Appeal against fee classification

Before completing this form, you must look carefully at the guidelines overleaf and at the Guidance on Fee Assessment Regulations published by the College.

Name……………………………………………………………………………………………………………………………

College Identifier Number (or UCAS person number)……………………………………………………………………

Course applied /registered for……………………………………………………………………………………………………

The section on Fee Assessment Regulations under which you are appealing:

........................................................................................................................................................................

Grounds of your appeal (continue on a separate sheet if necessary):

........................................................................................................................................................................

Details of enclosed documentation:

Declaration: I confirm that all of the information I have supplied is correct and that all documentation is genuine. I also confirm that I have disclosed all of the information which is relevant for my fee status.

Signature……………………………………………………………………………………………………

Date…………………………………………

December 2008
The provision of false or misleading information or documentation may result in any offer of admission being withdrawn. In the case of registered students, please refer to Academic Regulation 5.2: Any student who does not produce the necessary evidence to verify that all admission requirements of the College have been met, or who secures admission to the College on the basis of qualifications, documents or statements which are subsequently found to be false, will be required to withdraw from the College.

Appeal against fee classification – guidelines

A. Procedure for the classification of applicants/students for fee-paying purposes:

1. Fee status is assessed in accordance with the Education (Fees and Awards) regulations 2007, and subsequent amendments.
2. Initial classifications are made on the basis of the information supplied on the application form.
3. Where this information is insufficient, applicants/students are requested to complete a Fee Status Questionnaire and a decision is made on the basis of all of the information and documentation supplied.
4. All applicants/students have a right of appeal against this decision providing they are able to provide material evidence to demonstrate why the decision is incorrect.
5. Applicants/students should be aware that staff in Registry are permitted to give them general guidance on the Regulations but cannot discuss the particular circumstances of their appeal.
6. Applicants/students wishing to appeal must do so by completing the form overleaf, normally within 1 calendar month of receipt of the decision regarding their fee status.
7. If there are sufficient grounds for an appeal, this will be considered by a panel of senior staff appointed by the Academic Registrar.
8. Where the appeal is made within the specified timeframe (see point 6 above), the panel will normally consider an appeal within 10 working days of the receipt of the completed appeal form.
9. The decision of this panel will be final.

B. Changes in fee status during a course of study:

Fee status is determined on ‘the first day of the first academic year of the course’ which is calculated as follows:

1. September - if the academic year begins between 1 August – 31 December
2. January - if the academic year begins between 1 January – 31 March
3. April - if the academic year begins between 1 April – 30 June
4. July - if the academic year begins between 1 July – 31 July

A student's classification will normally remain the same throughout their course of study and may change ONLY in a very limited range of circumstances, which include:

1. the student (or a relevant family member) becomes an EU National;
2. the student (or a relevant family member) becomes an EEA/Swiss migrant worker in the UK;
3. the student (or their parent or their spouse/civil partner) is granted refugee status in the UK;
4. the student (or their parent or their spouse/civil partner) is granted Exceptional leave to Enter/Remain (ELE/ELR) or Humanitarian Protection/Discretionary leave (HP/DL) to remain in the United Kingdom following the refusal of refugee status.

Fee status will only then change if the student also meets any other conditions attached to the category (see Guidance on Fee Assessment Regulations)

C. Provision of false or misleading information

The provision of false or misleading information or documentation may result in any offer of admission being withdrawn. In the case of registered students, please refer to Academic regulation 5.2: Any student who does not produce the necessary evidence to verify that all admission requirements of the College have been met, or who secures admission to the College on the basis of qualifications, documents or statements which are subsequently found to be false, will be required to withdraw from the College.

The College 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 College or at the time of appeal.

D. Further Information

This can be found on the websites of UKCISA [www.ukcisa.org.uk] and the Department for Education & Skills [www.dfes.gov.uk]

You should return this form and additional documentation to Imperial College London, Registry, Suite 3 Sherfield Building, London SW7 2AZ. As we require your signature on this form we do not accept faxed or electronic submissions.