

## Guiding principles of fee assessment

### 1. Fee status assessment

- 1.1. The final decision as to an applicant's status for fees will be determined by Cardiff University based on individual information in accordance with The Education (Fees and Awards) (Wales) Regulations 2007, the Higher Education (Qualifying Courses, Qualifying Persons and Supplementary Provision) (Wales) Regulations 2015, and any subsequent amendments.
- 1.2. [UKCISA](#) (The UK Council for International Student Affairs) guidelines are used by the University to determine fee status.
- 1.3. Fee status is confirmed following receipt of a formal application for admission to the university which is successful (i.e., where an offer of a place to study is made) by the University's Admissions Team. Each applicant's fee status is considered on an individual basis by a member of the Admissions team with relevant expertise.
- 1.4. The University deems the first day of the programme to be the "relevant date" in the determination of ordinary residence, if an applicant achieves settled status after the relevant date (as outlined in the Education (Fees and Awards) (Wales) Regulations 2007) but before the start of the programme.
- 1.5. Fee status is normally determined from information supplied in the application for admission. However, the University reserves the right to request the provision of additional information and original documentation where necessary.
- 1.6. Failure to submit supporting documentation or information, when requested, will result in the allocation of the higher rate of fee classification. A minimum of 14 days will be allowed for documentation/information to be submitted.
- 1.7. All relevant information/documentation known/available at the time of application must be disclosed. Confirmation of fee status is detailed in the formal offer of admission. Decisions regarding fee status are made as quickly as possible. Final assessment is normally made prior to enrolment, subject to the submission of appropriate documentation.

### 2. Fee status classification

- 2.1. Cardiff University uses the [UKCISA](#) (UK Council for International Student Affairs) guidelines to determine fee status. For details of categories and classification please see [Wales: fee status \(Higher Education\)](#).
- 2.2. Fee status classifications may be contingent on an interpretation of the UKCISA guidelines. For example, when determining [ordinary residence](#) it may be necessary to consider whether an absence from the UK can be considered a "temporary absence." As 'temporary' is not

specifically defined in the UKCISA guidelines or Welsh Government legislation, the University reserves the right to use its judgement. In these circumstances, the University will consider [ordinary residence case law](#) and ensure that all applicants are treated in a fair and consistent manner.

### 3. Fee status reassessment

3.1. All applicants have the right to request a reassessment of their fee status if they disagree with their fee status classification and have reasonable grounds for doing so. Reasonable grounds are:

- Additional information or evidence demonstrating the fee classification is incorrect is available; or
- The applicant feels their assessment has not been treated in a fair or consistent manner, or in line with official regulations.

3.2. All requests for reassessment should be made in writing to the Head of Admissions within 28 days of receipt of a formal offer by emailing [admissions-advice@cardiff.ac.uk](mailto:admissions-advice@cardiff.ac.uk). Your full name and Cardiff University application number or UCAS Personal ID must be provided along with any documentation or evidence relevant to the appeal.

3.3. There is no time limit for a fee status reassessment if an applicant's relevant circumstances have changed.

3.4. The University will provide an initial response within 28 days of a fee status reassessment request being received.

### 4. Appeal panel

4.1. All applicants have the right to request an appeal panel review the case if they disagree with their fee status classification following a reassessment and have reasonable grounds for doing so. Reasonable grounds are:

- The applicant feels their assessment has not been treated in a fair or consistent manner, or in line with official regulations.

4.2. New documentation or evidence to support your fee status should not be submitted at this stage. If new documentation or evidence is submitted, then the case will continue to be managed through the reassessment process detailed in point 3. above.

4.3. Requests for an appeal panel review must be made in writing to the Head of Admissions within seven days of receipt of your reassessment decision by emailing [admissions-advice@cardiff.ac.uk](mailto:admissions-advice@cardiff.ac.uk). Your full name and Cardiff University application number or UCAS Personal ID must be provided along with any documentation or evidence relevant to the appeal. You must also state which [UKCISA category](#) you believe you fit into and evidence how you meet all criteria in that category.

- 4.4. The appeal panel will consist of a minimum of three members of Cardiff University staff, including at least one representative not in the Admissions team. A minimum of two members of the panel will not have been involved in the original fee assessment or reassessment.
- 4.5. Panel members will assess the fee status independently and then discuss their findings. All appeals will be held in a timely manner and a timeline for a decision will be communicated to the applicant or authorised party acting on the applicant's behalf when full evidence/information has been received from the applicant.
- 4.6. All decisions by the panel are final and there is no further right to appeal. The final decision will be communicated to the applicant in writing by the Head of Admissions (or member of staff acting on their behalf).