

Fee Assessment Policy

1. Introduction

- 1.1 The Education (Fees and Awards) (England) Regulations 2007, and subsequent amendments, govern the definition of 'home' students for the purpose of tuition fees. The Higher Education Funding Council for England (HEFCE) applies the same regulations for funding purposes.
- 1.2 The School definition, for fees purposes, of a "home" or "overseas" student is therefore dependent on The Education (Fees and Awards) (England) Regulations 2007 definition, and subsequent amendments.
- 1.3 Each student will be assessed, prior to registration, as to the appropriate fee status classification.
- 1.4 This policy outlines how an applicant's fee assessment will be conducted, as well as outlining how to submit an appeal against a decision on fee status.
- 1.5 All relevant documentation related to a fee assessment must be submitted to the Admissions team at admissions@lshtm.ac.uk prior to registration. After completing registration, it is not possible to change the decision of a fee assessment.

2. Criteria

- 2.1 The School is guided by the supplementary information and training provided by the UK Council for International Student Affairs (UKCISA) on fee assessment. Full details are available on [their website](#). All School staff undertaking fee assessments are required to complete training with UKCISA.
- 2.2 Students within a number of categories are classified as 'home' for tuition fees purposes. The main categories are outlined at <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status>.
- 2.3 Fee status relates to residency and not nationality. 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 may be classified as 'overseas' for fee purposes.
- 2.4 The first day of the first academic year of the course is calculated as follows:

For programmes starting	First day of academic year
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

3. Fee Assessment Procedure

- 3.1 An applicant's fee status will be assessed using the information supplied within their online application to the School.
- 3.2 Applicants are asked to provide a copy of their passport and any other relevant supporting documentation at the point of application.

- 3.3 If the information provided with an application is deemed insufficient for fee assessment purposes, the applicant will be asked to complete a [Fee Assessment Check \(FAC\)](#) and to provide relevant supporting documentary evidence.
- 3.4 Supporting documentary evidence may include one or more of the following documents¹:
- proof of current and previous UK immigration status;
 - proof of citizenship;
 - proof of current and previous residency in the relevant area.
- 3.5 It is the applicant's responsibility to ensure that FACs are submitted with satisfactory documentary evidence. Failure to provide satisfactory supporting documentation will result in the applicant being classified as 'overseas' for tuition fees purposes.
- 3.6 Once assessed, an applicant's fee status classification is fixed for the duration of the student's programme of study, unless an appeal is submitted and upheld.

4. Fee Assessment Review

- 4.1 Applicants who wish to have a review of the outcome of their initial fee assessment, will need to request this in writing. Requests should be emailed to the Admissions team (admissions@lshtm.ac.uk). The applicant may also be required to submit an FAC and appropriate supporting documentation.

5. Fee Assessment Classification Appeals

- 5.1 Appeals against a decision on fee assessment classification will be considered by the Head of Admissions or their nominee. Applicants who wish to appeal the outcome of their initial fee assessment will need to request this in writing. Requests should be emailed to the Admissions team (admissions@lshtm.ac.uk). The applicant will be required to submit an FAC and appropriate supporting documentation. Applicants are also required to outline the reasons that they meet the necessary criteria for a change of fee assessment classification.
- 5.2 Appeals against a fee assessment decision must be submitted within 10 working days of receiving the outcome of the School's fee assessment, or before the first day of the academic year, whichever is later.
- 5.3 Successful appeals will not be applied retrospectively and there will be no adjustment or refund on fees paid in previous years.
- 5.4 The decision of the Head of Admissions or their nominee will be final.

¹ This is not an exhaustive list; other documents may be requested/submitted