

THE UNIVERSITY OF NEW HAMPSHIRE
Application for In-State Status

INSTRUCTION SHEET

All students applying for in-state status for tuition purposes must fully complete the attached application (including supporting documents) before it will be accepted. Providing full information will aid in presenting clear and convincing evidence of your status. In cases where the question is not applicable, write "NA" in the space provided. Information that is provided should support that the student or parent has established his/her residence and domicile in New Hampshire for some purpose other than the temporary or primary one of obtaining an education. The rules and regulations of the residence requirements specify that the burden of proof is on the student. You may attach a letter of explanation or additional documents to support your application.

Dependent Students (portions of form must be completed by parent(s))

NOTE: Students whose parents are divorced or separated may apply for in-state status if either the parent having custody or the parent providing more than one-half of the student's support is a New Hampshire resident.

1. Complete questions 1-9 and question 12 yourself. Have your parents complete questions 13, 14, 15, 16, 17 and 18. Sign the form and have it notarized. (The domicile of a dependent student, for tuition purposes, is that of his/her parents.)
2. Attach a notarized letter from your parents including statements that their permanent and primary residence is in New Hampshire, that they maintain a home for the applicant, and that the applicant is their dependent. In addition, the letter should state the date and purpose of the parents' move to New Hampshire.
3. Attach the following documents.
 1. Statement from Town Clerk or Town Registrar indicating original date(s) of parents' voter registration. In cases where they have registered in more than one town, a statement from each clerk is required.
 2. Receipt or notarized statement indicating when and where N.H. Resident Tax was billed and paid. If your community does not have a Resident Tax, please indicate on form.
 3. Copies of the student's Federal Income Tax return as well as that portion of the parents' Federal Income Tax return that lists dependents claimed for the most recent year.
 4. A copy of all support or custody decrees and appropriate sections of wills and trusts being used to support this application. In the case of wills, include address of Probate Court and in the case of Trusts, provide the name and address of the trustee.
 5. A photostatic copy of any N.H. driver's licenses and/or vehicle registration(s).

Independent Students

1. Complete the application, sign and have form notarized.
2. Attach the following documents:
 1. Statement from Town Clerk or Town Registrar indicating original date(s) of voter registration. In cases where you have registered in more than one town, a statement from each clerk is required.
 2. Receipt or notarized statement indicating when and where N.H. Resident Tax was billed and paid. If your community does not have a Resident Tax, please indicate on form.
 3. Copies of the student's Federal Income Tax return as well as that portion of the parents' Federal Income Tax return that lists dependents that have been claimed for the most recent year.
 4. A copy of all support or custody decrees and appropriate sections of wills and trusts being used to support this application. In the case of wills, include address of Probate Court and in the case of Trusts, provide the name and address of the trustee.
 5. A photostatic copy of any N.H. driver's licenses and/or vehicle registration.

Married Students

1. Complete application, sign, and have form notarized. You may be eligible for in-state status if you have established a domicile in New Hampshire or if your spouse has been domiciled in New Hampshire for at least 12 months.
2. If you are applying for in-state status based on your own domicile in New Hampshire, please attach the following documents:
 1. Statement from Town Clerk or Town Registrar indicating original date of voter registration.
 2. Receipt or notarized statement indicating when and where resident N.H. Resident Tax was billed and paid. If your community does not have a Resident Tax, please indicate on form.
 3. Copy of your most recent Federal Income Tax return.
 4. A photocopy of any N.H. driver's licenses and/or vehicle registration(s).
 5. Copy of Marriage license or certificate.
3. If application is based on spouse's residency, attach the documents listed above for the resident spouse and a letter from spouse including statement that his/her primary residence is in New Hampshire and stating date and purpose of the spouse's move to New Hampshire.

