

## **Fee Assessment Policy**



Swansea University  
Prifysgol Abertawe

### **For Applicants (defined as those individuals that have yet to enrol) and Current Students (defined as individuals who have enrolled)**

#### 1.0 Introduction

1.1 The Education (Fees and Awards) (Wales) Regulations 2007, as amended, and The Higher Education (Qualifying Courses, Qualifying Persons and Supplementary Provision) (Wales) Regulations 2015, and subsequent amendments, define the fee status of an Applicant or Student for the purpose of tuition fees. The University definition of the fee status of an Applicant is dependent on this Law.

1.2 An Applicant's Fee Status is assessed prior to enrolment by the Admissions Office, and a Current Student's Fee Status can be reassessed post-enrolment by the Student Finance Team, Academic Services.

1.3 This Policy outlines how an Applicant/Current Student's fee status will be assessed, re-assessed, and outlines how to submit an appeal against a Fee Status decision.

1.4 A Fee Assessment Questionnaire and relevant accompanying documents must be submitted to the [Admissions Compliance Team](#) prior to enrolment. After enrolment, it may not be possible to amend a Fee Status, however advice and reassessment (if permitted) may be sought from the [Student Finance team, Academic Services](#).

#### 2 Criteria

2.1 An Applicant's fee status is defined as 'Home' for tuition fee purposes if they meet a set number of criteria. These categories are explained on the [UK Council for International Student Affairs \(UKCISA\) website](#).

2.2 In general, fee status relates to residency, and not nationality. Notably, British Citizens who have not lived in or maintained a relevant connection with the United Kingdom over the three years prior to beginning their programme will normally be classified as 'overseas' for fees purposes.

2.3 The first day of the academic year of the course is calculated as follows:

<u>For courses starting:</u>	<u>First day of an academic year:</u>
On or after 1 August and on or before 31 December	1 September
On or after 1 January and on or before 31 March	1 January
On or after 1 April and on or before 30 <sup>th</sup> June	1 April
On or after 1 July and on or before 31 July	1 July

2.4 All staff in the University undertaking Fee Assessment duties are required to complete Fee Assessment Training, either through UKCISA or through in-house training from members of staff who have attended the UKCISA training.

### 3 Procedure for Applicants

3.1 An Applicant's Fee Status will be assessed using the information on their application form for study.

3.2 If the information provided on the application form is insufficient in defining a Fee Status, then the Applicant will be asked to complete a Fee Assessment Questionnaire and provide relevant supporting documentation.

3.3 Supporting documentation can include one or more of the following documents:

- Confirmation of Immigration Status
- Proof of Citizenship
- Proof of current and previous residency in the relevant area
- Confirmation of relationship i.e. Birth or Marriage Certificate

*This is not an exhaustive list; other documents may be requested/submitted.*

3.4 It is the Applicant's responsibility to ensure that the Fee Assessment Questionnaire is submitted with the correct supporting documentation. Failure to provide satisfactory documentation will mean that a decision cannot be made and the Applicant will not be able to enrol on time.

- 3.5 If the University is not able to make a decision as the Applicant has not provided adequate information for their Fee Status to be determined by the University's latest enrolment date, then the Applicant will be charged Overseas Fees or advised to defer their entry to another start point.
- 3.6 It is the Applicant's responsibility to return the Fee Assessment Questionnaire in good time before enrolment (before offer for certain College of Human and Health Sciences and Medicine applications).
- 3.7 Once the Fee Status has been assessed, the University will send information to the Applicant by email. This email will confirm the decision and also give instructions on what to do if the Applicant considers the decision to be incorrect.

#### 4 Procedure for Current Students

- 4.1 Once assessed, an Applicant's Fee Status is fixed for the duration of their programme, unless the regulations set by the Welsh Government allow a Student to change fee status, such as if they begin to meet the European categories, or become a refugee etc. Please see the regulations summarised on the [UKCISA website](#) for more information about this. Current Students in this position should submit a new Fee Assessment Questionnaire to the Student Finance team. Please see point 5.4
- 4.2 All information regarding the Fee Assessment Procedure is published on the [Swansea University website](#).

