Do I Qualify for In-State Tuition?

How Do I Qualify for In-State Tuition?

The University System of Maryland (USM) requires Towson University to collect certain information from students to verify Maryland residency for tuition purposes.

A student seeking reclassification from out-of-state to in-state tuition status must demonstrate the continuous intent to make Maryland their permanent home and to reside in Maryland indefinitely and for a purpose other than that of attending an educational institution in Maryland.

If you meet all the necessary criteria for the 12 months *preceding and including* the deadline, you may be eligible for in-state residency status and should complete the Petition for In-State Residency.

The petition submission deadline is the last day to add/drop for the term for which you are seeking in-state status.

Please visit the Registrar's Residency Classification page at to file your petition online.

Refer to the enclosed checklist and instructions ahead of time so that you are prepared to complete the online petition.

Criteria

The following criteria must be met for 12 consecutive months immediately prior to and including the last day to add or drop courses for the term in which in-state residency is requested.

There are 9 criteria. They may be condensed as follows:

1. Continuously maintaining primary living quarters in Maryland.

2. Having substantially all personal property in Maryland.

3. Paying Maryland income tax.

4. Registering all vehicles in Maryland.

5. If licensed, possessing a valid Maryland driver's license.

6. If registered, being registered to vote in Maryland (no time requirement).

7. Receiving no public assistance from a state other than Maryland.

8. Having the legal ability under law to live permanently and without interruption in Maryland.

9. Rebutting the presumption that you are in Maryland primarily to attend an educational institution.

You must carefully read the USM policy (also located in Appendix C in TU catalog) for details of each requirement.

Questions? Contact us at registrarresidency@towson.edu or 410-704-3104

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Non-Resident Special Circumstances

If any of the following categories applies to you *and you meet the requisite criteria*, you may be eligible for in-state tuition status.

- Full-time or part-time (at least 50 percent) regular employee of the University System of Maryland
- Spouse or financially dependent child of full-time or part-time (at least 50 percent) regular employee of the University System of Maryland
- Active-duty member of the U.S. Armed Forces
- Spouse or financially dependent child of an active-duty member of the U.S. Armed Forces
- Veteran of the U.S Armed Forces
- Using transferred Post- 9/11 GI Bill benefits
- Using benefits under the Marine Gunnery Sergeant John David Fry Scholarship
- Using benefits through the Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Entitled to Rehabilitation under 38 USC 3102
- Member of the Maryland National Guard
- Graduate Assistant

Please read the USM Residency Policy for details on the various categories, criteria to be met, and requirements.

Contact the Registrar's In-State Residency Office to obtain information regarding the requisite documentation you will need to provide. The deadline for submission is the last day to add/drop classes for the semester for which you are seeking in-state residency status.

Registrar's In-State Residency Office:

registrarresidency@towson.edu
410-704-3104
Enrollment Services Center, Rm. 245

Questions? Contact us at registrarresidency@towson.edu or 410-704-3104

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Important Information for the Residency Petition

- **The petition and policy can be found online on the Registrar's Residency Classification page of the TU website.**
- You must read the policy for the details of each requirement.
- You will need to attach all necessary documenation with your online petition submission.
- Please refer to the enclosed checklist and instructions ahead of time so that you are prepared to complete the online petition.
- You will find FAQs on the Residency Classfication page of the TU website.
- You must be registered in order for your petition to be reviewed.
- The petition deadline is the last day to add/drop for the term for which you are seeking in-state status.

Questions and Follow-up Inquiry:

Phone: 410-704-3104
Email: registrarresidency@towson.edu
Website: towson.edu/registrar

All follow-up communication will be through your TU email address.

Questions? Contact us at registrarresidency@towson.edu or 410-704-3104

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Important Instructions Regarding the In-State Residency Petition:

- The petition is based upon USM BOR VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes ("Policy"), which contains the requirements for establishing in-state status.
- **The petition submission deadline is the last day to add/drop courses for the term for which you are petitioning for in-state residency.**
- Only one petition may be filed per term.
- Petitions and requests for retroactive reclassification for tuition purposes are not accepted.
- Read the petition carefully and complete ALL sections of the petition that apply to you. Petitions with incomplete applicable sections, and petitions missing required supporting documentation will not be evaluated.
- Use the enclosed checklist for guidance.
- If you cannot provide the required information, you must attach a separate sheet with an explanation.
- No materials or documentation will be returned after the petition is submitted.
- The review of the petition and an initial determination of the status may take as long as 6 weeks, not including subsequent appeals. While petitions are under review, petitioners are required to make full tuition payment at the out-of-state rate. If the University determines that the petitioner meets all of the requirements for in-state residency, the petitioner's classification will be changed and a refund or account credit will be issued as appropriate.
- If claiming financial dependence, the person upon whom the petitioner is dependent must complete and sign the enclosed form entitled Residency Information for Person Upon Whom Petitioner is Financially Dependent.
- Affidavits must be typed, dated, notarized, and contain information as specific as possible including dates, addresses, amounts, etc. Please check in advance for instructions.
- The petition refers to "the 12-month period prior to the last date to register for classes" which is defined as the 12 consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the petitioner seeks instate tuition status.

