

INSTRUCTIONS FOR COMPLETING A PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION

Please **carefully** read the ST. MARY'S COLLEGE OF MARYLAND POLICY ON STUDENT CLASSIFICATION FOR ADMISSION AND TUITION PURPOSES, which contains residency requirements, and procedures as approved by the St. Mary's College Board of Trustees on 2 December 2006. In keeping with legal findings in the State of Maryland, the primary issue in determining residency is the status of the student, regardless of the student's financial relationship with his or her parents. The full text of the policy can be found at:
<http://www.smcm.edu/academics/registrar/residency.pdf>

Submit the completed petition and all supporting documentation to the following address (faxes are not accepted) to the address below. Questions about residency should be directed to the same address.

Students new to St. Mary's College

Residency Officer
Office of Admissions
St. Mary's College of Maryland
18952 E. Fisher Road
St. Mary's City, MD 20686

Current Students at St. Mary's College

Residency Officer
Office of the Registrar
St. Mary's College of Maryland
18952 E. Fisher Road
St. Mary's City, MD 20686

IMPORTANT INFORMATION REGARDING PETITIONS

- The petition deadline is the last day of registration for the semester in which you are seeking in-state status.
- Read the document carefully and complete all sections of the petition that apply to you. Failure to complete all applicable sections of the petition may result in a denial of in-state status.
- Only one petition may be filed per semester.
- No requests are accepted for retroactive changes.
- 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 six (6) weeks, not including subsequent appeals. You will be responsible for all late fees and finance charges accrued during the entire process.
- If you cannot provide the required information, you must attach a separate sheet with an explanation or write your explanation in the margins of the petition.
- If claiming dependence, the person upon whom the student is dependent must have his/her signature notarized.
- Affidavits must be typed, dated, notarized, and contain information as specific as possible including dates, addresses, amounts, etc.

Section 1: Student Information

This section must be completed by all student petitioners for in-state status.

Section 2: Basis for claiming In-State Status

This section must also be completed by all student petitioners for in-state status. It is recommended that you again read the residency policy. Please pay particular attention to the definitions of financial independence, dependence, and support. The student petitioner must complete all sections of the petition regardless of dependence status.

Section 3: Income and Expense Information for Student

This section must be completed by all students who indicated either A or B in Section 2. Please be sure to include with your petition documentation for all sources of funds you list in this section. Any undocumented sources of funds cannot be considered. In most cases, acceptable forms of documentation are W-2 forms, check stubs showing year-to-date income, financial aid award letters, employer confirmation of employment dates and income on employer letterhead, and employment contracts.

If you are seeking to demonstrate you are NOT financially dependent upon another individual, you must provide information on your finances for twelve (12) consecutive months. For example, if you are filing a petition for the fall semester, the last day of registration usually occurs in early September. Therefore, the twelve (12) months prior to that date is the period reviewed. If you have filed a petition prior to the deadline, you may estimate future income; however, you must be able to explain the basis for your estimate. If you are uncertain about your exact expenses, please carefully estimate. Your figures regarding rent/mortgage, tuition and fees, utilities, and motor vehicle insurance should be exact; however, if exact figures are not available, please provide an explanation. Please list all employers for the past two (2) years, with specific dates of employment.

Section 4: Student Residency Information

The student petitioner must complete Section 4. Please make sure to attach photocopies of all requested documents. Students must complete this section even if claiming financial dependency upon another resident of the State of Maryland.

Section 5: Residency Information for Person Upon Whom Student is Financially Dependent

Students who are financially dependent on another person must have that person complete Section 5. Please make sure to attach photocopies of all requested documents. Financially independent students should NOT complete this section of the petition.

Section 6: Information Pertaining to Full-Time Member of the Armed Forces of the United States

Please review the residency policy before completing this section.

Section 7: Affirmation of Petitioner and, if Dependent, of the Person Upon Whom Student is Financially Dependent

The student petitioner must sign this section but a notarized signature is not required. A NOTARIZED signature is required of the person upon whom the student petitioner is financially dependent.

**ST. MARY'S COLLEGE OF MARYLAND
PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION**

DIRECTIONS: This form is intended for use by those who seek a change in residency classification or by those whose status cannot be determined from the information submitted with the application for admission. THE DEADLINE for which conditions for in-state classification must be met is the published last date to register for the semester for which in-state status is being sought. Only one petition for change in status may be filed per semester. All petitioners must complete Section 1 (Student Information), Section 2 (Basis for claiming in-state status), and Section 7 (Affirmation). Other sections to be completed are indicated in Section 2.

SECTION 1: STUDENT INFORMATION (To be completed by Petitioner/Student)

Institution: _____

Program (please check one): Undergraduate Graduate (M.A.T.)

