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

Name of Applicant: ___________________________ ___________________________ ___________________________  
Last First Middle UNH Student ID Required

Place of Domicile: ___________________________ ___________________________ ___________________________ , New Hampshire

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

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 4 options and complete the requirements for that option:

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

       Signature of Applicant ___________________________ Date ___________________________

2.) ☐ UNH EMPLOYEE: I am currently a UNH employee at the Durham or Manchester campus whose legal residence is in New Hampshire.

       Signature of Applicant ___________________________ Date ___________________________

3.) ☐ 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 ___________________________ ___________________________

       Signature of Applicant ___________________________ Date ___________________________

       Signature of Town Clerk ___________________________ Date ___________________________

       (only if on checklist for required 12 months)

4.) ☐ 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 (certified true copy) front and back copy of New Hampshire driver’s license and vehicle registration (Mandatory)
   3. The following are additional items which can also be submitted if the mandatory documents do not date back 12 months.
   4. Permanent U.S. resident aliens must provide documentation of this status
   5. Any other information to support claim for New Hampshire residence: bank statement, lease, utility bill, etc.

       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 acceptance or withdrawing an application from consideration.

Last Revised September 14, 2016
RULES AND REGULATIONS (Rules for Governing Tuition Rate for the University of New Hampshire)

I. BASIC RULE
All students enrolling 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 rates.

II. DETERMINATION OF TUITION RATES
A. In-State: The Board of Trustees shall fix the in-state tuition rates 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 Committee, the out-of-state tuition rates shall be set annually by the Board of Trustees at a figure which reflects actual costs of per capita operating costs, including instructional expense, overhead, and bond retirement (excluding allocable bond interest), 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. 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 director of admissions of the appropriate division in the first instance based upon information furnished by the student and other relevant information available to the dean/director.

IV. REVIEW OF STUDENT STATUS
A. Any student who is approved by the decisions of the dean or director of admissions declaring him/her as an in-state or out-of-state student for tuition purposes may appeal to the campus residency office on forms and in accordance with procedures which shall be made available to the student as the register of dean or director of admissions. Any student approved 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 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 president of each of the System’s three residential campuses. At the first meeting of each academic year, each campus 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 been classified as in-state or 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. Application shall be considered the official change of status, and a decision to request the University System Residency Appeal Board for the appeal of the decision shall be considered the official change of status, and a decision to request the University System Residency Appeal Board for the appeal of the decision shall be made by the campus residency office prior to the commencement of the semester. The decision of the campus residency officer possesses facts or information indicating that a student’s status as an in-state or out-of-state student shall be changed from in-state to out-of-state, the student shall be notified in writing of the change in status. The student may appear before the campus residency officer to discuss the basis for the new status. The decision on his/her status after commencement of any semester shall be effective only from the beginning of the next semester. Changes to in-state status by the residency officer prior to the commencement of any semester, but reversal 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 office 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 the discretion of the dean/residency officer may require additional evidence to support the affidavit of domicile form any in-state student prior to the commencement of each semester the student plans to attend the University.

VII. SUBSTANTIATIVE 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 reasons or bases 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 parent’s father, or if she has no father, her mother; or in cases of separated or divorced parents, “parent” shall mean either a parent with legal custody or a parent providing more than 50 percent of a student’s total financial support if there is a guardian in legal custodial, “parent” shall mean guardian in legal custodial provided there are no circumstances indicating that such a guardianship or custodianship was created primarily for the purpose of confirming the status of an in-state student on such.
B. No person shall be eligible for in-state status unless he/she is domiciled within New Hampshire. For University System purposes, a person does not acquire a domicile in New Hampshire until he/she 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. Unmarried 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 he/she 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” defines a person’s true, fixed and permanent home and place of habitation. It is the place where he/she intends to remain and to which he/she expects to return when he/she leaves without intending to establish a new domicile elsewhere. However, when a person has established eligibility for in-state tuition based on his/her parent’s domicile and the parent subsequently establishes domicile outside of New Hampshire, the student shall be eligible for in-state status 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 indications 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 a motor vehicle.
4. State issued 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.
7. Claim by any nonsosident parent that the applicant is dependent for tax purposes or any other financial purposes.
8. Regular residence by an applicant from the State of New Hampshire during vacations or vacations from the University System.
9. Filing of any claim for benefits under any policy of insurance or federal, state, or local benefits legislation based on residence or domicile outside of the State of New Hampshire.
10. Status in some other state which would qualify a person for in-state tuition in that state.

If 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 unmarried person is that of his/her parent(s) 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 50 percent of the student’s total financial support.
2. The domicile of an unmarried 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 is the university from the domicile of his/her parent, as defined in subparagraph A, above, of a student having no parent until she abandon such domicile and, for purpose other than that of his/her education, becomes 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 she abandon such domicile and, for purposes other than that of his/her education required a new domicile.
5. Attendance at the University or an any other educational institution in this state in itself shall not be the evidence of residence or establishment of a domicile in this state.

No person shall be deemed to be an unmarried unless his/her parent, as defined in subparagraph A, has entirely surrendered the right to 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, has ceased to support or maintain such person. Filiation 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 determined by the dean/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 student to claim him/herself as a dependent on his/her income or other tax returns.
4. Establishment by the parents of a domicile separate and apart from that of the person.
5. Failure of the person to return to the terms 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 hereunder special circumstances in individual cases. If you wish to request a waiver, you need to fill out a “Petition To Exception of Academic Policy” and submit it to the Dean 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 benefits, issue 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.