Petition for Change in Classification for Tuition Purposes

Purpose

This petition is for (1) students seeking a change in residency classification; or (2) students whose initial classification requires additional evidence under the Policy. The Petition and procedures are aligned with the USM Board of Regents Policy on Student Classification for Admission and Tuition Purposes (VIII-2.70) (the "Policy").

To be classified as an in-state resident for tuition purposes under the Policy: Petitioners must demonstrate, by clear and convincing evidence, that they have the continuous intent to reside in Maryland indefinitely **and** for a primary purpose other than attending an educational institution in Maryland. Petitioners may demonstrate this intent by submitting information in support of the Criteria for In-State Status, as set forth in the Policy and/or by submitting Additional Evidence (see Section 4 of this petition).

Overview

A "Petitioner" is a student filing a petition for change in residency classification or submitting a petition to provide additional evidence for an initial classification. The petition form includes the following sections:

Section 1: Petitioner Personal Information
Section 2: Petitioner Residency Information
Section 3: Petitioner Income and Expenses
Section 3a: Residency Information for Petitioner's Financial Support (if applicable)
Section 4: Additional Information
Section 5: Affirmation

Petitioners who are Financially Dependent on another person (as defined in the Policy) should work with the person on whom they are Financially Dependent (their "Financial Support Person") to fill out Section 3a. This Section seeks residency and financial information about the Petitioner's Financial Support Person. If the Petitioner is Financially Dependent, both Petitioner and their Financial Support Person should sign the Affirmation in Section 5. The review of the Petition may take as long as six (6) weeks, not including any subsequent appeals. While Petitions are under review, Petitioners are required to make full tuition payment(s) at the out-of-state rate. If the University determines that the Petitioner meets all the requirements for in-state residency, the Petitioner's classification will be changed, and a refund or account credit will be issued as appropriate. **Only one Petition for change in classification may be filed per semester/term. The Policy does not allow Petitioners to change their classification retroactively.**

For all questions, provide documentation where requested and supplement with documentation where appropriate or helpful to your circumstances. Some Petitioners may be directed by their institution to only complete certain sections of the Petition.

Submit the completed Petition and supporting documents to the following address:

First time Students:
Office of Admissions, Suite 1400
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715
residency@bowiestate.edu

Current Students:
University Registrar, Suite 1400
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715
registrar@bowiestate.edu

Please Note: Graduate Assistants admitted as out-of-state students are assessed tuition at the in-state rate solely as a benefit of their employment. All out-of-state graduate assistants who have met all residency requirements and wish to change their classification to in-state must file a timely petition with the Residency Office in accordance with Policy requirements.

BOWIE STATE UNIVERSITY
Deadline for Petition: LAST DAY OF ADD/DROP

General Instructions

Please read and complete all sections of the petition as directed. Petitions that are missing information or supporting documentation are unlikely to demonstrate the required intent to establish in-state residency for tuition purposes under the Policy.

- If you cannot provide the required information, you should attach a separate sheet with an explanation.
- Documentation will not be returned after the Petition is submitted. Note that you can submit copies of documents.
- If you are Financially Dependent (as defined in the Policy), the person upon whom you are financially dependent (your "Financial Support Person(s)") **must** also sign the petition and have their signature notarized.
- Any affidavits from other individuals submitted in support of your Petition must be typed, dated, notarized, and contain information as specific as possible including dates, addresses, amounts, etc.
- Where this petition uses the phrase "the applicable 12-month period," it refers to the "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 classification" (defined as the "Applicable Period" in the Policy).

Section 1: Petitioner Personal Information

1) Current Class: ☐ Freshman ☐ Freshman ☐ Sophomore ☐ Senior ☐ Graduate/Professional

2) Semester & Year Admitted: _____/_____

3) Are you currently registered for classes? ☐ Yes ☐ No

4) Name: _____ _____ _____
(Last) (First) (MI)

5) Permanent Address: _____ _____ _____ _____
(Street) (City) (State) (Zip)

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

7) Daytime/Cell Telephone: _____

8) University E-mail address: _____

9) University ID #: _____

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

11) Have you filed a residency petition before? ☐ Yes ☐ No

If yes, indicate semester(s) and year(s): _____

Section 2: Petitioner Residency Information

1) At any point, have you ever lived outside the State of Maryland? ☐ Yes ☐ No

   If yes, did you move to Maryland primarily to attend an educational institution? ☐ Yes ☐ No

   If no, attach a statement regarding the circumstances that brought you to the State of Maryland.