Semester & Year Admitted: _____

Current Class Status: Freshman Sophomore Junior Senior Graduate

(1) Name: Mr. _____ (2) Student Identification #: _____
Ms. _____
Last First MI

(3) Address: _____ (4) Date of Birth (mm/dd/yy): _____
Street
_____ (5) Home Telephone: _____
City State Zip (6) Work Telephone: _____

(7) Semester/Year of Petition: _____ (8) E-Mail: _____

(9) Have you filed a residency petition before? Yes No If yes, indicate semester and year: _____

(10) Are you financially dependent upon another person? Yes No

a) If yes, name of person upon whom you are financially dependent: _____

b) Is this person a Maryland Resident? Yes No

SECTION 2: BASIS FOR CLAIMING IN-STATE STATUS (To be completed by Petitioner/Student)

Check only one:

- A) I am seeking in-state status because I am a permanent Maryland resident.
Complete sections 3, 4, and 7. If you answered yes to question (10)(b) in Section I, that person must complete section 5.
- B) I am seeking in-state status because I am a full-time or part-time (50%) regular employee of St. Mary's College of Maryland, or the spouse or financially dependent child of such an employee.
Complete Section 7 and provide verification of employment. If you are a spouse or financially dependent child of an employee, provide documentation, i.e., marriage certificate, birth certificate, or court order of adoption, and a copy of the most recent federal and state income tax returns of the person upon whom dependent.
- C) I am seeking in-state status because I am a full-time member of the U.S. Armed Forces, residing or stationed in Maryland, or whose home of residency is Maryland, or the spouse or dependent child of such a member of the armed forces.
Complete Sections 6 and 7 and provide requested documentation. If you are a spouse or financially dependent child of a full-time member of the U.S. Armed Forces, provide documentation, i.e., marriage certificate, birth certificate, or court order of adoption, and a copy of the most recent income federal and state tax returns of the person upon whom dependent.

SECTION 3: INCOME AND EXPENSE INFORMATION OF STUDENT (To be completed by Petitioner/Student)

Support and Expense Information During the Past Twelve Months

Student's Sources of Funds and Other Support	Total prior 12 months Indicate Dates	Student's Expenses	Total prior 12 months Indicate Dates
Please Be as Specific as Possible		Please Be as Specific as Possible	
Self-Generated Income		Rent or Mortgage ³	
Father's Contribution		Tuition and Fees Specify full or part-time/credit hrs. _____	
Mother's Contribution		Books and Supplies	
Legal Guardian		Food	
Spouse		Transportation ⁴ _____	
Other Person Providing Support _____		Utilities (phone, water, electric, etc.)	
Loans ¹		Motor Vehicle Insurance	
Savings		Other Insurance	
Gifts (estimated value)		Clothing	
Trusts		Recreation	
Social Security &/or VA Benefits		Motor Vehicle Payments	
Alimony &/or Child Support		Medical	
Scholarships and Grants ^{1,2} _____		Dental	
Other (describe) _____		Miscellaneous (describe) _____	
TOTAL		TOTAL	

¹ Identify type and source.

² If you receive scholarship or grant funds from a state other than Maryland, indicate state.

³ If you share living quarters with parents, estimate the fair market value of housing costs.

⁴ If you had use of a motor vehicle registered in another person's name, indicate name and relationship.

List all employers (most recent first) for the past 2 years. Use a separate sheet if necessary.

Name of Employer	Address (City and State)	Period Employed (mm/dd/yy)

PLEASE ATTACH DOCUMENTATION OF ALL SOURCES OF INCOME FOR THE PREVIOUS 12 MONTHS AND A COPY OF THE STUDENT'S MOST RECENT FEDERAL AND STATE INCOME TAX RETURNS.

SECTION 4: STUDENT RESIDENCY INFORMATION

Items correspond to the policy requirements established by ST. MARY'S COLLEGE OF MARYLAND Board of Trustees. (To be completed by the Petitioner/Student)

(1) Are you residing in Maryland primarily to attend an educational institution? Yes No
 If yes, proceed directly to Section 7.

(2) If you were admitted as a first-year or transfer student, indicate name(s) of high school(s) attended:

Address: _____

Street City State Zip

- Please attach a statement/explanation (not to exceed one typed page) regarding circumstances that brought you to the State of Maryland.

(3) Did you own or rent and occupy living quarters in Maryland during the entire 12 month period prior to the deadline?

Yes No If no, please attach explanation.

- Please attach a photocopy of your deed(s) or lease agreement(s) or affidavit as allowed by policy, and cancelled rent checks (front and back of checks, if available) or evidence of payment from your rental agent for the twelve (12) months prior to the deadline, or evidence of residing with a spouse, parent or legal guardian.

List residence(s) for the 12-month period prior to the deadline.

Address (Street Address, City and State)	Dates Owned or Rented and Occupied (mm/dd/yy)

(4) Are all, or substantially all, of your possessions (including bank accounts, furniture and pets) in the State of Maryland? _____
 If not, please attach explanation.

(5) Income Tax Information: For the last 2 years prior to the deadline, list the following information regarding federal and state income taxes (if necessary, attach a supplemental sheet):

Income Tax Returns Year(s) Filed
 Federal _____
 State [indicate state(s)]: _____

- Please attach photocopies of your federal and state income tax returns with all attachments and W-2 forms for the tax year ending within the 12-month period prior to the deadline. If you did not file income tax, indicate reason.

