Appeal against fee classification

Before completing this form, you must look carefully at the guidelines overleaf and at the enclosed Guidance on Overseas Fee Liability sheet.

Name:__________________________________________________________________________________

If you are an applicant: UCAS/Postgraduate Application number_________________________________

If you are a registered student: CID number__________________________________________________

Course applied/registered for________________________________________________________________

The section of the Guidance on Overseas Fee Liability sheet (enclosed) 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 to my fee status.

Signature: __________________________________________ Date: _____/_____/_____

The provision of false or misleading information or documentation may result in any offer of admission being withdrawn.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. 
2. Initial classifications are made on the basis of the information supplied on the application form.
3. Where this information is insufficient, a Supplementary Questionnaire is sent to the applicant for completion 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 the Admissions section 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:

PLEASE NOTE: IN LIGHT OF RECENT CHANGES TO THE REGULATIONS RELATING TO EU, EEA AND SWISS NATIONALS AND THEIR FAMILY MEMBERS, THE FOLLOWING INFORMATION IS IN THE PROCESS OF BEING UPDATED.

Fee status is determined on the ‘relevant date’ which is the 1 September, 1 January or 1 April closest to the beginning of the first term of a student’s course and a student’s classification will remain the same throughout their course of study. Fee status may change during a student’s course of study ONLY in one of the following circumstances:

1. the student becomes an EU National; or the relevant family member of an EU national.
2. the student (or their parent or their spouse) becomes an EEA or Swiss Migrant Worker in the UK; or the relevant family member of such a person.
3. the student (or their parent or their spouse) is granted refugee status in the UK;
4. the student (or their parent or their spouse) is granted exceptional leave to remain in the United Kingdom following the refusal of refugee status.
5. the student becomes the child of a Swiss national
6. the student becomes the child of a Turkish worker
7. where you are studying in England in any academic year from August 2016/17 onwards (regardless of when you started the course), you meet the requirements of the new ‘Long residence’ category

Fee status will only then change if the student also meets any other conditions attached to the category (see Guidance on Overseas Fee Liability sheet, sections 3-6)

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 [http://www.ukcisa.org.uk] and the Department for Education & Skills [http://www.dfes.gov.uk]

You should return this form, and additional documentation, to Registry: Admissions, Imperial College London, Level 3, Sherfield Building, South Kensington campus, London SW7 2AZ. As we require your signature on the form, we will not accept faxed or electronic submissions.