Completed applications should be returned to:

Residency Officer
Office of the Registrar
11 Garrison Avenue
Durham, New Hampshire 03824-3511

RULES AND REGULATIONS

RULES GOVERNING TUITION RATES FOR THE UNIVERSITY OF NEW HAMPSHIRE

I. **BASIC RULE** All students attending any division of the University of New Hampshire in any capacity shall be charged tuition at a rate to be determined by their domicile. Those domiciled within the State of New Hampshire shall pay the in-state rate. Those domiciled elsewhere shall pay the out-of-state rate.

II. **DETERMINATION OF TUITION RATES** A. In-State: The Board of Trustees shall fix the In-state tuition rate annually on the basis of their projected budget including as part of said budget the applicable funds made available by the Legislature in its biennial budget.

Out-of-state: In accordance with the policy established by the Legislative Budget Act, the out-of-state tuition rate shall be set annually by the Board of Trustees at a figure which reflects actual cost of per capita operating costs, including instructional expenses, overhead, and bond retirement (excluding self-liquidating bonds), as determined by the costs in the fiscal year just preceding the first of January for the fiscal year in which tuition is to be charged, all in accordance with the established accounting practices of the University System.

III. **DETERMINATION OF STUDENT STATUS** A student shall be classified as in-state or out-of-state for tuition purposes at the time of his/her admission to the University. The decision shall be made by the Dean/Director of Admissions of the appropriate division in the first instance based upon information furnished by the student's application and other relevant information available to the Dean/Director.

IV. **REVIEW OF STUDENT STATUS** a) Any student who is aggrieved by the decision of the dean or director of admissions classifying him/her as an out-of-state student for tuition purposes may appeal to the campus residency officer on forms and in accordance with procedures which shall be made available to the student in the office of the registrar or dean or director of admissions. Any student aggrieved by the campus residency officer's decision may appeal that decision to the University System Residency Appeals Board.

b) The student may present to the University System Residency Appeals Board such additional evidence as he/she may deem appropriate in processing his/her appeal and may appear before the Board and be heard. The decision of the University System Residency Appeals Board shall be the final decision of the University System.

c) The University System Residency Appeals Board shall be comprised of three members who shall be designated by the presidents of each of the System's three residential campuses. At the first meeting of each academic year the Board members shall designate one member to serve as chair for the remainder of the academic year and until a successor has been designated for the following year.

V. **CHANGE IN STATUS** Any student who has on his/her first admission to the University System been classified as out-of-state for tuition purposes may apply to the campus residency officer for a change of status on or before September 1 of any year for the Fall semester, and on or before January 1 of any year for the Spring semester. Applications shall be considered in the chronological order in which they are presented. No changes approved during a semester shall be effective until the beginning of the next following semester. Provided, however, that where a change of status from out-of-state to in-state has been denied by the campus residency officer prior to the commencement of a semester, and his/her decision is reversed by the University System Appeals Committee during the semester, the student's status shall be effective as of the commencement of the semester.

In the event the campus residency officer possesses facts or information indicating that a student's status should be changed from in-state to out-of-state, the student shall be informed in writing of the change in status. The student may appeal the decision as hereinabove set forth. No such change made by the residency officer after commencement of any semester shall be effective until the beginning of the next semester. Changes to out-of-state made by the residency officer prior to the commencement of any semester, but reversed during the semester by the Appeals Committee, shall be effective as of the commencement of the semester.

VI. **APPLICATION FORMS** Each applicant for in-state status for tuition purposes shall submit an application on forms to be prescribed by the Dean or Director of Admissions or campus residency officer which shall include a sworn statement that the applicant is legally domiciled within the State of New Hampshire. The application shall also include such additional information as the Dean/Residency Officer may require in support of the affidavit of domicile. In his/her discretion, the Dean/Residency Officer may require resubmission of an application form from any in-state student prior to the commencement of each semester the student plans to attend the University.

VII. **SUBSTANTIVE RULES** In all cases of application for in-state status for tuition purposes, the burden of proof shall be on the applicant. At the applicant's request, the Dean/Director of Admissions/Residency Officer shall state the reason or reasons for his/her decision in writing.