2) For the applicable 12-month period, have you had the continuous intent to reside in Maryland indefinitely and for a primary purpose other than that of attending an educational institution in Maryland? ☐ Yes ☐ No

3) Indicate the name(s) and address(es) of any high school(s) attended (if necessary, attach a supplemental sheet):

   Name of High School: _____

   High School Address: _____
   (Street) (City) (State) (Zip)

   Dates Attended: From _____ to _____

4) If applicable, indicate the name(s) and address(es) of all previously attended institutions of higher education (if necessary, attach a supplemental sheet):

   Name of Institution: _____

   Address of Institution: _____
   (Street) (City) (State) (Zip)

   Dates Attended: From: _____ to _____

   If you previously attended an institution of higher education, were you assessed in-state or out-of-state tuition and fees while enrolled at that institution?
   ☐ In-State ☐ Out-of-state ☐ Not Applicable

5) Did you occupy, own, or rent living quarters in Maryland for the entirety of the applicable 12-month period? ☐ Yes ☐ No

   If no, please provide an explanation: _____
   _____
   _____

   Please attach the following documents for the applicable 12-month period:
   - a photocopy of any deed(s) or lease agreement(s), and if your name does not appear on the deed or lease, then please *also* provide a notarized statement from the deed or leaseholder specifying your dates of occupancy.

- if you provide a lease, also provide evidence of 12 months of rental payments (e.g., cancelled checks, receipts from a management company, monthly statements).

Please list your living quarters for the applicable 12-month period. Use a separate sheet, if needed.

Living Quarters - Address (Street Address, City and State)	**Living Quarters - Dates of Occupancy** From (mm/dd/yyyy) to (mm/dd/yyyy)

6) Is all, or substantially all, of your personal property (such as household effects, furniture, or pets) in the State of Maryland? ☐ Yes ☐ No

   If no, please attach an explanation.

7) In the applicable 12-month period, have you owned or leased a motor vehicle? (any vehicle registered in your name during this time) ☐ Yes ☐ No

   If yes, please list the state where the vehicle is registered and the date on which it was registered in that state. Only list vehicles that have been registered in your name during the applicable 12 month period:

   State: _____ Date Registered (mm/yyyy): _____

   Date of most recent renewal (mm/yyyy): _____

   Please attach **one** of the following:

   - evidence that establishes this vehicle has been registered in Maryland for the applicable 12-month period (such as your current and prior registration); **or**
   - evidence that you have (co-)owned or (co-)leased this vehicle for fewer than 12 months and it has been registered in Maryland (such as a bill of sale from 6 months ago and a Maryland registration from 6 months ago); **or**
   - evidence that you registered this vehicle from out of state fewer than 12 months ago within the MVA required time period for registering an out of state vehicle.

8) In the applicable 12-month period, have you held any driver's license? ☐ Yes ☐ No

   If yes, please list the state and date of issue for each driver's license you have held in the applicable 12-month period. Note that the "date of issue" means the date you were first licensed in that state, not the date of when a renewal was issued:

   State: _____ Date of Issue (mm/yyyy): __/____

Date of most recent renewal (mm/dd/yyyy): __/__/____

State: _____ Date of Issue (mm/yyyy): __/____

(mm/dd/yyyy) __/__/____ expiration date __/__/_____

Please attach the following:

- a photocopy of your current driver's license; and
- if your driver's license was issued or renewed within the applicable 12-month period, provide a photocopy of previous license or an uncertified copy of your Maryland MVA driving record.

NOTE: A state identification card is not a driver's license; however, if you do not hold any driver's license at all, you may submit an official state identification card under Section 4.

9) Within the applicable 12-month period, have you received any public assistance from a state or local agency outside the State of Maryland (for example, housing assistance, Medicaid, or food vouchers)? Do not include federal public assistance or unemployment benefits.
☐ Yes ☐ No

   If yes, please attach a photocopy of source and type of assistance that references the applicable 12-month period.

10) **Citizenship Status:** Check all boxes that apply to fully detail your citizenship status during the applicable 12-month period.

   a. Are you a citizen of the United States? ☐ Yes ☐ No
   If you became a citizen during the applicable period, please attach dated documentation.

   b. If you have a visa, what type? _____
   If you have a visa, please attach a photocopy of the visa.

   c. If you do not have a visa, are you a Permanent Resident of the U.S.? ☐ Yes ☐ No
   If yes, please attach a photocopy of the front and back of your Permanent Resident Card.

   d. Are you an applicant for Permanent Residency and have you filed Form I-485, Application to Register Permanent Residence or Adjust Status? ☐ Yes ☐ No
   If yes, please attach a copy of Form I-485 or Form I-797C.

   e. Are you an applicant for Naturalization and have you filed Form N-400, Application for Naturalization? ☐ Yes ☐ No
   If yes, please attach a copy of Form N-400.

f. Other status (explain): _____
Please attach photocopies of any current documentation necessary to explain your immigration status.

