

## Fee Assessment Policy and Procedure

### Introduction

1. The [Education \(Student Fees, Awards and Support\) Regulations 2021](#) govern the definition of 'home' students for the purpose of fees.
2. Birkbeck, University of London's ('the College') definition, for fees purposes, of a 'home' or 'overseas' student is therefore dependent on the above regulations and subsequent amendments.
3. Each applicant will be assessed for the correct fee status prior to enrolment. This policy outlines how that assessment will take place, as well as outlining the provision for any appeal against a decision on fee status.
4. All relevant documentation related to a fee assessment must be submitted via the Birkbeck Applicant Portal before enrolment. After enrolment it is not possible to change the decision of a fee assessment, except in specific circumstances (see paragraph 12).

### Criteria

5. The College uses guidance provided by the UK Council for International Student Affairs when making an assessment. This guidance can change frequently, with the most up-to-date information found in the [Higher Education section of the UKCISA website](#).
6. It should be noted that fee status relates to both nationality and residence. In particular, 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 fee purposes.
7. The first day of the first academic year of the course is calculated as follows:

<b>For courses starting:</b>	<b>First day of academic year</b>
On or after 1 August and on or before 31 December	1 September
On or after 1 January and on or before 1 April	1 January
On or after 1 April and on or before 1 July	1 April
On or after 1 July and on or before 1 August	1 July

### **Fee assessment procedure**

8. Each applicant's fee status will be assessed using the information supplied on their application form.
9. If the information provided in the application form is not sufficient to make a full assessment, the applicant will be asked to complete an online Fee Assessment Questionnaire (FAQ) and may be required to provide relevant documentary evidence. Failure to provide satisfactory supporting documentation within the requested time will result in the applicant being classified as 'overseas' for fees purposes.
10. Producing relevant documentary evidence is the responsibility of the applicant and may constitute one or more of the following:
  - 10.1 Proof of current and previous UK immigration status
  - 10.2 Proof of citizenship
  - 10.3 Proof of current and previous residency in the relevant area
  - 10.4 Proof of relationship to any UK or other relevant family member(s) and their nationality and residency.
11. Where an applicant wishes to dispute the outcome of a FAQ and request a reassessment, they will need to request this by [emailing the admissions team](#). Applicants will be required to confirm which category on the UKCISA website applies to them (paragraph 5) and provide relevant documentary evidence to support their claim.
12. Fee status is set for the duration of the applicant's programme of study. However, in certain circumstances, it may be possible to reassess fee status for a continuing student. A student may be re-classified as 'home' for fee purposes where their circumstances have changed partway through their programme. Full details of which categories permit change can be found on the UKCISA website (paragraph 5).

### **Appeals**

13. Any appeal against a decision on fee status will be considered by the Academic Registrar or nominee. Appeals will only be considered following an FAQ Reassessment (paragraph 11). Appeals may be made because the original assessment does not conform to the relevant UK regulations, or due to changes in circumstance of the applicant or student.
14. Any appeal against a decision must be made within 10 working days of receiving the

outcome of the College's reassessment, or before the first day of the academic year, whichever is later.

15. Successful appeals will not be applied retrospectively and there will be no adjustment or refund on fees paid in previous years.

Appeals should be submitted to the relevant team together with documentation as appropriate. The Academic Registrar, or their nominee, will assess the case and may uphold the appeal, request further information be provided by the applicant within a given timescale, or reject the appeal.

The decision of the Academic Registrar will be final.

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