

Fee Status Assessment

The final decision as to a student'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 and any subsequent amendment.

[UKCISA](#) (The UK Council for International Student Affairs) guidelines are used by the University to determine fee status.

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.

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.

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

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 working days will be allowed for documentation/information to be submitted.

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.

Fee Status Classification

Cardiff University uses the [UKCISA](#) (The UK Council for International Student Affairs) guidelines to determine fee status.

For details of categories and classification please see the [UKCISA website](#).

Fee Status Appeals

All applicants have the right to appeal a 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.

All appeals should be made in writing to the Head of Admissions within 28 days of receipt of a formal offer at admissions-advice@cardiff.ac.uk. Your full name and University Application number or UCAS Personal ID. must be provided along with any documentation or evidence relevant to the appeal.

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

Appeal Panel

When a decision cannot be reached by Admissions or where a second appeal is submitted with reasonable grounds (as outlined above) a panel will review the case.

The appeal panel will consist of a minimum of three members of Cardiff University staff including a representative from Admissions, Finance and the Academic School or College. A minimum of two members of the panel will not have been involved in the original fee assessment.

Panel members will assess the fee status independently and will then meet to 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.

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).