For purposes of determining tuition status, the following definitions and rules shall prevail.

A. The term "parent" shall mean a person's father; or if s/he has no father, his/her mother; or in case of separated or divorced parents, "parent" shall mean either a parent with legal custody or a parent providing more than one-half of a student's total financial support; or if there is a guardian or legal custodian, "parent" shall mean guardian or legal custodian provided there are no circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

B. No person shall be eligible for in-state status unless s/he is domiciled within New Hampshire. For University System purposes, a person does not acquire a domicile in New Hampshire until s/he has been a resident of the state for twelve consecutive months immediately preceding registration for the term for which in-state status is claimed and meets all other requirements for domicile.

C. No unemancipated person shall be eligible for in-state tuition unless his/her parents shall have established domicile in this state.

D. No person shall be eligible for in-state tuition unless s/he establishes that his/her residence in New Hampshire is for some purpose other than the temporary or primary one of obtaining an education.

E. "Domicile" denotes a person's true, fixed and permanent home and place of habitation. It is the place where s/he intends to remain and to which s/he expects to return when s/he leaves without intending to establish a new domicile elsewhere. However, when a person has established eligibility for in-state tuition based on his/her parent's domicile and the parent subsequently establishes domicile outside of New Hampshire, the student shall be eligible for in-state tuition for one academic semester following the academic semester during which the parent established out-of-state domicile.

All evidence relevant to determining domicile may be considered, but the following indicia shall, in any case, be relevant, without limiting in any way such other information as the applicant may wish to submit or the Dean/Director or Residency Officer may wish to require:

1. Payment or non-payment of any tax levied by the state or any political subdivision on persons resident or domiciled thereon.
2. Residence reported on any federal or state tax return.
3. Registration of one's automobile.
4. State issuing one's driver's license.
5. Receipt of support in whole or in part from parents who are resident or domiciled outside the State of New Hampshire.
6. Voting residence.
7. Claim by any non-resident parent that the applicant is a dependent for tax purposes or any other financial purpose.
8. Regular departure by an applicant from the State of New Hampshire during recesses or vacations from the University System.
9. The filing of any claim for benefits under any policy of insurance or federal, state, or local benefit legislation based on residence or domicile outside the State of New Hampshire.
10. Status in some other state which would qualify a person for in-state tuition in that state.

F. Unless the contrary appears to the satisfaction of the Dean/Director of Admissions in individual cases, the following presumptions shall prevail:

1. The domicile of an unemancipated person is that of his/her parents or if parents are separated or divorced, that of the parent who has custody of him/her or that of the parent providing more than one-half of the student's total financial support.
2. The domicile of an unemancipated person who has no parents is that of his/her guardian or other legal custodian, unless it appears that such guardianship or custodianship was created for the purpose of establishing an in-state-status.
3. The domicile of any person who first enters the University from the domicile of his/her parent, as defined in subparagraph A above, is that of his/her parent until s/he abandons such domicile, and, for purposes other than that of his/her education, acquires a new domicile.
4. The domicile of any person who first enters the University System from a domicile other than New Hampshire is such a domicile until s/he abandons such domicile and, for purposes other than that of his/her education acquires a new domicile.
5. Attendance at the University or any other educational institution in this state in itself shall not be evidence of intention to establish or establishment of a domicile in this state.

G. No person shall be deemed to be emancipated unless his/her parent, as defined in subparagraph A above, has entirely surrendered the right to the care, custody and earnings of such person and unless his/her parent is no longer under any legal obligation to support or maintain such person or, having supported and maintained such person even though under no legal obligation to do so, has ceased to support or maintain such person. Emancipation shall not be found unless all such tests are met. The following shall be indicia of emancipation, but shall not be exclusive, and other evidence may be submitted by an applicant and demanded by the Dean/Director of Admissions or Residency Officer.

1. Lack of financial support by the parent;
2. Lack of contribution to the parent of any earnings or other income received by the person;
3. Failure of the parent to claim the person as a dependent on his/her income or other tax returns/
4. Establishment by the person of a domicile separate and apart from that of the parent;
5. Failure of the person to return to the home of the parent during vacations and other recesses from school.

VIII. **WAIVER** Nothing contained in these rules shall preclude the Dean/Director or Residency Officer from waiving any requirement hereof under special circumstances in individual cases.

IX. Any member of the Armed Forces of the United States stationed in this state under military orders shall be entitled to classification for him/herself, spouse and dependent children as in-state for tuition purposes so long as the member remains on active duty in this state pursuant to such orders.

UNIVERSITY OF NEW HAMPSHIRE
Application for In-State Status

Type or Print Clearly

Date _____

Ms.
Miss
Mrs.

Name Mr. _____
(Last) (First) (Middle)

Student ID Number _____

College Address _____
(Street) (City) (State) (Zip) (Telephone)

Home Address _____
(Street) (City) (State) (Zip) (Telephone)

Secondary School Attended: _____
(name and address)

Age _____

Graduation Date _____

Date of Birth _____

Marital Status _____

Is spouse a New Hampshire resident? _____

I am applying for resident status beginning: Fall Spring Summer 20_____

Have you applied for in-state residency before? If yes, give date _____

1. On what date did you first move to N.H.? _____ Why did you move here?

2. First entered or will enter the University System of N.H. _____
(year)

Non-degree candidate Degree candidate
(Circle one of the above)

College or School _____ Major _____

3. Have you been continuously enrolled each semester since then? _____ If not, please explain

4. Please list below, in chronological order, all schools attended and jobs held since your graduation from high school (or for the last 5 years, which ever is less).

Dates	Occupation	Company or School	Address	Fulltime	Parttime

5. Has your residence in the state of N.H. been interrupted at any time since it began? If so, list when and length of time out of state and reason for your absence (vacation, employment, etc.).

6. Please list times and places you have registered to vote for the past four years.

Year	Date Registered	Town or City

7. List the state(s) and years in which you have filed a federal income tax return for the last four years:

State	Month and Year Filed	For the Year Of:

8. List the state(s) in which your parents or legal guardian are registered to vote _____

9. Were you claimed as an exemption by either or both parents or any person (except spouse) on their last federal income tax report? _____

Year you were last claimed: _____

10. Expenses and income for the past year (not required for dependent student)

A. List your expenses (in dollars) here:

	Fall	Spring	Summer	Total
Tuition and Fees				
Books and Supplies, etc.				
Living Expenses (Rent, Food, etc.)				
Transportation				
Insurance (Car)				
(Health)				
Miscellaneous (Specify)				

Total of Expenses _____

**INDEPENDENT/MARRIED STUDENTS – ANSWER QUESTIONS 13-18 YOURSELF.
 DEPENDENT STUDENTS – HAVE YOUR PARENT(S) ANSWER QUESTIONS 13-18.**

13. Do you own property anywhere? _____ If yes, indicate when property was acquired. Date: _____

Location & Description of Property: _____

14. Have you paid property tax? _____ If yes, when and where?

Date of Payment _____ Where _____

15. Have you paid N. H. resident tax? _____ Date of first payment: _____

16. Do you rent a home or apartment? _____

If so, where? _____

How long have you resided there? _____

Is the lease in your name? _____ If not, explain.

17. Please list all driver's licenses held within the past four years including the states from which acquired and the date of acquisition, and whether they are presently valid.

Date	State(s)	Valid	Invalid

18. If you have a car, in what state is it registered? _____

a. Date of registration validation _____

The information supplied above is correct to the best of my knowledge and belief.

Signed: _____
 (To be signed in presence of Notary Public)

Notarization: (to be completed by Notary Public)

Subscribed and sworn to before me this _____ day of _____, 20 ____ . _____
 (Notary Public)

County _____ State _____ My Commission Expires _____

OFFICE USE ONLY:

APPROVED _____ DENIED _____ DATE: _____ BY: _____