Section 3: Petitioner Income and Expenses

You should provide evidence of any employment and earnings history from sources beyond financial support provided to students (such as work-study funds, scholarships, grants, stipends, student loans, or other financial aid). Although state Policy considers employment during the applicable 12-month period, you may choose to provide additional background information on your employment for up to two (2) years.

1) Have you been employed within the applicable 12-month period? ☐ Yes ☐ No

   If yes, please list all employers starting with the most recent. Use a separate sheet, if necessary, to include all employers.

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

2) **Income Tax Information:** For the **most recent** tax year, did you file a State income tax return(s)? ☐ Yes ☐ No

   If no, please explain (attach a separate sheet if needed):

   _____

   _____

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

Income Tax Returns	***Tax Year(s) Filed For***
State [indicate state(s) filed]:	

Please attach the following documents for the **most recent** tax year:

- Photocopies of your most recent paystub(s) from all employers listed above.
- Signed *and* filed state income tax returns with all attachments.
- Form(s) W-2 or Form(s) 1099 from all employers listed above.

If you filed state income tax returns in another state or more than one state, please attach all returns and an explanation.

3) Are you a ward of the State of Maryland, i.e., is the State of Maryland your legal guardian?

☐ Yes ☐ No

If yes, please submit your court decree or documentation from your social worker or agency.

4) Fill in the information below for the applicable 12-month period:

Petitioner Expenses - Category	Annual Amount for Category
Tuition and Fees	
Housing and Food (on- or off-campus)	
Personal Expenses (e.g., health insurance, medical expenses, transportation, clothing, etc.)	
Books and Supplies (if applicable)	
Other	
Total	

Sources of Funds and other Financial Support	Annual Amount
Income (including employment and self-employment income)	
Attach paystub(s), W-2(s), 1099(s), and/or tax return(s).	
Contribution from another person (e.g., family member or others, alimony, child support)	
Attach statement(s) or affidavit(s) evidencing source of contribution.	
Trust and/or Investment Funds	
Attach investment/portfolio statement(s).	
Loans/Grants/Fellowships/Stipends/ Scholarships	
Attach your promissory note(s), with disbursement dates list, for all loans.	
Savings and Checking Account Balances	
Attach your bank statement(s) verifying these amounts.	
Other	
Attach supporting documentation.	
Total	

5) Does another person provide 50% or more of your educational and living expenses? ☐ Yes ☐ No

If yes, please complete the following:

Name of the person(s): _____

Relationship to you: _____

How long has this person provided for your expenses?_____

Is this person a resident of Maryland? ☐ Yes ☐ No

Address of this person(s): _____

(Street) (City) (State) (Zip)

6) Were you claimed on another person's tax returns for the **most recent** tax year? ☐ Yes ☐ No

If yes, please complete the following:

Name of person who claimed you: _____

Relationship to you: _____

How long as this person claimed you on their taxes? _____

Is this person a resident of Maryland? ☐ Yes ☐ No

Address of this person: _____

(Street) (City) (State) (Zip)

STOP!

If you answered "yes" to questions #5 or #6 – please fill out **Section 3a** below with the person(s) who provide(s) for your expenses or claim(s) you on their taxes.

Section 3a: Residency Information for Petitioner's Financial Support Person (if applicable)

An individual completing this section is known as a "Financial Support Person."

To be completed by the person or persons who provide(s) for your expenses (Section 3, Question #5, above) or claim(s) you as a dependent on their most recent tax return (Section 3, Question #6, above).

If the individual named in Question #5 is **not** the same as the individual named in Question #6, please provide the information for both individuals, using a separate sheet for your second Financial Support Person. Please attach all requested documentation for both Financial Support Persons.

Name of the person completing this section (Financial Support Person #1): _____

1) Did you occupy, own, or rent living quarters in Maryland for the entirety of the applicable 12-month period? ☐ Yes ☐ No

   If no, please provide an explanation: _____

   _____

   Please attach the following documents for the applicable 12-month period:
   - a photocopy of any 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 your dates of occupancy.
   - if you provide a lease, also provide evidence of rental payment (cancelled checks, receipts from a management company, monthly statements, etc.).

   Please list your living quarters for the applicable 12-month period:

Living Quarters (Street Address, City and State)	**Dates of Occupancy** From (mm/dd/yyyy) to (mm/dd/yyyy)

2) Is all, or substantially all, of your personal property (such as household effects, furniture, or pets) in the State of Maryland? ☐ Yes ☐ No

   If no, attach an explanation.

3) If you have been employed during the applicable 12-month period, list all employers. Use a separate sheet if necessary.

Name of Employer	**Employer Address (City and State)**	**Dates of Employment** (mm/yyyy to mm/yyyy)

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 applicable 12-month period? ☐ Yes ☐ No

   If no, attach an explanation.

   Regardless of your answer, please attach the following documents for the **most recent** tax year:

   - Photocopies of your most recent paystub(s) from all employers listed above.
   - Signed and filed state income tax returns with all attachments.
   - Form(s) W-2 or Form(s) 1099 from all employers listed above.

   If you did not file a Maryland state income tax return for the most recent tax year, please attach an explanation.

   If you filed state income tax returns in another state or more than one state, please attach all returns and an explanation.

If applicable, provide the information for Financial Support Person #2 on a separate sheet and attach all requested documentation. Financial Support Person #2 should provide their notarized signature on the attached separate sheet.

Section 4: Additional Evidence

As provided in the Policy, additional evidence may be needed to assess whether the Policy criteria have been met when submitting a Petition for Change in Classification under Section IV. In order to establish eligibility, additional evidence must establish, by clear and convincing evidence, your intent to reside in Maryland indefinitely and for a primary purpose other than to attend an educational institution in Maryland.

Supporting documentation will be evaluated not only by how completely the criteria for in-state status are addressed, but also based upon the reliability, authenticity, credibility and relevance of the evidence and the totality of facts known by or presented to the institution. Evidence that does not span the entire applicable 12-month period is unlikely to establish the required intent under the Policy. The absence of objective, relevant evidence is generally considered to weigh against finding in-state status. A student's statement of intent to remain in Maryland in the future is generally not considered to be objective evidence under the Policy.

While submitting more evidence will allow the Institution to better assess a student's circumstances, submission of all items in the list below does not guarantee eligibility. Students are not required to submit every item in the list below, and the list does not include all items that may be considered by the Institution. The following are some examples of evidence you might provide:

1) **Evidence showing source of financial support.** For example:
    - Maryland employment and earnings history from sources beyond those related 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.
    - Evidence you are Financially Dependent, for the applicable 12-month period, upon a person who is a resident of Maryland.
    - Evidence such as a divorce decree, separation agreement, court order, or other legal document that establishes why you are Financially Dependent on a person living outside of Maryland. If you meet the other criteria for residency, you may be deemed in-state despite being Financially Dependent on a person living out of state, if such evidence is available.
2) **Evidence of 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.** For example, signed statement(s) on letterhead from the professional, social, community, civic, political, athletic, or religious organizations showing the activity and applicable dates.

3) **Evidence that you are married to a Maryland resident.** For example, you could attach a copy of your marriage certificate which indicates your spouse was living in Maryland at the time of your marriage.

4) **Evidence that you attended schools in Maryland for grades K-12.** For example, you could attach a copy of transcripts showing years of attendance.

5) **Evidence showing that you use your Maryland address as your sole address of record for all purposes, including health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.** For example, attach evidence of your sole address of record for all purposes (including health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.).

6) **An affidavit from a person unrelated to you that provides objective, relevant evidence of your conduct demonstrating your intent to reside in Maryland primarily for a purpose other than that of attending an educational institution in Maryland.** For example, you could 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.

7) **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.).** For example, you could attach evidence of life and employment changes (e.g., an employment offer letter) and other documentation supporting those life changes.

8) **Registration as a Maryland resident with the Selective Service.**

9) **Voter registration in Maryland.**

10) **A Maryland MVA-issued identification card.**

Section 5: Affirmation

To be completed by the Petitioner and/or Petitioner's Financial Support Person(s).

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 classification.

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. 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 changes in circumstances that may alter my eligibility for in-state classification.

_____ _____

Signature of Petitioner (notarization not required) Date

_____ _____

Notarized Signature of Financial Support Person #1 Date

(*The petition will not be accepted without a notarized signature.*)

Sworn and subscribed _____ Before me this _____day of _____

_____ My commission expires: _____

Signature of Notary Public Date

Attachments: All items you intend to submit with your petition **must** be included with your submission. The University may be unable to accept any additional attachments not included with your petition. The University may, however, ask for additional clarification.