Residency Petition Checklist

This checklist is designed as an aid and is not a substitute for the requirements stated in the Petition and University System of Maryland *Policy on Student Classification for Admission and Tuition Purposes*.
Please read the USM policy carefully.

- ☐ A Maryland comptroller's certified copy of your Maryland state income tax return with all attachments & W-2 forms for the tax year ending within the 12-month period prior to the deadline. *(Use the Maryland Form 129 at www.marylandtaxes.gov to request the comptroller's certified copy)*

- ☐ If claiming financial dependence upon another person, their notarized Residency Information Form and all required backup documentation: Their Maryland comptroller's certified tax return and documentation of living quarters. *See form for details.*

- ☐ Verification of employment, if applicable, including most recent paystub(s) showing year-to-date earned income totals.

- ☐ Documentation of all sources of funds.

- ☐ Verification of living quarters covering the applicable 12-month period for the semester for which you are petitioning. See Instructions for details on the documents you must provide.

Renters:

- Copy of your signed lease(s) covering the full appliable 12-month time period.
- The lease must include your name, landlord name, address of residence, and term of lease agreement.
- Documentation of rental payments for all applicable 12 months is always required.

Owners:

- Deed.

If your name is not on the lease or deed, you will need to submit the following:

- A notarized letter from the person with whom you are residing, that includes the date the letter was written, the address of the residence, the time period you resided at the property, and whether that person is your landlord or family member.
- The lease *and* verification rental payments OR proof of ownership from the person with whom you are residing.

☐ Copy of vehicle title(s) and registration; if sold, copy of bill of sale; if purchased within 12-month time period, copy of purchase order

☐ Copy of your driver's license.

**If you renewed your MD driver's license during the past 12 months, your driving record is required from the MVA to confirm length of time for possession of MD driver's license. (https://mva.maryland.gov)*

☐ Copy of voter registration card or information provided from the Maryland Board of Elections website.

☐ Documentation of public assistance, if applicable

☐ Copy of birth certificate, US Passport, or naturalization certificate if you are a US citizen.

Non-US citizens: copy of Permanent Resident Card (front and back) or other supporting immigration documents.

☐ Rebuttal Evidence (Section 5) **must** have documentation, as applicable. See Section III C of the policy for more information.

This documentation is in addition to what has already been provided for the other criteria. Duplicated information is not applicable.

Satisfying the requirements listed in items 1 through 8 of the policy **does not** rebut the presumption that a student is in Maryland primarily to attend an educational institution.

To overcome that presumption, you must present additional evidence. The burden of proof lies with you.

There is no formula to rebutting this presumption. You must demonstrate that you intend to make Maryland your permanent home and reside in Maryland indefinitely.

For purposes of rebutting the presumption, additional evidence that will be considered includes, but is not limited to:

1) Source of financial support:
    a. Maryland employment and earnings history through sources beyond those incident to enrollment as a student in an educational institution e.g., beyond support provided by work study, scholarships, grants, stipends, aid, student loans, etc. (Tuition costs will be considered as a student expense only to the extent tuition exceeds the amount of any educational scholarships, grants, student loans, etc.), or

    b. Evidence the student is Financially Dependent, for the previous 12 months, upon a person who is a resident of Maryland.

2) Substantial participation as a member of a professional, social, community, civic, political, athletic or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to the student's community or to the State of Maryland.

    - **Attach signed statement(s) on letterhead from the professional, social, community, civic, political, athletic, or religious organizations showing the activity and applicable dates.**

3) Registration as a Maryland resident with the Selective Service, if applicable.

    - **Attach a copy of Selective Service registration.**

4) Evidence that the student is married to a Maryland resident.

- Attach a copy of marriage certificate.

5) Evidence that the student attended schools in Maryland for grades K-12.

- Attach a copy of transcripts with years of attendance.

6) Evidence *encompassing all 12 months* showing the student uses his or her Maryland address as his or her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.

- Attach evidence of your sole address of record for all purposes (including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.). Include documentation for all 12 months.

7) An affidavit from a person unrelated to the student that provides objective, relevant evidence of a student's conduct demonstrating the student's intent to reside in Maryland primarily for a purpose other than that of attending an educational institution in Maryland.

- Attach notarized affidavit(s) from a person(s) unrelated to you that provides objective, relevant evidence of your conduct demonstrating your intent to live permanently in Maryland.

8) Evidence of life and employment changes that caused the student to relocate to Maryland for reasons other than primarily educational purposes (e.g. divorce, family relocation, taking care of a sick family member, etc.)

- Attach evidence of life and employment changes (e.g. employment offer letter) and other documentation supporting the life changes.