



REQUEST FOR RESIDENCY RECLASSIFICATION

For the purposes 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, that person’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 he or she satisfies 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 his or her permanent home; and
 - b. Abandon his or her 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 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. The student must provide evidence of 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 will be considered. A student may demonstrate that s/he shares living quarters which are owned/ rented and occupied by a parent, legal guardian or spouse.
 - b. Has substantially all of his or her personal property, such as household effects, furniture and pets in Garrett or another Maryland county.
 - c. Has paid Maryland income tax on all taxable income including all taxable income earned outside the State and has filed a Maryland resident income tax return.
 - d. Has registered all owned or leased motor vehicles in Maryland.
 - e. Possesses a valid Maryland driver’s license, if licensed.
 - f. Is registered to vote in Maryland, if registered to vote.
 - g. 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.
 - h. Has a legal ability under Federal and Maryland law to live permanently without interruption in Maryland.
 - i. Has rebutted the presumption that he or she is in Maryland primarily to attend an educational institution, if the student’s circumstances have raised the presumption.

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(s) has provided one-half or more of my financial support.

RESIDENCE: Indicate the physical address for your current domicile; this cannot be a post office box.

Permanent Street Address _____ City _____ State _____ Zip _____
 County: _____ Phone: _____ Length of time at this address _____ years _____ months

Previous Street Address _____ City _____ State _____ Zip _____

PROOF OF RESIDENCY: Attach a copy of a valid driver's license or if not licensed to drive, copies of two or more of the following requirements 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:

- Valid Driver's License (stands alone, no further documentation is needed)
- Motor Vehicle Registration
- Voter Registration
- State Income Tax Report (most recently completed tax year)
- Deed of Ownership for PRIMARY living quarters
- Lease Agreement for PRIMARY living quarters (minimum 12 months)
- Utility Bills: gas, electric, water, phone, cable, etc.

STUDENT AFFADAVIT: Review and response to all items.

Are you residing in Maryland primarily to attend an educational institution?	[] Yes [] No
Are all or substantially all of your possessions in Maryland?	[] Yes [] No
Do you possess a valid driver's license? If yes, Date of Issue _____ In what state? _____	[] Yes [] No
Do you own any motor vehicles? If yes, Date of Registration _____ In what state? _____	[] Yes [] No
Are you registered to vote? If yes, in what state? _____ Date of registration _____	[] Yes [] No
Were you previously registered to vote in another state? _____ If yes, what state? _____	[] Yes [] No
Have you filed a Maryland state income tax return for the most recent year? If yes, years filed _____ If no, state reason(s) why: _____	[] Yes [] No
Is Maryland state income tax currently being withheld from your pay? If no, explain _____	[] Yes [] No
Do you receive any public assistance from a state or local agency other than one in Maryland? If yes, explain _____	[] Yes [] No

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 enrollments.

Student Signature _____

Date _____

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: _____

5/1/14 deg