

## Application Fee Waivers Guidance

Imperial charges an application fee for all Master's applications (excluding PGCert/Dip). This covers some of the administrative and staffing costs associated with processing the large volume of applications that the College receives.

However, we do not want the application fee to be a barrier to qualified students who may not be able to afford it. We are committed to widening access to all and are mindful that some of our applicants will be facing financial hardship and that individual circumstances may vary.

If you are applying for a Master's course and can show you are facing financial hardship, we encourage you to apply for an application fee waiver. We aim to make the process as simple and as rapid as possible so that there are no delays to your application. We would like to assure you that all information will be handled in the strictest confidence.

The list below outlines items that may be considered in the processing of an application fee waiver. The list is intended to provide examples of the type of information that are likely to lead to an exemption being granted, rather than providing a framework of eligibility, and is not exhaustive.

### Financial hardship considerations

- a. Individuals who were receiving full state support for maintenance (living expenses) or financial support for reasons of hardship as an undergraduate at university within the last four years;
- b. Individuals currently in receipt of state benefits for reasons of financial hardship;
- c. Evidence that you have had other scholarship or bursary support for the reason of financial hardship within the last four years;
- d. Individuals aged 21–25 who have recently completed undergraduate study and who are estranged from or have no living parents or legal guardians;
- e. Individuals with particular UK immigration status such as: humanitarian protection, asylum seeker or refugee status, or those granted Indefinite Leave to Remain as a victim of domestic violence or abuse;
- f. Individuals facing temporary financial hardship due to the recent loss of employment – this will be considered in the context of the previous duration of that employment, prior salary and the individual's habitation circumstances (single, married, dependents etc.);
- g. Individuals residing in areas of social deprivation with low family income. This will be determined as quintile 1 on the index of multiple deprivation for the relevant UK region.

[English IMD Check](#)

[Scotland IDM Check](#)

[Welsh IMD Check](#)

[Northern Ireland IMD Check](#)

- h. Individuals facing temporary financial hardship due to other personal circumstances that have caused significant disruption to their current circumstances, e.g. divorce, home repossession;
- i. Individuals who are nationals of countries on the [DAC List of Official Development Assistance \(ODA\) Recipients](#) and categorised as low income countries or least developed countries (as defined by the United Nations). These individuals must also have resided in that country since birth and are expected to be reliant on established scholarship schemes to fund their UK study.

You will only need to demonstrate financial hardship against one of these criteria, or, if you are in hardship, but the reason is not listed here, please outline your circumstances on the waiver request form (see below) and submit evidence to support your case.

### **How to apply for an application fee waiver**

To apply for an application fee waiver, please return the completed Application Fee Waiver Request form, along with your supporting documents, to [appfees@imperial.ac.uk](mailto:appfees@imperial.ac.uk), using 'Application Fee Waiver Request' in the subject line. Please also feel free to contact us at [appfees@imperial.ac.uk](mailto:appfees@imperial.ac.uk) in advance, if you have any questions or concerns regarding the application process or what is required. We're here to help.

We will email you directly to let you know the decision on your fee waiver application.