**Fee Status Assessment Policy and Procedures**

‘The Education (Fees and Awards) (England) Regulations 2007’ govern the definition of 'home' (UK) and 'overseas' students for the purpose of tuition fees.

The UK Council for International Student Affairs (UKCISA) has guidance on their website [www.ukcisa.org.uk](http://www.ukcisa.org.uk) on fee status assessment criteria. Only students who meet the criteria set out in the regulations will be eligible to pay tuition fees at the Home rate.

The basic criteria that are required to allow a student to be eligible for Home fee status is that of having settled status in the UK, and to have been ordinarily resident in the UK for three years by 1 September of the year of the commencement of the programme of study. For these purposes the term ‘settled in the United Kingdom’ means that the person concerned is ordinarily resident in the United Kingdom and free from any restriction on the period for which they may remain. Therefore, those with a limited period of leave to remain in the United Kingdom cannot be considered as settled and will be classified as overseas students. In addition, no part of this three-year period should be wholly or mainly for the purpose of receiving full-time education.

1. **Initial Assessment of Fee Status – Application Reviewed**

An applicant’s fee status is considered against the year of entry for the programme they have applied for and not against the date they submitted their application for consideration.

An applicant’s fee status will initially be assessed when the Admissions team have received and reviewed their formally submitted application.

Assessments are based on the information and facts the applicant provides at the time of application to the School.

Applicants with Settled Status in the UK, will be initially assessed as Overseas, as the School is required to verify this with an applicant’s share code prior to making them Home.

2. **Review of Fee Status – Fee Status Questionnaire**

If following receipt of an offer of study from the School, an applicant believes their Fee Status has been incorrectly assessed they need to complete and submit the relevant Fee Status Questionnaire (FSQ) via the SOAS website, along with any documentary evidence (as appropriate).

The applicant must provide the documentary evidence as appropriate before enrolment on the programme. The School may request further information. The onus is on individual applicants to satisfy the School that they meet the criteria to be classified as home status for the purpose of tuition fees. Failure to return the FSQ or provide any requested evidence will result in an applicant being classified as Overseas for fee purposes.

The UK Government regulations set out by [UKCISA](https://www.ukcisa.org.uk/) are applied at all English universities (and other UK universities use similar regulations) but each institution is expected to make its own assessment. Therefore, there is a possibility that you may receive different fee status classifications from different universities. It is important to be aware that the fee status decision made by other universities will not have any bearing on the decision made by SOAS, University of London.

Fee Status Questionnaires received prior to a record being BATED will be reviewed by the relevant Admissions team. For records that have already been BATED the FSQ will be reviewed by the Fees team.

3. **Offer and Acceptance**

The fee status is included in the School’s offer of admission to the programme. If the applicant believes that the fee status is incorrect they should complete the appropriate FSQ and supply all relevant evidence before submitting for consideration of the relevant Admissions team.

It is important to resolve any queries about fee status before enrolling on a programme as normally fee status will not change during the programme. By enrolling on a programme the applicant agrees that the information they have provided is complete and that the fee status noted in their offer letter is correct.

4. **Changes to Fee Status after Enrolment on the Programme**

In most cases fee status cannot be amended after enrolment on a programme. The School’s fee status assessment is for the duration of the programme. There are a small number of exceptions where a student’s situation changes after enrolment, these include those granted Refugee status, Humanitarian protection, Stateless leave and leave under Afghan or Ukraine schemes.

If a student is eligible to have their fee status reassessed during the programme the new fee status will apply from the start of the next academic year. **Reassessment is not applied retrospectively.**

The School reserves the right to withhold all or any part of any fee paid by a student if they later provide information which changes their fee status and which was available to them but not disclosed at the time of their application to the School or at the time of appeal.

4. **Appeals**

Appeals against a decision on fee status by Admissions, after receipt of an FSQ and full evidence, can be made at any time up until one calendar month after the start of the degree programme. A completed Fee Status Appeal Form should be sent to [fees@soas.ac.uk](mailto:fees@soas.ac.uk). Appeals are assessed by the Fee Status Assessment Panel and the decisions of the Panel are final.

**Notes:**

1. Fee assessments are evidence-based and are made with due regard to the regulations.
2. The Fee Status Assessment Panel is made up of a minimum of 3 members. (Normally: Head of Undergraduate or Postgraduate Admissions, Fees and Scholarships Manager, Deputy Manager Doctoral School, Student Advisor (Immigration and Finance).
3. If a student gains ‘indefinite leave to remain’ after the first day (1 September) of the first academic year of a programme (1 September in the year that the programme started), the fee status will not change.
4. Changes to an applicant’s fee status will not normally affect an offer of admission onto a programme of study. No offer of admission will be withdrawn because of a change in fee status but Overseas students who require a Student visa to study in the UK are not permitted to take programmes on a part-time basis.

**Contacts:**

Advice on Fee Status: [advice@soas.ac.uk](mailto:advice@soas.ac.uk)

Changes in Fee Status after Enrolment: [fees@soas.ac.uk](mailto:fees@soas.ac.uk)