



University of
St Andrews

Fee status policy

Document type	Policy
Scope (applies to)	All students
Applicability date	31/07/2023
Review / Expiry date	30/07/2024
Approved date	07/08/2023
Approver	Academic Registrar
Document owner	Registry Manager (Student Journey)
School / unit	Academic Registry
Document status	Published
Information classification	Public
EDI review/Equality impact assessment	None
Key terms	Student administration/Tuition fees
Purpose	To define University policy on fee status assessment

Tuition fee status

1. At undergraduate level there are three different levels of fees for students whose status is 'Home (Scotland)', those whose status is 'RUK' (England, Wales, Northern Ireland, and Republic of Ireland) or 'Islands' (Channel Islands and Isle of Man) and those whose status is 'Overseas' (the rest of the world). At postgraduate level there are different fees for students whose status is 'Home' - includes the whole of the UK and Channel Islands and Isle of Man - or 'Overseas'. This is referred to as your 'tuition fee status'.
2. Your tuition fee status and the level of tuition fee that you will pay are determined by your nationality or visa status, the country where you are ordinarily resident at the time of your application to a specific programme, and the length of time you have lived in that country. Assessments are made in accordance with [The Education \(Fees\) \(Scotland\) Regulations 2022](#).
3. Applicants cannot choose which fee status they would prefer to have. There is Government legislation which is the basis of its determination. Your tuition fee status will be assessed by the University as part of your application process.
4. All applicants will be notified of their fee status **before** an offer of admission is made. As any offer of admission is made based on your tuition fee status, you must ensure that you agree with your tuition fee status before accepting an offer from the University.
5. Your fee status will be assessed every time you apply to attend a programme of study and once accepted will remain unchanged for the duration of that programme.

Assessment of fee status

6. The assessment process is carried out by the Fees Team. When you apply to the University, we assess your fee status from the information you have provided as part of your application about your nationality and country of domicile. In undertaking this assessment, the Fees team will consider several factors including nationality and right of residence, length of time resident in the UK and overseas and where relevant, information such as the employment history of a family member. You will have to meet certain residence conditions to be entitled to pay tuition fees at the Home or RUK rate for study in Scotland. Further information on residence can be found in the General Residence Conditions section. There may also be exceptions to the normal residence conditions for HM Forces personnel, Diplomats, VSO workers and missionaries.
7. Where it is not possible to allocate a fee status based on the information provided in the application, the Fees Team will request additional information to complete the assessment. We will send you a link to complete our online fee status questionnaire which you will be able to access through the

Applicant Portal.

8. In the fee status questionnaire, you will be asked to provide a full residence and education history and any supporting documentation that may be relevant to your fee status assessment. It is your responsibility to provide this information in a timely and accurate manner.
9. According to the current fee status Regulations, only some specific categories of asylum seeking applicants can be assessed as Home for tuition fees purposes. However, guidance provided by Universities Scotland and the Scottish Refugee Council states that universities may choose to assess all asylum seekers as Home funded for tuition fee purposes, and the University of St Andrews has chosen to follow this guidance.
10. Please note that asylum seekers are not eligible to enter specific degree programmes which include integrated paid work placements.
11. Final decisions on admission applications cannot be made until fee status is assessed and allocated. If you do not respond to the request from the Fees Team for additional information after four weeks, a reminder message will be sent to the email address listed on your application specifying a deadline for response. Failure to respond by the deadline stipulated will result in the rejection of your application for admission.

Fee status criteria

12. The Regulations¹ require that to demonstrate a relevant connection with Scotland, and therefore be entitled to pay tuition fees at the Home rate, the applicant must be ordinarily resident in the UK for three years immediately before the relevant date; and be ordinarily resident in Scotland on the relevant date (the relevant date being 1 August for programmes starting between 1 August and 31 December in each year).
13. There are other categories of student who may be eligible to pay fees at the Home rate in Scotland. UKCISA (UK Council for International Student Affairs) interprets the legislation for students on their website which explains the conditions you need to meet to be entitled to pay tuition fees at the Home or RUK rate for study in Scotland.

¹ <https://www.legislation.gov.uk/ssi/2022/156/schedule/1/made>

General residence conditions

Ordinarily Resident

14. The Regulations do not provide a definition of what constitutes ordinary residence. It falls to individual institutions to decide on the facts of each case whether this criterion has been met. The university uses guidance from SAAS, the Scottish Government and the UK Council for International Student Affairs (UKCISA) in interpreting the regulations ².
15. The University of St Andrews defines ordinary residence for fee status assessment purposes as where you live as a family for work, education, and general family life. It is not where you or your family own property with an intention to return at some future date, or where you can live legally with no restrictions.
16. The decision as to where a student is ordinarily resident or is to be considered to be ordinarily resident for fee status assessment purposes rests with the University.