#### 5 Fee Assessment Re-assessment

- 5.1 It is in the University's best interest as well as the Applicant/Student best interest that their Fee Status is assessed correctly. Applicants who wish to have their Fee Status decision reassessed should email the [Admissions Compliance Team](#) with their completed Fee Assessment Questionnaire and supporting documentation. They should **also** outline the reasons why they believe they meet the necessary criteria using the [UKCISA guidance for HE Providers in Wales](#).
- 5.2 Any prospective Student who wishes for to have their Fee Status decision reassessed due to changes in their circumstances, should email the [Admissions Compliance Team](#) with an updated Fee Assessment Questionnaire and copies of their new supporting documentation.

- 5.3 The Admissions Compliance Team will try to resolve all re-assessments within the team using resources available to them, such as the UKCISA helpline, and a Panel decision. However, if an applicant is not happy with their fee re-assessment decision then an appeal can be made.
- 5.4 For current students whose circumstances or residency status change post admission should complete a new Fee Assessment questionnaire and provide the relevant documentation that supports the change in circumstance/status to [Student Finance, Academic Services](#).
- 5.5 The Student Finance Team will try to resolve all re-assessments within the team using resources available to them (same as 5.3). Once reassessed the student will be informed of the outcome by email and any changes to their Fees Status will be effective from the next Academic Session. If a Student is not happy with their fee re-assessment decision an appeal can be made.
- 5.6 The Student Finance Team will also correlate all current students' fee statuses, nationality and country of domicile data post admission/enrolment with 'Right to Study' and personal data collated during application and online enrolment.
- 5.7 Re-assessment decisions will be communicated to Applicants and current Students in writing by email.

## 6 Appeals

- 6.1 Any appeal against a decision on fee status will be considered by the Director of Finance or nominee.
- 6.2 Where an Applicant would like to submit an appeal, the Applicant will need to request this in writing by emailing the [Admissions Compliance Team](#). The applicant will once again need to provide their completed Fee Assessment Questionnaire and relevant supporting documentation so that the case can be reviewed. Alternatively, the Applicant can give the Admissions Compliance Office consent to use the documentation already submitted.
- 6.3 Where a Student would like to submit an appeal, the Student will need to request this in writing by emailing the [Student Finance Team](#). The Student will once again need to provide their Fee Assessment Questionnaire and relevant supporting documentation so that the case can be reviewed. Alternatively, the Student can give the Student Finance Team their consent to use the documentation already submitted.

6.4 Any appeal against a decision must be timely and ideally made within 10 working days of the Fee Assessment Re-assessment decision or before the first day of an academic year, whichever is later.

6.5 Once an appeal is submitted, the documentation will be sent to the Director of Finance (or nominee) for review. They will assess the case and may uphold the appeal and amend the fee status of the applicant; or request further information be provided within a given timescale; or they may reject the appeal.

6.6 The decision of the Director of Finance will be final.

## 7 Complaints

7.1 At Swansea University we are committed to the provision of high quality, fair and transparent admissions procedures for all our applicants according to the principles and procedures set out in the [University's Admissions Policy](#)

7.2 The University ensures that all staff involved with fee assessments receive appropriate training. Ongoing staff development is offered to staff involved in Admissions and Student Finance in order to ensure compliance with regulations and consistency of procedures.

7.3 We recognise however, that there may be occasions when an applicant will feel dissatisfied with the service that they have received or the way that their Fee Assessment was handled.

7.4 We encourage applicants who experience a problem with the service that they received to initially raise the matter informally with staff in the Admissions Office. Should they then wish to formally complain, the Applicant is welcome to follow the [Complaints and Appeal Policy for Applicants](#)

7.5 Complaints regarding Fee Assessments for Current Students completed by Academic Services can be submitted by emailing the [Student Finance team](#). Complaints will then be forwarded to the Director of Finance.

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