

INSTRUCTIONS FOR COMPLETING A PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION PURPOSES

Submit the completed petition and all supporting documentation to the following address (**faxes and emails are not accepted**):

Salisbury University
Attn: Tuition Residency Office (HH223)
1101 Camden Ave.
Salisbury, MD 21801

IMPORTANT INFORMATION REGARDING PETITIONS:

- The petition below is based upon USM BOR VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes (“Policy”), which contains the requirements for establishing in-state status and which is found at <https://www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html>
- This petition must be completed by the student.
- **The petition submission deadline is the last day of the drop/add period in the semester for which you wish to be reclassified.**
- Read the petition carefully and complete ALL sections of the petition that apply to you. Petitions with incomplete applicable sections, and petitions missing required supporting documentation will not be evaluated.
- If you cannot provide the required information, you must attach a separate sheet with an explanation or write your explanation in the margins of the petition.
- Only **one** petition may be filed per semester/term.
- Petitions and requests for retroactive reclassification for tuition purposes are not granted.
- No materials or documentation will be returned after the petition is submitted.
- The review of the petition and an initial determination of the status may take as long as six (6) weeks, not including subsequent appeals. While petitions are under review, petitioners are required to make full tuition payment at the out-of-state rate. If the University determines that the petitioner meets all of the requirements for in-state residency, the petitioner’s classification will be changed and a refund or account credit will be issued as appropriate.
- If claiming financial dependence, the person upon whom the petitioner is dependent must sign the petition and have their signature notarized.
- Affidavits must be typed, dated, notarized, and contain information as specific as possible including dates, addresses, amounts, etc.

Search for a Maryland Notary:

<https://sos.maryland.gov/Notary/Pages/NotarySearch.aspx>

- The petition refers to “the 12-month period prior to the last date to register for classes” which is defined as the twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the petitioner seeks in-state tuition status.

PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION PURPOSES

DIRECTIONS: This form is intended for use by those who seek a change in residency classification or by those whose status cannot be determined from the information submitted with the application for admission. Only one petition for change in status may be filed per semester. **A petitioner is the student** who wishes to have their residency classification changed. All petitioners must complete Section 1 (Petitioner Information), Section 2 (Income, Support, and Expense Information of Petitioner), Section 3 (Petitioner Residency Information), and Section 6 (Affirmation of Petitioner and Person Upon Whom Dependent). Petitioners who claim financial dependence upon another person must have the person upon whom the petitioner is financially dependent complete Section 4 (Residency Information for Person Upon Whom Petitioner is Financially Dependent). Petitioners who raised the presumption that they are in the State of Maryland primarily for the purpose of attending an educational institution and wish to rebut this presumption will need to complete Section 5 (Rebuttal Evidence) (see Section 5 for explanation). **Provide documentation where required and supplement with documentation where appropriate or helpful to your circumstances.**

SECTION 1: PETITIONER INFORMATION (To be completed by Petitioner)

This section must be completed by the petitioner for in-state status.

Program (Check one): Undergraduate Graduate /Professional

1) Are you currently registered? Yes No

2) Semester & Year Admitted: _____

3) Current Class Status: Freshman Sophomore Junior Senior Graduate/Professional

4) Name: _____ 5) University ID Number: _____

 Last First MI

6) Address: _____ 7) Date of Birth (mm/dd/yyyy): _____

 Street

 City State Zip

8) Daytime/Cell Telephone: _____

9) University Email address: _____

10) Semester & Year of Petition (cannot be a past semester/term): _____

11) Have you filed a residency petition before? Yes No If **Yes**, indicate semester and year: _____

SECTION 2: INCOME, SUPPORT, AND EXPENSE INFORMATION OF PETITIONER (To be completed by Petitioner)

This section must be completed by all petitioners. The evidence should document any employment and earnings history through sources beyond those incident to enrollment as a student in an educational institution, e.g., beyond support provided by work study, scholarships, grants, stipends, aid, student loans, etc. The petitioner must list all employers for the past two (2) years, with specific dates of employment.

1) Have you been employed within the past two years? Yes No

If **Yes**, list all employers (most recent first) for the past 2 years. Use a separate sheet if necessary.

Name of Employer	Address (City and State)	Dates of Employment (month/year to month/year)

2) Income Tax Information: For the 12-month period prior to the last date to register for classes, including the most recent tax year, did you file a state income tax return(s)? Yes No

If **No**, attach an explanation.

