

## Postgraduate Admissions Office

### Application Fee Waiver Request Form

Please complete all fields in order to request a waiver of the £50 application fee for admission in the academic year 2024/25. Completed forms should be submitted via our [Contact Form](#) choosing 'Application Fee waiver' as the topic of ticket and put 'Application Fee Waiver Request' in the subject line together with the required supporting evidence attached. A decision will be sent to you directly via email within 10 working days. The decision of the University is final.

#### Please note:

- To be eligible for an application fee waiver **you must have started an application to study, but not submitted it**. Waivers will not be issued retrospectively to those who have already submitted their application to study and paid the application fee.
- Application fee waivers must be requested at least 10 working days before any course or funding deadline you wish to meet or by the deadlines stated on our website.
- You must use the same email address for this form that you used to register on the Applicant Portal.
- Application fee waivers will only be applied to courses listed on this form.
- If you are an international applicant from one of the countries listed on our [website](#), you are not required to submit this form as the application fee will be waived automatically for application(s) submission.

Type of Application Fee Waiver	Evidence needed for the waiver to be considered
<b>UK Applicants from Low Income Households</b>  <b>You must be a UK applicant who either:</b> <ol style="list-style-type: none"> <li>was in receipt of full state support for maintenance as an <b>undergraduate</b> at a UK university in their final year in the 2020/21 academic year and beyond.</li> <li>is in current receipt of one of the benefits listed and was not in full-time education in the 2022/23 academic year.</li> </ol>	<p><i>Please note that we do not accept screenshot of the entitlement letter/online portal. You must provide the evidence in pdf format.</i></p> <p>We will require a dated entitlement letter showing the correct full maintenance loan or grant for the final year with your undergraduate study details issued by Student Finance England or equivalent agency. You can access this letter at: <a href="https://logon.slc.co.uk/cas/login">https://logon.slc.co.uk/cas/login</a></p> <p>We will require a dated entitlement letter showing you have received one of the following benefits and/or financial support from the Government:</p> <ul style="list-style-type: none"> <li>• Income support;</li> <li>• Income-based jobseekers allowance;</li> <li>• Income-based employment support allowance;</li> <li>• Pension credit guarantee credit;</li> <li>• Universal credit (UC).</li> </ul>
<b>Applicants with Asylum Seeker / Refugee / Humanitarian Protection Status</b>	We will require a valid Asylum Registration Card / Biometric Residence Card issued by the UK Home Office*

\* If you have Asylum Seeker/Refugee/Humanitarian Protection status and you are successfully admitted to the University, you will be required to provide evidence of a valid UK immigration status at registration and during your studies.

Please complete all relevant sections of this form. Incomplete form or insufficient information could result in a delay in this form being processed.

<b>First Name:</b>
<b>Last Name:</b>
<b>Date of Birth (DD/MM/YYYY):</b>
<b>Nationality (or Nationalities):</b>
<b>Currently Ordinarily Residence:</b>
<b>Address:</b>
<b>Registered Email Address:</b>
<b>Course(s) Applying For (Non-doctorial courses only):</b>
<b>Academic Term Applying for:</b>
<b>I have provided the following evidence (<i>please tick one</i>):</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Confirmation of Refugee/Humanitarian Protection Status (a Biometric Residence Permit)</li><li><input type="checkbox"/> Confirmation of Asylum Seeker Status (an Asylum Registration Card)</li><li><input type="checkbox"/> Entitlement letter from Student Finance England, Scotland, Wales or Northern Ireland, confirming the amount of maintenance grant/loan received for the final year of undergraduate study at a UK university.</li><li><input type="checkbox"/> Entitlement letter showing current receipt of either: Income support, Income-based jobseekers allowance, Income-based employment support allowance, Pension credit guarantee credit or Universal credit.</li><li><input type="checkbox"/> Other (please specify):</li></ul>
<i>You only need to complete this section if you are a Low Income Applicant from a UK Household applying under route (i).</i>
<b>Which University did you attend for undergraduate study?</b>
<b>What month and year did you complete your undergraduate study?</b>
<b>Which of the following statements applied to you during your final year of undergraduate study? (Please choose the most appropriate statement)</b> <ul style="list-style-type: none"><li><input type="checkbox"/> I was living with my parents</li><li><input type="checkbox"/> I was studying in London and not living with my parents</li><li><input type="checkbox"/> I was studying outside London and not living with my parents</li></ul>
<p>If you received additional maintenance above the standard maintenance grant/loan because one of the following applied to you (Please provide the evidence):</p> <ul style="list-style-type: none"><li>• You're a single parent, or single foster parent, of a child or young person under 20 who is in full-time education below higher education level, or on an approved training course.</li><li>• You have a partner who is also a full-time student, and one or both of you is responsible for a child or young person under 20 who is in full-time education below higher education level, or on an approved training course.</li><li>• You have a disability and qualify for the Disability Living Allowance, Disability Premium, or Severe Disability Premium.</li><li>• You qualify for Personal Independence Payment or Armed Forces Independence Payment.</li></ul>

<b>Additional Information (limit 150 words):</b>	
<b>Declaration of Consent:</b> <ul style="list-style-type: none"> <li>I wish to be considered for an application fee waiver and confirm that the information and document provided is true and correct.</li> <li>I consent for my data to be shared for the purpose of assessing my application fee waiver request, and for compiling anonymised data for monitoring purposes.</li> <li>I understand that my data might also be shared with funding bodies.</li> <li>I understand that the University has the sole and absolute discretion in determining my eligibility for an application fee waiver and the decision shall be final and conclusive.</li> </ul> <p>By signing below, I acknowledge that I have read, understand, and agree to all the declaration statements above.</p>	
<b>Applicant Signature:</b>	<b>Date:</b>

**Table 1**

The tables below only show the maintenance amount for the **final year** of undergraduate study in each academic year to be eligible for an application fee waiver.

Student Finance England	Maintenance Loan – living with parents	Maintenance Loan – living away from home and studying outside London	Maintenance Loan – living away from home and studying in London
2020-21	£7,290	£8,703	£11,127
2021-22	£7,516	£8,973	£11,472
2022-23	£7,689	£9,179	£11,736
2023-24	£7,904	£9,436	£12,065

*\* If the amount shown on your letter differs from the amount shown in Table 1 please explain this in the Additional Information box.*

For entitlement letters issued by the Student Finance Northern Ireland (SFNI) or Student Finance Wales (SFW) or Student Awards Agency Scotland (SAAS), the threshold amount of maintenance loan and grant is different from the amount shown above. However, you can still provide the entitlement letter for our assessment.