Immigration Act 1971).

You have no immigration restriction on the length of your stay in the UK if you fall into one of the following groups.

- **Indefinite Leave to Enter/Remain (ILE/ILR)**
- **British citizen**
- **Right of Abode**
- **Republic of Ireland citizen**
- **Non-UK national serving in the British armed forces**

You do not have settled status if you:

- have a time limit on the length of your stay in the UK, as shown by your current immigration permission (you have 'limited leave'); or
- are exempt from immigration control, for example you are living in the UK as a diplomat or a member of their household/family (there is an exception to this if you are a non-UK national serving in the British armed forces [see above]); or
- have a type of British passport that does not give you British citizenship, for example British National (Overseas), and you do not have Indefinite Leave.

2. Ordinary Residence

The student/applicant has been 'ordinarily resident' in the UK and Islands for the **three-year** period before the relevant date, apart from any temporary absences.

You are ordinarily resident in the relevant residence area (which depends on the category and its qualifying conditions) if you have habitually, normally and lawfully resided in that area from choice. Temporary absences from the residence area should be ignored and therefore would not stop you being ordinarily resident.

If you can demonstrate that you have not been ordinarily resident in the relevant residence area only because you, or a family member, were temporarily working outside the relevant residence area, you will be treated as though you have been ordinarily resident there.

3. Main purpose

The students' main purpose was **not** at any time during that period resident in the UK and Islands wholly or mainly for the purpose of receiving **full-time education**.

Where a category includes a condition that the main purpose of your residence must not have been to receive full-time education, a useful question to ask is: "if you had not been in full-time education, where would you have been ordinarily resident?". If the answer to this question is "outside the relevant residence area" this would indicate that the main purpose for your residence was full-time education. If the answer is that you would have been resident in the relevant residence area even if you had not been in full-time education, this would indicate that full-time education was not the main purpose for your residence in the relevant area.

The Education (Fees) (Scotland) Regulations 2011 (which are used to assess the fee status of most HE students) give a very specific definition for what date is meant by the term '**relevant date**'.

If your course starts in the period:

- 1 August to 31 December, the **relevant date** is 1 August in that year;
- 1 January to 31 March, the **relevant date** is 1 January in that year;
- 1 April to 30 June, the **relevant date** is 1 April in that year;
- 1 July to 31 July, the **relevant date** is 1 July in that year.

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Section 1: Personal Details

1.1	Family Name	
1.2	Other Names	
1.3	Title	
1.4	Date of Birth	
1.5	Country of Birth	
1.6	Nationality	
1.7	Marital Status	
1.8	Present Address	
	Permanent Address (if different)	
1.9	Telephone number	
1.10	Email address	
1.11	Course applied for	
1.12	Proposed date of entry	
1.13	UCAS Personal ID (if known)	

Residency

- 1.14 Details of places of residence during the **ten-year period** before the relevant date: all addresses and dates of residence.

Address	Dates of Residency	Main reason for residence (e.g. living with the family, study, employment etc)

1.15	If you are currently living in the UK, what was your date of entry?	
1.16	If you are not currently living in the UK, what was your date of leaving?	
1.17	Do you intend to remain in the UK after completing your course?	
1.18	Current employment status, or most recent employment status in the UK (if employed, provide employer name and address)	
1.19	Have you been ordinarily resident in the UK/EU for the last three years? If no, please complete section 2	Yes ☐ No ☐

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Education

1.20 Please give details of your previous education.

School/College/University	Country	Full-time / Part-time	Dates attended	Intended Qualification

1.21	Have you previously attended a UK university? Were you classed as 'Home' or 'Overseas' for fee purposes?	Home ☐ Overseas
1.22	What will be your source of finance if admitted to The Glasgow School of Art?	
1.23	Have you applied for, or been awarded a grant from a UK funding body (e.g. SAAS)? If yes, provide details.	

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Section 2 – Temporary absence due to employment abroad

To be completed by the applicant or the applicant's parent or spouse if the applicant is temporarily absent from the UK/EU during the **three-year period** before the relevant date due to the parent or spouses' employment.

Please provide supporting evidence where appropriate.

2.1	If your absence was due to temporary employment overseas, please indicate whether the employee was	Yourself	Your Parent(s)	Your spouse
		☐	☐	☐

Give details of employment in the last **ten-years** – you must provide documentary evidence of the temporary nature of the employment.

Employer's Name and Address	Start/End date

2.2	Was the employment obtained prior to departure?	Yes ☐	No ☐
	If not, what were you doing in the overseas country before obtaining employment?		

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2.3	Was/is the employment for a specified period? If no, why not? If yes, what is the length of the contract?	
2.4	Was/is the employment contract renewable and/or part of a series of contracts?	Yes ☐ No ☐
2.5	Did/does the contract allow for automatic return to the UK/EU?	Yes ☐ No ☐
2.6	Did/does the contract include liability for UK/EU taxes?	Yes ☐ No ☐
2.7	Was/is there an automatic return to the UK/EU company?	Yes ☐ No ☐
2.8	Was/is property maintained in the UK/EU during the period of absence?	Yes ☐ No ☐
2.9	Have holidays been spent in the UK/EU?	Yes No
2.10	What other periods of time were spent in the UK/EU?	
	How often?	
	For how long?	
	How regularly?	
2.11	How long have you spent outside the UK/EU since last leaving?	
2.12	But for employment, would the applicant be resident in the UK/EU?	Yes ☐ No ☐

Section 3 European Union National Residents in the EEA

3.1	Are you a national or a child of a national of a member state of the European Union?	Yes ☐	No ☐
3.2	If yes, please state nationality		

	Have you been resident in the European Economic Area (EEA) continuously for the last three years ? (Please ignore absences for less than four weeks)	
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If no, please give details of the period when you were resident outside the EEA, including where you were resident, with dates and reason for absence from the EEA (if absences were for employment, you must attach documentary evidence confirming the temporary nature of the employment.)

3.3	Country	Dates	Reason

Section 4 EEA/Swiss Workers and Family Members

4.1	Are you, your parent(s) or your spouse EEA/Swiss migrant workers?	Yes ☐	No ☐	
4.2	If yes, please indicate the relevant person	Yourself	Your Parent(s)	Your spouse
		☐		
	Please state the nationality of the relevant person			

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4.3	Name and address of employer	
	Start date	

4.4	Have you personally been resident in the EEA for the last three years?	Yes ☐	No ☐
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Section 5 Certain Refugees and Persons of Similar Status

5.1	Have you, your parents or your spouse been recognised by the Home Office as a refugee, granted Exceptional Leave to Remain or Exceptional Leave to Enter, Humanitarian Protection or Discretionary Leave	Yes ☐ No ☐		
5.2	If yes, please attach a copy of the relevant letter from the Home Office confirming status and indicate details of the person involved.	Yourself	Your Parent(s)	Your spouse
		☐	☐	☐
	Date of Home Office recognition			
5.3	Has the person with this status been ordinarily resident in the UK since the date of recognition?	Yes ☐ No ☐		

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Declaration (to be completed by applicant)

	Please provide any further information which you think will assist us in determining your fee status	
	Based on the eligibility conditions for Home fee status, please state whether you think that you qualify, and if so, on what basis	

I declare that the information I have given is complete and accurate to the best of my knowledge and belief.

Signature _____

Date _____

Please return the completed form and any supporting evidence to admissions@gsa.ac.uk.