**Information on Fee Appeals**

This fee appeal form should only be completed and submitted by applicants or students appealing the decision of a formal fee assessment. If you do not agree with your current fee status classification, but have not yet submitted a fee status questionnaire for a full assessment, this should be completed and submitted in the first instance. If you are an applicant you should refer to the guidance [here](http://www.imperial.ac.uk/study/ug/apply/fees/fee-status/). If you are a student you should refer to the guidance [here](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/changes-to-fee-status/).

Fee appeals should be submitted within one calendar month of the outcome of your initial fee assessment.

Fee appeals will be considered by a panel of senior staff appointed by the Academic Registrar. The decision of this panel will be confirmed in writing, usually within 4 weeks and this decision will be final.

The provision of false or misleading information or documentation may result in any offer of admission being withdrawn, or require a registered student to withdraw (see regulation 5.2 of the College’s General Regulations (Academic).

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 to the College at the time of their application or at the time of appeal.

Before completing this form, please review the [Higher Education fees regulations for England](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6082)

**Section 1**

College ID Number: ***Click here to enter text.*** **OR** UCAS ID Number: ***Click here to enter text.***

First Name: ***Click here to enter text.*** | Family/Surname: ***Click here to enter text.***

Date of Birth: ***Click here to enter text.***

Programme of Study / Programme Applied For: ***Click here to enter text.***

What framework of the [Higher Education fees regulations for England](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6082) do you believe that you fulfil in order to qualify for a ‘home’ fee liability? ***Choose an item.***

**Section 2 – Grounds of your appeal**

It is recommended that you use this section to detail any information about you, relevant family members or your circumstances that you believe to be relevant to your fee status. This should be supported by appropriate documentation to evidence your circumstances and declarations. You should make every effort to include the additional information and documentation not covered by your previous fee status questionnaire submission(s). You may submit additional sheets where necessary.

***Click here to enter text.***

**Section 3 – Declaration**

The information I have supplied in completing this form is to the best of my knowledge, accurate and complete. I agree to inform you immediately if there is any material change to my circumstances that I believe may affect my fee status classification.

Confirm your declaration by selecting ‘Yes’: ***Choose an item.***

Date: ***Click here to enter text.***

**Submission Information**

This form and any supporting documentation should be submitted as follows:

Applicant submissions should be sent to the appropriate [admissions team.](http://www.imperial.ac.uk/study/ug/apply/contact/)

Student submissions should be sent to [student.records@imperial.ac.uk](mailto:student.records@imperial.ac.uk)

**Section 4 – For Official Use Only [To be completed by Imperial Fee Status Assessor]**

Assessor’s Name: ***Click here to enter text.***

Date of Assessment: ***Click here to enter text.***

Outcome: ***Choose an item.***

Outcome Feedback: ***Click here to enter text.***