(6) Motor Vehicle Registration: Do you own or have you owned any vehicle(s) during the 12 months prior to the deadline? _____ If yes, for each owned motor vehicle, please provide the following information (if necessary, attach a supplemental sheet):

Year, Vehicle Make & Model	State of Registration(s) (For the past 12 months)	Date of Vehicle Purchase	Currently Owned? If not, date vehicle sold.

- Please attach photocopy of the registration(s) and title(s) of all vehicles listed; if sold, a photocopy of the Bill of Sale.

(7) Motor Vehicle Operator's License:

a) Do you possess a Maryland driver's license? Yes No If yes, date issued: _____

b) Have you possessed a driver's license in any other state? Yes No If yes, state? _____
 Date issued: _____

c) Has your driver's license been renewed in the last 12 months? Yes No

- Please attach a photocopy of any driver's license you currently possess.

(8) Voter Registration

- a) Are you currently registered to vote? Yes No If yes, in what state? _____
- b) Have you been registered to vote in any other state during the twelve month period directly prior to the deadline? Yes No **Please attach a photocopy of your voter's registration card(s) for the past 12 months.**

(9) Have you received public assistance in the twelve months prior to the deadline from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland? Yes No

If yes, please indicate source and type of assistance: _____

(10) Citizenship Status

- a) Are you a citizen of the United States? Yes No (If no, complete b and c, or d or e)
- b) Country of Citizenship: _____
- c) Visa Type: _____ Alien Registration Number _____
Date of Issue: _____ Expires: _____ **▪ Please attach a photocopy of visa.**

- d) Are you a permanent resident? Yes No Alien Registration Number: _____
Date of Issue: _____ Expiration Date: _____
▪ Please attach a copy of Permanent Resident Card (front and back) that covers the entire twelve (12) month period.

e) Other (please explain): _____

SECTION 5: RESIDENCY INFORMATION FOR PERSON UPON WHOM STUDENT IS FINANCIALLY DEPENDENT

(To be completed by the person upon whom the petitioner is dependent.)

- (1) Did you own or rent and occupy living quarters in Maryland for the 12 months prior to the deadline? _____
If no, please attach explanation.
▪ Please attach a photocopy of your deed(s) or lease agreement(s) or affidavit as allowed by policy, and cancelled rent checks (front and back of checks-if cancelled checks are not available or applicable, submit evidence of payment from your rental agent) for the twelve (12) months prior to the deadline, or evidence of residing with a spouse, parent or legal guardian.

List residence(s) for the 12-month period prior to the deadline.

Address (Street Address, City and State)	Dates Owned or Rented and Occupied (mm/dd/yy)

(2) Are all, or substantially all, of your possessions, such as furniture and pets, in the State of Maryland? Yes No
If not, please attach explanation.

(3) Will you claim or have you claimed as a dependent the student seeking in-state status on your federal income tax returns for the tax year(s) during the 12-month period prior to the deadline? Yes No
If yes, please attach photocopies of your federal and state income tax returns with all attachments and W-2 forms for the tax year ending within the 12-month period prior to the deadline.

If you did not file an income tax return, indicate reason: _____

(4) Citizenship Status

a) Are you a citizen of the United States? Yes No (If no, complete b and c, or d or e)

If yes, please attach satisfactory evidence of U.S. citizenship. (e.g., copy of birth certificate or passport or naturalization certificate. If such forms cannot be photocopied, please bring the original to the Residency Classification Officer for inspection.)

b) Country of Citizenship: _____

c) Visa Type: _____

Alien Registration Number _____

Date of Issue: _____ Expires: _____

▪ **Please attach a photocopy of visa.**

d) Are you a permanent resident? Yes No

Alien Registration Number: _____

Date of Issue: _____

Expiration Date: _____

▪ **Please attach a copy of Permanent Resident Card (front and back) that covers the entire twelve (12) month period.**

e) Other (please explain): _____

SECTION 6: INFORMATION PERTAINING TO FULL-TIME MEMBER OF THE ARMED FORCES

(To be completed by the Petitioner/Student or person upon whom the petitioner is dependent)

Name of person completing this section: _____
Last First Middle

Relationship to petitioner: _____

(1) Are you a full-time member of the U.S. Armed Forces? Yes No

(2) Are you presently stationed in Maryland? Yes No

What is your expected separation date from the U.S. Armed Forces? _____

(3) Are you presently residing in Maryland? Yes No

Please attach a copy of your lease, deed, or documentation of base housing.

(4) Have you established Maryland as your home of residency? Yes No

▪ **Please attach your most recently filed state income tax return and military document showing Maryland as your home of residency.**

▪ **All military, please submit a photocopy of your most recent orders and your military I.D.**

▪ **If student petitioner is claiming dependence, please submit a photocopy of military dependent I.D. card.**