Temporary absence provision

17. If ordinary residence is not established, then a saving provision in the Regulations provides that you are to be treated as ordinarily resident in the relevant residence area if you would have been ordinarily resident there but for the fact that you or your parent is or was temporarily employed outside the area.³
18. There is no definition of temporary absence in the legislation, and it falls to the University to assess if the temporary absence provision is applicable. We will ask you for more information and supporting documentation within the fee status questionnaire to establish whether your absence can be considered as temporary.

The kind of information we need may include:

- How long you have been absent from the UK?
- What type of employment contract do you or your parents, husband, wife, or civil partner have outside the UK?
- Were you or your parents, husband, wife, or civil partner posted outside the UK by a company based in the UK?
- If you or your parents, husband, wife, or civil partner maintains a home in the UK, when did you, or they buy this, do you, or they rent it out when you are not living in it?
- How often do you return to the UK?

² <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Ordinary-residence-case-law>

³ <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Ordinary-residence-case-law#layer-5360>

For example, the temporary absence criteria can be met where an employee is on secondment from their UK-based employer on a time limited contract overseas and will return to their original employment at the end of the fixed term.

Continuous absence of more than five years

19. **It is important to note** that it is University of St Andrews policy that continuous absence from the UK (not including holidays) for more than 5 years will not be considered temporary for the purposes of fee status assessment. The temporary absence provision will not be applicable in such cases.

Resident outside the UK for the purposes of education

20. If you normally live in the UK but you are currently resident outside the UK for the purpose of education, this can be considered as temporary absence if your parent(s) remain living in the UK. If you are living with one or both parents in the country you are attending school, this will be considered as your place of ordinary residence.

Request for reassessment of fee status

21. If you think that your fee status assessment is incorrect either because you need to provide us with further information that may not have been considered in the initial assessment or because your circumstances change in a way that affects your fee status, you can request a reassessment of your fee status in writing by emailing the Fees officer at fees@st-andrews.ac.uk.
22. You must make a request for reassessment **before** an offer of admission has been made.
23. Any offer of admission is made based on your tuition fee status. By accepting an offer, you are agreeing to the terms and conditions held within that offer, including the fee status assessment. We do not reassess fee status once an offer of admission has been accepted.
24. A request to reassess your fee status **after** an offer has been made will result in your application being held, pending completion of the fee status reassessment. If your fee status is subsequently amended, your offer of admission will be rescinded.
25. Your application will be reconsidered with the new fee status allocated and any fresh offer made will be based on that reassessed fee status. A fresh offer with the new fee status is not guaranteed as places are capped and competition for places may differ in different fee status categories.
26. Once you indicate to us that you wish us to re-assess your fee status and provide the supporting documentation, you cannot then decide to revert to a

previous fee status if you do not receive a new offer.

27. We do not reassess fee status once students have started their course of study.

Fee status appeals procedure

28. If you disagree with the finally allocated fee status you may appeal the decision by emailing the Academic Registrar at fees@st-andrews.ac.uk.
29. Any appeal must be made within 10 working days of receiving your final fee status assessment.
30. The email should be headed Appeal against Fee Status Assessment and marked for the attention of the Academic Registrar.
31. You should explain why you consider the fee status allocated to be incorrect and provide any supporting evidence or information in support. The Academic Registrar will review the case and inform you of the decision by email, usually within seven working days. The decision of the Academic Registrar will be final.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
0.1	Inclusion of additions to the general residence conditions	Approved	Michele Goodwin Fees Officer, Registry	30/05/2019
0.2	Inclusion of Sanctuary conditions	Approved	Michele Goodwin Fees Officer, Registry	27/08/2019
0.3	Update re. EU entrants	Approved	Michele Goodwin, Fees Officer, Registry	07/04/2020
0.4	Annual review	Approved	Michele Goodwin, Fees Officer, Registry	30/07/2021
0.5	Annual review, update regarding residence conditions and temporary absence	Approved	Michele Goodwin, Fees Officer, Registry	24/05/2022
0.6	Update to title/link for fee status legislation	Approved	Michele Goodwin, Fees Officer, Registry	17/08/2022
0.7	Annual review, updated to include reference to new regulations	Approved	Michele Goodwin, Registry Manager (Undergraduate and Fees), Registry	13/06/2023