



UNIVERSITY POLICY

SUBJECT: STUDENT AFFAIRS **TITLE:** STUDENT RESIDENCE AND IN-STATE TUITION

CODING: 00-01-25-15:05 **ADOPTED:** 11/02/99 **AMENDED:** 08/28/01

I. PURPOSE

To set policy defining New Jersey residence to qualify students for in-state tuition rates; and to establish procedures for change to New Jersey residence for students previously classified as out-of-state residents.

II. ACCOUNTABILITY

Under the direction of the President and the Senior Vice President for Academic Affairs, the Vice President for Academic Affairs shall ensure compliance with this policy. The Student Affairs Deans or equivalent, the Admissions Deans or equivalent, and the University Registrar shall implement this policy.

III. APPLICABILITY

This policy shall apply to all students of the University who pay tuition to the University.

IV. DEFINITIONS

Domicile: the place where a student has his or her true, fixed, permanent home and principal establishment, and to which, whenever he or she is absent, he or she has the intention of returning.

V. REFERENCES

- A. N.J.S.A. 18A:62-4
- B. N.J.A.C. 9A:5-1.1, 1.2 and 1.3

VI. POLICY

A. Eligibility for in-state tuition rates

1. Eligibility for in-state tuition rates is predicated upon the student having a New Jersey domicile.
2. Residence established solely for the purpose of attending UMDNJ does not constitute domicile for tuition purposes.
3. Active-duty U.S. military personnel and their dependents (spouse and dependent children) who are living in New Jersey shall be regarded as residents of New Jersey for the purpose of determining tuition.

B. Proof of domicile

1. Students residing in New Jersey for a period of twelve (12) months before first enrolling at UMDNJ are presumed to be domiciled in this State for tuition purposes.

2. Students residing in New Jersey for a period less than twelve (12) months before first enrolling at UMDNJ are presumed *not* to be domiciled in New Jersey unless evidence of establishment of domicile in New Jersey is provided. This evidence must include *both* a. and b. below:
 - a. copies of a self-supporting student's New Jersey resident income tax return (bearing a New Jersey address) for the most recent tax year or a parent's or legal guardian's New Jersey resident income tax return (bearing a New Jersey address) for the most recent tax year; *and*
 - b. evidence of ownership of or a current long-term (at least one year) lease on a permanent residence in New Jersey by the student or his/her parent(s) or legal guardian(s).
3. If the evidence described in Section VI. B. 2. a. above (i.e., New Jersey resident income tax returns) cannot be produced, then the following may be substituted (*in addition* to the evidence described in Section VI. B. 2. b. above, i.e., ownership or lease of a permanent residence):
 - a.
 - (1) current driver's license from New Jersey. Driver's licenses from other states must be replaced by one from New Jersey; *and*
 - (2) New Jersey vehicle registration if the student owns or leases an automobile.
 - b. If the student will not be operating a vehicle in New Jersey, he or she must submit *all* of the following in place of a New Jersey driver's license and vehicle registration:
 - (1) a sworn, notarized affidavit that the student will not be operating a vehicle in New Jersey; *plus*
 - (2) a sworn, notarized statement from the student and/or his or her parent(s) or legal guardian(s) declaring domicile in New Jersey; *plus*
 - (3) if a U.S. citizen, the student's New Jersey voter registration card; *or* if a permanent resident alien, a copy of the student's permanent residency card *and at least three (3) of the following*: the student's banking documents; utility bills; documents from the previous institution of higher education indicating that institution's recognition of the student's New Jersey domicile; any other documents identifying a social or economic relationship with New Jersey; New Jersey employment documents.
4. Students who are U.S. military personnel on active duty and living in New Jersey, or who are spouses or dependent children of active-duty U.S. military personnel living in New Jersey must present official documentation of active-duty military status and residence in the State for the student or his/her spouse or parent, and documentation of the spousal/parental relationship (e.g., marriage license, birth certificate) if applicable.
5. The University may require student to submit any additional supplementary information that it deems necessary to support the student's claim of domicile in New Jersey.

C. Application for change in residence classification

1. A student may request reconsideration of domiciliary status at any time. If a request for reconsideration results in a decision of eligibility for in-state tuition, the in-state rate will not be retroactive but will apply to charges for the next academic term. Application should be

made as soon as possible prior to the start of classes for any given term for which in-state tuition is requested by a previously classified out-of-state student.