If **Yes**, list the following information regarding state income taxes (if necessary, attach a supplemental sheet):

Income Tax Returns

Tax Year(s) Filed

State [indicate state(s)]: _____

Attach:

- photocopies of your most recent paystub from all employers listed; and
- signed and filed state income tax returns* with all attachments and W-2 forms or 1099(s) from all employers listed for the tax year ending within the 12-month period prior to the last date to register for classes. (If you did not file a Maryland state income tax return for that tax year, attach an explanation. If you filed state income tax returns in more than one state, attach all returns and an explanation.)

***For Maryland Income Tax returns, attach Maryland Comptroller's certified copies of each Maryland tax return. To obtain Maryland Comptroller's certified copies, complete Maryland Comptroller's Office Form 129 found at:**

https://marylandtaxes.gov/forms/current_forms/129.pdf

3) Please check one:

I am financially independent. I provide 50% or more of my own living and educational expenses and I have not been claimed as a dependent on another person's most recent income tax return.

I am financially dependent on another person who has claimed me as a dependent on their most recent income tax returns. (Petitioners who claim financial dependence upon another person must have the person upon whom the petitioner is financially dependent complete Section 4.)

Name of person upon whom you are dependent and relationship to you: _____

How long have you been dependent upon this person? _____

Is the person a resident of Maryland? Yes No

Address of this person: _____

I am not financially independent (I do not provide 50% or more of my own living and educational expenses), but I have not been claimed as a dependent on another person's most recent income tax returns, and I am not a ward of the State of Maryland. (Petitioners who claim financial dependence upon another person must have the person upon whom the petitioner is financially dependent complete Section 4.)

Name of person who provides you with financial support for more than 50% of your living and educational expenses, and relationship to you: _____

How long has this person been providing such financial support? _____

Is the person a resident of Maryland? Yes No

Address of this person: _____

I am a ward of the State of Maryland. If a ward of the State, please submit your court decree or documentation from your social worker.

- b. If applicable, indicate name(s) and address(es) of all other previously attended higher education institution(s) (if necessary, attach a supplemental sheet):

Name of Institution: _____

Address: _____

Street

City

State

Zip

Dates Attended: From _____ To _____

Were you assessed in-state or out-of-state tuition and fees while enrolled at that institution?

In-state

Out-of-state

Not Applicable

- 3) Did you own or rent or occupy living quarters in Maryland during the entire 12-month period prior to the last date to register for classes? Yes No If no, please attach an explanation.

Attach, for the 12-month period prior to the last date to register for classes:

- a photocopy of deed(s) or lease agreement(s) (if your name does not appear on the deed or lease, then provide a notarized statement from the deed or leaseholder specifying the address and dates of occupancy), and
- if you provide a lease, also provide cancelled rent checks (front and back of checks) or evidence of payment from your rental agent if cancelled rent checks are not available or applicable, and
- a statement of your 12-month residence history.

List living quarters for the 12-month period prior to the last date to register for classes.

Address (Street Address, City and State)	Dates of Occupancy From (mm/dd/yyyy) To (mm/dd/yyyy)

- 4) Are all, or substantially all, of your personal property such as household effects, furniture, and pets in the State of Maryland? Yes No (If No, attach an explanation.)

- 5) Motor Vehicle Registration: Do you own/co-own or lease/co-lease or have you owned/co-owned or leased/co-leased any vehicle(s) during the 12 months prior to the last date to register for classes?

Yes (If Yes, complete the following information:)

No (Answer No if your name does not appear on the vehicle)

Year, Vehicle Make & Model	State of Registration(s) (For the 12-month period prior to the last date to register for classes)	Date(s) of Original Registration & Date(s) of Renewal	Date of Vehicle Purchase or Lease	Currently Owned or Leased? If not, date vehicle sold or lease terminated

Attach:

- a photocopy of the current and previous registration(s) and title(s), or registration and lease agreement, of all vehicles.
- if your current registration and title, or registration and lease agreement, were issued less than 12 months ago, provide a photocopy of previous registration(s) and title(s) of all vehicles listed.
- if the vehicle was sold, provide a photocopy of the Bill of Sale.
- if the vehicle was purchased in the previous 12 months, provide a photocopy of the purchase agreement/sales receipt.

- 6) Motor Vehicle Operator's License:
- a) Do you possess a valid driver's license? Yes No If **Yes**, in what state? _____
- b) If Maryland, what was the original date of issue? _____
If you've renewed your license, what is the most recent date of issue (not expiration date):
- c) Have you possessed a driver's license in a state other than Maryland within the last 12 months? Yes No

Attach:

- a photocopy of any driver's license you currently possess
and
- if issued or renewed during the 12-month period prior to the last date to register for classes, provide a photocopy of previous license or an uncertified copy of your Maryland MVA driving record.

