

UNIVERSITY of NEW HAMPSHIRE

THE GRADUATE SCHOOL

Thompson Hall, Room 109
105 Main Street
Durham, NH, 03824-3547
www.gradschool.unh.edu

STATEMENT OF RESIDENCE

This Statement Must Be Completed by All Applicants Claiming New Hampshire Residence

Name of Applicant: Last First Middle UNH Student ID (if available, otherwise leave blank)

Place of domicile: Street City, New Hampshire

Session applying for (check one): Fall Spring Summer of Year

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.

Check one of the following 3 options and complete the requirements for that option:

- 1.) I am currently attending UNH as a matriculated degree student with in-state status.

Signature of Applicant Date

- 2.) I am legally domiciled at the address above. I have no other permanent residence. I have been or will have been on the voter checklist of the city or town of domicile indicated above for at least 12 months immediately preceding the session for which I am applying to graduate school.

Seal of Town Clerk

Signature of Applicant Date

Signature and Seal of Town Clerk (only if on checklist for required 12 months) Date

- 3.) I am legally domiciled at the address above. I have no other permanent residence. I have NOT or will NOT have been on the voter checklist of the city or town of domicile indicated above for the required 12 months immediately preceding the session for which I am applying to graduate school. The official documents as outlined below to support this claim are attached, including items that are Mandatory.

- 1. A written statement detailing all facts upon which the claim for New Hampshire domicile is based (Mandatory)
2. A notarized front and back copy of New Hampshire driver's license and vehicle registration (Mandatory)
3. A receipt or notarized statement indicating when and where New Hampshire resident tax was billed and paid
4. A receipt or notarized copy of that portion of the student's Federal Income Tax return which indicates residence
5. If claim is on the basis of resident spouse, proof of marriage and a receipt or notarized statement from the town clerk indicating the date of voter registration (if any) and the date New Hampshire resident tax was paid for the resident spouse is required in addition to number 1 through 4 above for yourself
6. Permanent U.S resident aliens must provide documentation of this status
7. Any other information to support claim for New Hampshire residence

Signature of Applicant Date

Misrepresentation of facts in order to establish a claim to New Hampshire residence will be viewed by the Graduate School as justification for revoking an acceptance or withdrawing an application from consideration.

## RULES AND REGULATIONS (Rules for 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.
- B. **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 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 herein above 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**  
In all cases of application 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, her/his 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 a guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such.
- 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 the 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 her/his 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 her/his 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 to the dean/director or residency officer may wish to require:
1. Payment or nonpayment 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 of the State of New Hampshire.
  6. Voting residence.
  7. Claim by any nonresident 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 students' 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 purpose 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 required a new domicile.
  5. Attendance at the University and or any other educational institution in this state in itself shall not be the evidence of intention 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, 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 any 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. **WAIVERS**  
Nothing contained in these rules shall preclude the dean/director or residency officer from waiving any requirement hereof under special circumstances in individual cases. If you wish to request a fee waiver you need to fill out a "Petition to Exception of Academic Policy" and submit it to the Deans Office for approval.
- 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