2. Application for reclassification of residence must be made on the attached form (Exhibit) which must be signed, notarized and submitted with proof of domicile according to Section VI. B. above to the student's Student Affairs Dean or equivalent.
 3. A written decision concerning an application for reclassification of residency shall be sent by the Student Affairs Dean or equivalent to the applicant. Requests for clarification of the decision and/or for the opportunity to submit additional evidence proving New Jersey domicile must be submitted to the Student Affairs Dean or equivalent within two weeks of receipt of a denial of requested reclassification. If additional evidence is submitted, the Student Affairs Dean or equivalent shall review it and respond again. Following the final decision by the Student Affairs Dean or equivalent, the student may submit a written appeal of a denial to the University Registrar within two weeks of the date of the final written decision by the School. The decision of the University Registrar shall be final.
- D. A student who knowingly provides erroneous information concerning domicile in an attempt to obtain in-state tuition rates will be charged out-of-state tuition rates for each term or semester attended, and may be subject to disciplinary action up to and including dismissal in accordance with the School's student disciplinary procedures.

VII. EXHIBIT

Application for Reclassification as a New Jersey Resident for Tuition Purposes

By Direction of the President:

Vice President for Academic Affairs

EXHIBIT

UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY

APPLICATION FOR RECLASSIFICATION AS A NEW JERSEY RESIDENT FOR TUITION PURPOSES

UMDNJ School: _____ Term/Year for which you are applying:* _____

Name: _____ SSN: _____ - -

Citizenship: U.S. Permanent resident alien Class/Year: _____

If permanent resident alien, Permanent Residency card #: _____ Expiration Date: _____

Date of Birth: ____/____/____ Marital Status: _____

Local Address: _____ STREET

CITY/STATE ZIP CODE

Permanent Address: _____ STREET

CITY/STATE Zip CODE

Telephone: (____) _____ WORK (____) _____ HOME

Date New Jersey residence was established: ____/____/____

1. The following items are required:

YES SUBMITTED NO

A. Student's or, if student is not self-supporting, parent's or legal guardian's most recent New Jersey State Resident Income Tax form bearing a New Jersey address

and

B. Evidence of ownership of or current long-term (at least one year) lease on a permanent residence in New Jersey by student or his/her parent(s) or legal guardian(s)

If above items are not submitted, please explain: _____

2. If tax returns cannot be produced, please submit the following:

A. Long-term lease (see 1.B. above)

and

B. Current driver's license from New Jersey. (Driver's licenses from other states must be replaced by one from New Jersey)

and

C. New Jersey vehicle registration (own/lease)

If above items are not submitted, please explain: _____

* Any reclassification of domiciliary status will apply to tuition for the next academic term and will not be retroactive. Completed application with all supporting documents must be submitted prior to the start of the term for which reclassification is sought.

3. If the student will not be operating a vehicle in New Jersey, he/she must submit all of the following in place of a New Jersey driver's license and vehicle registration:

		SUBMITTED	
		YES	NO
A.	A sworn, notarized affidavit that he/she will not be operating a vehicle in New Jersey	<input type="checkbox"/>	<input type="checkbox"/>
and			
B.	A sworn notarized statement from student or parent(s) or legal guardian(s) declaring domicile in New Jersey	<input type="checkbox"/>	<input type="checkbox"/>
and			
C.	If U.S. citizen, a New Jersey voter registration card	<input type="checkbox"/>	<input type="checkbox"/>
or			
If permanent resident alien, a copy of student's permanent residency card			
plus at least three (3) of the following items:			
1.	Copies of banking documents	<input type="checkbox"/>	<input type="checkbox"/>
2.	Utility bills	<input type="checkbox"/>	<input type="checkbox"/>
3.	Any documents from student's previous institution of higher education indicating recognition of New Jersey domicile	<input type="checkbox"/>	<input type="checkbox"/>
4.	Any other documentation of a social or economic relationship with New Jersey	<input type="checkbox"/>	<input type="checkbox"/>
5.	New Jersey employment documents	<input type="checkbox"/>	<input type="checkbox"/>

If above items are not submitted, please explain: _____

APPLICANT'S NOTARIZED AFFIRMATION:

I do hereby affirm that I am a resident of the state of New Jersey, that I have my true, fixed, permanent home and principal establishment in New Jersey, that it is my intention to remain in New Jersey indefinitely, and that all information provided on this form and attachments thereto is accurate, complete and true to the best of my knowledge. I understand that knowingly providing false information will disqualify me from consideration for New Jersey resident status and may result in disciplinary action, up to and including dismissal, in accordance with the School's student disciplinary procedures.

STUDENT SIGNATURE

DATE

NOTARY SIGNATURE

NOTARY NAME

DATE

RETURN COMPLETED FORM AND NECESSARY DOCUMENTATION TO YOUR STUDENT AFFAIRS DEAN OR EQUIVALENT

FOR OFFICIAL USE ONLY:

APPROVED: <input type="checkbox"/>	DISAPPROVED: <input type="checkbox"/>
NAME: _____	SIGNATURE: _____
EFFECTIVE TERM/YEAR: _____	
DATE: _____	