<https://mva.maryland.gov/drivers/Pages/driving-record-information.aspx>

- 7) Voter Registration
- Are you currently registered to vote? Yes No If **Yes**, in what state? _____

Attach:

- a photocopy of your most recent voter's registration.

- 8) Do you receive non-Maryland public assistance (i.e. housing assistance, Medicaid, or food vouchers)? Yes No If **Yes**, attach a photocopy of source and type of assistance that covers the 12-month period prior to the last date to register for classes.

9) Citizenship Status

- a) Are you a citizen of the United States? Yes No (If **No**, complete b through g, as applicable.)

If **Yes**, attach a photocopy of a document demonstrating current U.S. citizenship status that covers the 12-month period prior to the last date to register for classes (e.g. copy of birth certificate or passport or naturalization certificate) and skip to Section 4.

- a) If not a U.S. citizen, what is your Country of Citizenship: _____

- b) If you have a Visa, what type? _____

- Attach a photocopy of visa for the 12-month period prior to the last date to register for classes.

- d) If you do not have a Visa, are you a permanent resident of the U.S.? Yes No

- If **Yes**, attach a copy of Permanent Resident Card (front and back) that covers the 12-month period prior to the last date to register for classes.

- e) Are you an applicant for Permanent Residency and have you filed the I-485 Application to Register Permanent Residence or Adjust Status? Yes No

- If **Yes**, attach a copy of I-485/I-797C document that covers the 12-month period prior to the last date to register for classes.

- f) Are you an applicant for Naturalization and have filed the N-400 Application for Naturalization? Yes No

- If **Yes**, attach a copy of N-400 document that covers the 12-month period prior to the last date to register for classes.

- g) Other status (explain): _____

- **Attach** a photocopy of current immigration documentation that covers the 12-month period prior to the last date to register for classes.

SECTION 4: RESIDENCY INFORMATION FOR PERSON UPON WHOM PETITIONER IS FINANCIALLY DEPENDENT

(To be completed by the person who has financially supported or claimed the petitioner as a dependent on the most recent state income tax return.)

- 1) Did you own or rent or occupy living quarters in Maryland for the 12-month period prior to the last date for the petitioner to register for classes?

Yes No (If No, attach an explanation.)

List living quarters for the 12-month period prior to the last date to register for classes.

Table with 2 columns: Address (Street Address, City and State) and Dates of Occupancy From (mm/dd/yyyy) To (mm/dd/yyyy). It contains two empty rows for data entry.

Attach, for the 12-month period prior to the last date for the petitioner to register for classes:

- a photocopy of your deed(s) or lease agreement(s) (if your name does not appear on the deed or lease, then provide a notarized statement from the deed or leaseholder specifying the address and dates of occupancy), and
• if you provide a lease, also provide cancelled rent checks (front and back of checks) or evidence of payment from your rental agent if cancelled rent checks are not available or applicable, and
• a statement of your 12-month residence history.

- 2) Are all, or substantially all, of your personal property such as household effects, furniture, and pets in the State of Maryland?

Yes No (If No, attach an explanation.)

- 3) Have you been employed within the past 2 years?

If yes, list all employers (most recent first) for the past 2 years. Use a separate sheet, if necessary.

Table with 3 columns: Name of Employer, Address (City and State), and Dates of Employment (MM/YY to MM/YY). It contains three empty rows for data entry.

- 4) Will you claim or have you claimed the petitioner as your dependent on your state income tax returns for the tax year(s) during the 12-month period prior to the last date for the petitioner to register for classes? Yes No

If No, attach an explanation.

Attach:

- photocopies your most recent pay stub(s) from all employers listed; and
• photocopies of all your completed, signed and filed state income tax returns* with all attachments and W-2 or 1099(s) forms from all employers for the tax year ending within the 12-month period prior to the last date for the petitioner to register for classes.
• if you did not file a Maryland state income tax return for that tax year, attach an explanation, and
• if you filed state income tax returns in more than one state, attach all returns and an explanation.

*For Maryland Income Tax returns, attach Maryland Comptroller's certified copies of each Maryland tax return.

To obtain Maryland Comptroller's certified copies, complete Maryland Comptroller's Office Form 129 found at

https://marylandtaxes.gov/forms/current_forms/129.pdf

SECTION 5: REBUTTAL EVIDENCE (To be completed by the Petitioner)

As provided in Section II.B of USM BOR VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes, either of the following circumstances raises a presumption that the student is residing in the State of Maryland primarily for the purpose of attending an educational institution, and, therefore, does not qualify for in-state status under the Policy:

- A student is attending school or living outside of Maryland at the time of application for admission to the USM institution; or
- A student is Financially Dependent on a person who is not a resident of Maryland. A Financially Dependent student is one who has been claimed as a dependent on another person's prior year tax returns or is a ward of the State of Maryland. A student will be considered financially independent if the student provides 50% or more of his or her own living and educational expenses and has not been claimed as a dependent on another person's most recent tax returns.

If the information received by the institution has raised the presumption set forth above, the student bears the burden of rebutting the presumption by presenting additional evidence of objectively verifiable conduct to rebut the presumption and show the requisite intent to reside in Maryland indefinitely and for a primary purpose other than that of attending an educational institution in Maryland. Rebuttal evidence of intent must be clear and convincing and will be evaluated not only by the amount presented but also based upon the reliability, authenticity, credibility and relevance of the evidence and the totality of facts known to the institution. Evidence that does not document a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status is generally considered an unfavorable factor under the Policy. The absence of objective, relevant evidence is generally considered an unfavorable factor. A student's statement of intent to remain in Maryland in the future is generally not considered to be objective evidence under the Policy.

- 1) Source of Financial Support:
 - a. Maryland employment and earnings history through sources beyond those incident to enrollment as a student in an educational institution e.g., beyond support provided by work study, scholarships, grants, stipends, aid, student loans, etc. (Tuition costs will be considered as a student expense only to the extent tuition exceeds the amount of any educational scholarships, grants, student loans, etc.), or
 - b. Evidence the student is Financially Dependent, for the previous 12 months, upon a person who is a resident of
- 2) Substantial participation as a member of a professional, social, community, civic, political, athletic or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to the student's community or to the State of Maryland.
 - **Attach** signed statement(s) on letterhead from the professional, social, community, civic, political, athletic, or religious organizations showing the activity and applicable dates.
- 3) Registration as a Maryland resident with the Selective Service, if applicable.
 - **Attach** a copy of Selective Service registration.
- 4) Evidence that the student is married to a Maryland resident.
 - **Attach** a copy of marriage certificate.
- 5) Evidence that the student attended schools in Maryland for grades K-12.
 - **Attach** a copy of transcripts with years of attendance.
- 6) Evidence showing the student uses his or her Maryland address as his or her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.
 - **Attach** evidence of your sole address of record for all purposes (including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.).
- 7) An affidavit from a person unrelated to the student that provides objective, relevant evidence of a student's conduct demonstrating the student's intent to reside in Maryland primarily for a purpose other than that of attending an educational institution in Maryland.
 - **Attach** notarized affidavit(s) from a person(s) unrelated to you that provides objective, relevant evidence of your conduct demonstrating your intent to live permanently in Maryland.
- 8) Evidence of life and employment changes that caused the student to relocate to Maryland for reasons other than primarily educational purposes (e.g. divorce, family relocation, taking care of a sick family member, etc.)
 - **Attach** evidence of life and employment changes (e.g. employment offer letter) and other documentation supporting the life changes.

SECTION 6: AFFIRMATION OF PETITIONER AND PERSON UPON WHOM DEPENDENT (To be completed by petitioner and/or person upon whom the petitioner is financially dependent.)

I affirm that I have read USM BOR VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes, which contains the requirements for establishing in-state status and which is found at <https://www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html>.

I hereby swear and affirm that all information provided in this petition is accurate and complete, and that all documents attached hereto are true and unaltered copies of the original documents requested. I understand that failure to include all requested documents will render this petition invalid. If false or misleading information is submitted, the University may, at its discretion, revoke in-state classification and take disciplinary action, including suspension or expulsion. I agree to notify the University, in writing, within fifteen (15) days of any change of circumstances that may alter my eligibility for in-state classification.

Signature of Petitioner (notary not required)

Date

*Signature of person upon whom Petitioner is financially dependent.
Signature must be notarized. Petition will not be accepted without
notarized signature.*

Date

Sworn to and subscribed before me _____ this day of _____

Signature of Notary Public

My commission expires: _____
Date

Attachments: Please be advised the University will be unable to accept your petition for in-state status if photocopies of the documents are not provided **with** your petition. **Petitions not having the required documentation will not be evaluated.**