

2017-2018 Appeal of Tuition Classification Application

All appeal decisions are effective in the next term that begins following submission of this residency appeal.

Applicant Name _____ Student ID _____

Street Address _____ Date of Birth _____

City State Zip Code _____

Preferred phone _____ Email _____ @salemstate.edu

State residency (tuition classification) is determined at the point of admission to the university in accordance with rules set by the Commonwealth of Massachusetts. You can file this form to appeal your residency status if:

- a. You were initially admitted as an out of state student and you are now reentering the university after at least one year of withdrawal or a leave of absence, and during that year you resided in the Commonwealth of Massachusetts for purposes other than attending an educational institution.
- b. You an out of state student and a status listed below refers to you (or your parent if dependent):
 - Member of the Armed Forces, or spouse or dependent (DD214 required)*
 - Education pursuits are funded by the Commonwealth of Massachusetts*
 - Employment-Related Relocation or reliance on MA sources for financial support*
 - Graduated from a Massachusetts high school*
 - Employee of the Massachusetts Higher Education System*
 - Recipient of a Massachusetts National Guard Waiver*
 - Refugee/Asylee Status or Deferred Action for Childhood Arrivals eligible (DACA)*

All of the following documents MUST be included with this appeal:

- ✓ A typewritten narrative statement that explains your appeal circumstances and your reasons for moving to Massachusetts. This statement should provide clear and compelling reasons for your presence in the state and prove those reasons with corroborating documentation. You must also provide evidence of statements you have included in your narrative if you wish those statements to be considered.
- ✓ Proof of at least a full year of residency in a Massachusetts domicile -- copy of a lease, purchase/sales agreement, or deed. A notarized statement from a landlord or property owner, clearly specifying your dates of occupancy, is also acceptable if accompanied by utility bills. Ownership in a summer or temporary residence does not qualify you for in-state residency.
- ✓ A copy of your passport, MA driver's license or other state ID.
- ✓ Copies of 2 years prior Federal AND State income tax forms for the student and, if dependent for financial aid purposes, for the parent or custodial parents or if married, the spouse. Note that any party who did not file taxes must provide an explanation; this will include the reason why no filing was required. If employed, please provide evidence of employment and earnings; if not employed provide a full explanation of how you were able to support yourself without income.

2017-18 Appeal of Tuition Classification Application (PAGE 2)

Your complete appeal package may also require some of these items to fully document your claim. Please place a checkmark beside the materials you have provided:

- Evidence of marriage to a Massachusetts resident; you must prove at least one year of residency for your partner
- The DD214 serves as evidence of military service, relocation, or discharge for those who are either present in or absent from the Commonwealth due to military orders
- Copies of your I-94 Card, stamp from USCIS in passport, Green Card, diplomatic visa, I-797, both sides of your alien registration card or other appropriate evidence of legal status if you are documenting, asylum, refugee, and temporary protection or DACA status
- Evidence of enrollment in a Commonwealth human service or public assistance programs in addition to your evidence of domicile
- Evidence of permanent MA employment with sufficient earnings to be self-supporting
- Other exhibits such as high school diploma, automobile registration, utility bills, excise tax receipts, an operator's license or other licenses issued by the Commonwealth
- Evidence of statements you have included in your narrative to strengthen your case
- Other:

Please provide us with your signature as verification that you have affirm the following:

- I have read the residency appeal policy and completed page 1 and page 2 of the appeal form.
- I am providing you with all of the required documentation of my appeal.
- The information I have provided in this application is true and accurate.
- I am aware that my full university record can be used in evaluation of this appeal.
- If I am asked for additional materials, I will respond within 30 days if I wish to have further consideration.
- I understand that if I have concealed or misrepresented facts, this will be referred for disciplinary action which may include penalties up to dismissal, with no right of appeal or to a tuition refund.
- I can access the full text of the state policy governing tuition classification online at:
<http://www.mass.edu/forstufam/admissions/residency policy.asp>

Applicant Signature and date

Parent/Guardian Signature and date (for applicant under 18)

Submit this form:

By mail:

Residency Appeal Committee
Student Navigation Center
Salem State University
352 Lafayette Street
Salem, MA 01970

In person: 2nd Floor, Classroom Building, Central Campus

By Secure Fax: 978.542.6876

By Email: navcenter@salemstate.edu