Pembroke College Guide to completing the Fee Status Form

All students

Please submit a copy of the photo page of your passport. If you have dual nationality, send a copy of the photo pages from both passports. If you do not have a passport, you can submit a copy of your birth certificate or your national identity card instead.

Home students

If you believe your fee status to be ‘Home’, you will need to prove this. There are various categories of Home student that you could be, and you can find those categories here: [http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6082](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6082)

Most UK Home students will fit into Category 1, which means that (in addition to completing the form and providing a copy of the photo page of your passport) you need to provide evidence that you have been ‘ordinarily resident’ (i.e. living here for reasons other than just studying) in the UK for the last three years. The easiest way to do this is to provide two household bills:

One recent bill, e.g. council tax/electricity/gas, and one from 3 or more years ago

OR

A copy of your tenancy agreement(s) covering the last three years.

If neither of these is possible, you need to provide some other form of evidence that you have been resident in the UK for the last three years for purposes other than just education (e.g. living with family).

Most EU Home students will fit into Category 3, which means (in addition to completing the form and providing a copy of the photo page of your passport) you need to provide evidence that you have been ‘ordinarily resident’ in the EEA/Switzerland for the last three years. The easiest way to do this is to provide two household bills:

One recent bill, e.g. council tax/electricity/gas, and one from 3 or more years ago

OR

A copy of your tenancy agreement(s) covering the last three years.

If neither of these is possible, you need to provide some other form of evidence that you have been resident in the EEA/Switzerland for the last three years.

If you don’t fit into category 1 or category 3, but you still believe you are a ‘Home student’, you need to identify which category you do fall into, and submit appropriate evidence to support this.

Overseas students

If you believe your fee status to be ‘Overseas’, you simply need to fill in the form and return it with a copy of the photo page your passport, remembering to tick the box on the Fee Status Form that confirms that you accept that you will pay overseas fees.
FAQs

I live with my parent/guardian(s) and all our household bills are in their name – how do I prove my residence?

We can accept bills in the name of your parent/guardian. If you don’t share a surname, please provide evidence of your relationship (e.g. birth certificate).

I have lived at my current address since I was born – do I have to submit a household bill from the year I was born?

No – we need evidence of your residency for the last three years only.

I have moved house twice in the last three years – do I have to send a bill from the beginning and end of each period of time spent in each property?

No, one bill from each property will suffice, but make sure one is recent (from the last three months) and one is from three years ago or more.

I am asked if I have indefinite leave to remain in the UK – what does this mean?

If you don’t know, then that probably means you don’t have it! A very small number of non-UK/EU nationals have indefinite leave to remain in the UK/EU, and these people might qualify as a Home student. If you’re not sure, you probably aren’t one of these people!

If you do not currently, at this moment, hold indefinite leave to remain you must tick no. This is not related to applying for a visa to study in the future, it is asking about what visas or permission you hold today.

I’m collecting my supporting evidence, but it’s taking a while – can I submit my form late?

No - please submit the form by 19th November, including whatever supporting evidence you have available at that time. Please list the documents that you intend to submit in the future in the box on page 4, and (if possible) give an idea of when you will have access to them.