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4-204 Petition for Reclassification

- A. Each student is responsible for:
 - 1. Obtaining a tuition classification determination prior to registration and payment of fees; and
 - 2. Properly registering for classes using the tuition classification determined by the university.
- B. An individual who has been classified as a non-resident and believes he or she is a resident may apply for reclassification. The individual is responsible for establishing by objective evidence all factors necessary to provide a basis for such a classification determination.
- C. The deadline to submit a petition for reclassification or a domicile affidavit shall be the last day of registration for credit as published by each university. The university may provide a domicile affidavit form.
- D. Failure to file a petition for reclassification or a domicile affidavit within the time prescribed shall constitute a waiver of the right to file such a petition for that semester.
- E. To apply for residency reclassification an individual must submit the following:
 - 1. A domicile affidavit which sets forth information relevant to making a classification determination; and
 - 2. All additional supporting documents sufficient to meet the individual's burden of providing objective evidence of all factors necessary to provide a basis for reclassification as a resident student. The university may require that one or more supportin documents be notarized.
- F. The university shall make a determination in a timely manner after all information has been received. In determining an individual's residency classification, the university:

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1. May use informal procedures to facilitate reclassification including discussion, exchange, counseling, and other kinds of communication with the individual.
 2. May consider all evidence, written or oral, presented by the individual and any other information obtained by the university or received from any source and which is relevant to determining classification.
 3. May request written sworn statements to be supplied by the individual and/or parent(s) and/or guardian(s).
 4. May consult with other university officials prior to making a determination.
- G. Notice of the determination shall be communicated to the individual orally, by mail, or by email to the most recent address furnished to the university by the individual.
- H. If the student is classified as a nonresident, the student must pay non-resident tuition and other fees and charges at time of registration.
- I. For any semester, if an individual applies for classification or reclassification as a resident, but is classified as a nonresident and believes that the classification is erroneous, then the individual may request an appeal in accordance with the residency classification appeal procedures in this section.