

REQUEST FOR RESIDENCY RECLASSIFICATION

For the purpose of assessing tuition charges, Garrett College follows residency guidelines established by the Maryland Higher Education Commission. Requests for reclassification must be submitted in writing to the Office of Records & Registration prior to the first day of the semester. Appropriate documentation / evidence of residency must accompany this request.

General Considerations

- The word “domicile” shall mean the permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely. In the case of individuals that receive more than half of their financial support from another person, the supporter’s place of abode during the most recently completed calendar year will be used.
- For the purpose of this rule, only one domicile may be maintained.
- Local addresses which pertain only during the school year and Residence Hall addresses will not be considered for determination of tuition rates.
- The person seeking In-County or Out-of-County residency status shall have the burden of proving by clear and convincing evidence that they satisfy the requirements and standards set forth herein. Assignment of residency status will be made upon a review of the totality of facts known or presented.
- The College reserves the right to request additional information and documentation as it deems necessary.
- In the event incomplete, false, or misleading information is presented, the College may, at its discretion, revoke residency status and take disciplinary action. Such action may include suspension or expulsion. If a reduced tuition status was gained due to false or misleading information, the College reserves the right to retroactively assess the higher tuition rate for each semester affected.

Qualifications for In-County or Out-of-County Residency and Required Evidence

1. To qualify for In-County (IC) or Out-of-County (OC) tuition status, a student must demonstrate that, for at least three (3) consecutive months immediately prior to the first day of the semester for which the student seeks IC or OC status, the student had the continuous intent to:
 - a. Make Garrett or another Maryland county their permanent home; and
 - b. Abandon their former home county/state; and
 - c. Reside in Garrett or another Maryland county indefinitely; and
 - d. Reside in Garrett or another Maryland county primarily for a purpose other than that of attending an educational institution in Maryland.
2. The student/supporter must also comply with the following requirements for a period of at least three (3) months prior to the first day of the semester for which the student seeks IC or OC status.
 - a. Owns or rents, and has continuously occupied, including during weekends, breaks and vacations, living quarters in Garrett or another Maryland county, evidenced by a genuine deed or lease (minimum 12 months) and documentation of rent payments made. In lieu of a deed or lease, a notarized affidavit from a landlord showing the address, name of the student as occupant, term of residence, and history of rent payments made may be considered. A student may demonstrate that they share living quarters which are owned/rented and occupied by a parent, legal guardian or spouse.
 - b. Has substantially all of their personal property, such as household effects, furniture and pets in Garrett or another Maryland county.
 - c. Has paid Maryland state and local income tax and has filed a Maryland resident income tax return.
 - d. Has registered all owned or leased motor vehicles in Maryland.
 - e. Is registered to vote in Garrett or another Maryland county, if registered to vote.
 - f. Receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland.
 - g. Has a legal ability under Federal and Maryland law to live permanently without interruption in Maryland.
 - h. Has rebutted the presumption that they are in Maryland primarily to attend an educational institution, if the student’s circumstances have raised the presumption.
 - i. Possesses a valid Maryland driver’s license, if licensed to drive.

Name

ID#:

Date:

DECLARATION OF FINANCIAL SUPPORT: Review the following and check the one that applies to your financial situation.

I am an INDEPENDENT Student – I declare that I, the student, have provided the greatest proportion of my own support in the most recently completed calendar year.

I am a DEPENDENT Student – I declare that for the most recently completed calendar year another person has provided one-half or more of my financial support. NOTE: Dependent students' residency is based on their **supporter's** domicile.

Supporter Name:

RESIDENCE: Indicate physical address for your current domicile; this cannot be a post office box. DEPENDENT students indicate your SUPPORTOR'S physical address.

Physical Street Address		City		State	Zip
County	Home Phone	Cell	Length of time at this address:	years	months

If you receive mail at a PO Box, enter here

Previous Street Address		City		State	Zip
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PROOF OF RESIDENCY: To demonstrate you have resided at this address for a period of at least three (3) months prior to the first day of the semester for which you seek IC or OC status, attach a copy of your/supporter's valid driver's license with this address, or if not licensed to drive, provide copies of two or more of the following requirements.

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|---|---|
| Valid MD Driver's License or address change card | Motor Vehicle Registration |
| MD State Income Tax Report (most recently completed tax year) | MD Voter Registration |
| Lease Agreement for PRIMARY living quarters (min. 12 months) | Deed of Ownership for PRIMARY living quarters |
| | Utility Bills: gas, electric, water |

STUDENT/SUPPORTER AFFADAVIT: Review and respond to all items. DEPENDENT students will indicate SUPPORTER'S responses.

Are you residing at the above residence primarily to attend an educational institution?	Yes	No
Are all or substantially all of your possessions at the above residence?	Yes	No
Do you possess a valid driver's license?	Yes	No
If yes, Date of Issue: State: County:		
Have you filed a Maryland state income tax return for the most recent year?	Yes	No
If no, state reason(s) why		
Is Maryland state income tax currently being withheld from your pay?	Yes	No
If no, explain		
Do you receive any public assistance from a state or local agency other than one in Garrett county?	Yes	No
If yes, explain:		

I certify that the information provided is complete and correct. I understand that the information provided may be cross-referenced and verified with information I have provided other offices at Garrett College, and that the College reserves the right to request/require evidence of legal/primary domicile or to lawfully acquire documentation of legal/primary domicile. Furthermore, I understand that providing false or misleading information may result in dismissal, suspension or other sanctions by the College, including the payment of appropriate tuition and charges for periods of past enrollment.

Student Signature

Appeal: Students wishing to appeal the decision of the Office of Records & Registration must notify the Dean of Administration in writing within three (3) working days of the Office's decision. The request for appeal must state the reason for said appeal.

FOR OFFICE USE ONLY

Residency Assigned:

By/Date: