

## INSTRUCTIONS FOR COMPLETING A PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION PURPOSES

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Submit the completed petition and all supporting documentation to the following address (**faxes and emails are not accepted**):

**Coppin State University  
Records and Registration  
2500 W. North Avenue  
Baltimore, MD 21216**

### IMPORTANT INFORMATION REGARDING PETITIONS:

- The petition below 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 classification and which is found at <https://www.usmd.edu/regents/bylaws/SectionVIII/VIII-2.70.pdf>.
- This Petition must be completed by the **Student**.
- The petition submission deadline is always the first day of the semester you’re petitioning for.
- 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.
- 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.
- **Only one petition may be filed per semester/term.**
- Petitions and requests for retroactive reclassification for tuition purposes are not granted.
- No materials or documentation will be returned after the petition is submitted.
- The review of the petition and an initial determination of the classification may take as long as six (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 sign the petition and have their signature notarized.
- Affidavits must be typed, dated, notarized, and contain information as specific as possible including dates, addresses, amounts, etc.
- The petition refers to “the 12-month period prior to the last date to register for classes” which is defined as the twelve (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 in-state tuition classification.

**Please note: Graduate Assistants who were admitted as out-of-state students are assessed tuition at the in-state rate only as a benefit of their employment. All out-of-state graduate assistants who have met all residency requirements and wish to change their classification to in-state must file a timely petition with the Office of Records and Registration in accordance with Policy requirements.**



Coppin State University

PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION PURPOSES

DIRECTIONS: This petition is intended for use by students who seek a change in residency classification or by those whose classification cannot be determined from the information submitted with the application for admission. Only one petition for change in classification may be filed per semester. A petitioner is the student who wishes to have their residency classification changed. All petitioners must complete Section 1 (Petitioner Information), Section 2 (Income, Support, and Expense Information of Petitioner), Section 3 (Petitioner Residency Information), and Section 6 (Affirmation of Petitioner and Person Upon Whom Dependent). Petitioners who claim financial dependence upon another person must have the person upon whom the petitioner is financially dependent complete Section 4 (Residency Information for Person Upon Whom Petitioner is Financially Dependent) and Section 6 (Affirmation of Petitioner and Person Upon Whom Dependent). Petitioners who raised the presumption that they are in the State of Maryland primarily for the purpose of attending an educational institution and who wish to rebut this presumption will need to complete Section 5 (Rebuttal Evidence) (see Section 5 for explanation). Provide documentation where required and supplement with documentation where appropriate or helpful to your circumstances.

SECTION 1: PETITIONER INFORMATION (To be completed by Petitioner)

This section must be completed by the petitioner.

Program (Check one):  Undergraduate  Graduate/Professional

1) Are you currently registered?  Yes  No

2) Semester & Year Admitted: \_\_\_\_\_

3) Current Class Status:  Freshman  Sophomore  Junior  Senior  Graduate/Professional

4) Name: \_\_\_\_\_  
Last First MI

5) University ID Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

6) Date of Birth (mm/dd/yyyy): \_\_\_\_\_

\_\_\_\_\_  
City State Zip

7) Daytime/Cell Telephone: \_\_\_\_\_

8) University email address: \_\_\_\_\_

9) Semester/Term & Year of Petition (cannot be a past semester/year): \_\_\_\_\_

10) Have you filed a residency petition before?  Yes  No If Yes, indicate semester(s) and year(s): \_\_\_\_\_

**SECTION 2: INCOME, SUPPORT, AND EXPENSE INFORMATION OF PETITIONER** (To be completed by Petitioner)

This section must be completed by all petitioners. The documentation provided by the petitioner should evidence any employment and earnings history through sources beyond those related to enrollment as a student in an educational institution, e.g., beyond support provided by work study, scholarships, grants, stipends, aid, student loans, etc. The petitioner must list all employers for the past two (2) years, with specific dates of employment.

- 1) Have you been employed within the past two years?  Yes  No  
 If **Yes**, list all employers (most recent first) for the past 2 years. Use a separate sheet if necessary.

Name of Employer	Address (City and State)	Dates of Employment (month/year to month/year)

- 2) Income Tax Information: For the 12-month period prior to the last date to register for classes, including the most recent tax year, did you file a state income tax return(s)?  Yes  No

If **No**, please attach an explanation.

If **Yes**, list the following information regarding state income taxes (if necessary, attach a supplemental sheet):

<u>Income Tax Returns</u>	<u>Tax Year(s) Filed for</u>
State [indicate state(s)]: _____	_____

**Attach:**

- photocopies of your most recent paystub(s) from all employers listed, and
- signed and filed state income tax returns\* with all attachments and W-2 forms or 1099(s) from all employers for the tax year ending within the 12-month period prior to the last date to register for classes. (If you did not file a Maryland state income tax return for that tax year, please attach an explanation. If you filed state income tax returns in another state or more than one state, please attach all returns and an explanation.)

\* For Maryland Income Tax returns, attach Maryland Comptroller’s certified copies of each Maryland tax return.

(To obtain Maryland Comptroller’s certified copies, submit Form 129 to the Maryland Comptroller’s Office found at [https://www.marylandtaxes.gov/forms/current\\_forms/129.pdf](https://www.marylandtaxes.gov/forms/current_forms/129.pdf) or visit the [Maryland Comptroller’s Office web page](#) to find Form 129)

- 3) Please check one:
- I am financially independent.** I provide 50% or more of my own living and educational expenses and I have not been claimed as a dependent on another person’s most recent income tax return.
  - I am financially dependent** on another person who has claimed me as a dependent on their most recent income tax returns. (Petitioners who claim financial dependence upon another person must have the person upon whom the petitioner is financially dependent complete Section 4.)  
 Name of person upon whom you are dependent and relationship to you: \_\_\_\_\_  
 How long have you been dependent upon this person? \_\_\_\_\_  
 Is the person a resident of Maryland?  Yes  No  
 Address of this person: \_\_\_\_\_
  - I am not financially independent (I do not provide 50% or more of my own living and educational expenses),** but I have not been claimed as a dependent on another person’s most recent income tax returns, and I am not a ward of the State of Maryland. (Petitioners who claim financial dependence upon another person must have the person upon whom the petitioner is financially dependent complete Section 4.)

Name of person who provides you with financial support for more than 50% of your living and educational expenses, and that person's relationship to you: \_\_\_\_\_

How long has this person been providing such financial support? \_\_\_\_\_

Is the person a resident of Maryland?  Yes  No

Address of this person: \_\_\_\_\_

- I am a ward of the State of Maryland.** If a ward of the State of Maryland, please submit your court decree or documentation from your social worker.

4) Complete the following chart below.

**Expense and Sources of Funds and other Financial Support  
Information for Petitioner for the 12-Month Period Prior to Last Date to Register for Classes**

Expenses		Sources of Funds and other Financial Support	
	Annual Amount		Annual Amount
Tuition and Fees		Income (including employment and self-employment income) <ul style="list-style-type: none"> <li>• Attach paystub(s), W-2(s), 1099(s), and/or tax return(s)</li> </ul>	
Housing and Food (on-campus or off-campus)		Contribution from another person (e.g., from family member or others, alimony, child support) <ul style="list-style-type: none"> <li>• Attach statement(s) or affidavit(s) evidencing source of contribution.</li> </ul>	
Personal Expenses (e.g., Health Insurance and Medical Expenses, Transportation, Clothing)		Trust and/or Investment Funds <ul style="list-style-type: none"> <li>• Attach investment/portfolio statement(s).</li> </ul>	
Books and Supplies (if applicable)		Loans/Grants/Fellowships/Stipends/Scholarships <ul style="list-style-type: none"> <li>• Attach your promissory note(s), with disbursement dates listed, for all loans.</li> </ul>	
Other		Savings and Checking Account Balances <ul style="list-style-type: none"> <li>• Attach your bank statement(s) verifying these amounts.</li> </ul>	
		Other <ul style="list-style-type: none"> <li>• Attach supporting documentation.</li> </ul>	
<b>TOTAL</b>		<b>TOTAL</b>	

**SECTION 3: PETITIONER RESIDENCY INFORMATION** (To be completed by the Petitioner)

- 1) Have you ever lived outside the State of Maryland?  Yes  No
- a. If **Yes**, did you move to Maryland primarily to attend an educational institution?  Yes  No  
If **No**, attach a statement regarding the circumstances that brought you to the State of Maryland.
- b. For the last 12 consecutive months, have you had the continuous intent to reside in Maryland indefinitely and for a primary purpose other than that of attending an educational institution in Maryland?  Yes  No

2) a. Indicate name(s) and address(es) of high school(s) attended (if necessary, attach a supplemental sheet):

Name of High School: \_\_\_\_\_

Address: \_\_\_\_\_  
Street
City
State
Zip

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

2) b. If applicable, indicate name(s) and address(es) of all other previously attended higher education institution(s) (if necessary, attach a supplemental sheet):

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
Street
City
State
Zip

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Were you assessed in-state or out-of-state tuition and fees while enrolled at that institution?

- In-state       Out-of-state       Not Applicable

3) Did you occupy, own or rent living quarters in Maryland during the entire 12-month period prior to the last date to register for classes?  Yes  No    If **No**, please attach an explanation.

**Attach, for the 12-month period prior to the last date to register for classes:**

- a photocopy of deed(s) or lease agreement(s) (if your name does not appear on the deed or lease, then provide a notarized statement from the deed or leaseholder specifying the address and dates of occupancy), and
- if you provide a lease, also provide cancelled rent checks (front and back of checks) or evidence of payment from your rental agent if cancelled rent checks are not available or applicable, and
- a statement of your 12-month residence history.

**List living quarters for the 12-month period prior to the last date to register for classes.**

Address (Street Address, City and State)	Dates of Occupancy From (mm/dd/yyyy) To (mm/dd/yyyy)

4) Are all, or substantially all, of your personal property such as household effects, furniture, and pets in the State of Maryland?  Yes  No    If **No**, please attach an explanation.

- 5) Motor Vehicle Registration: Do you own/co-own or lease/co-lease or have you owned/co-owned or leased/co-leased any vehicle(s) during the 12 months prior to the last date to register for classes?  Yes  No If **Yes**, complete the following information (answer **No** if your name does not appear on the vehicle registration for the vehicle you use).

Year, Vehicle Make & Model	State(s) of Registration(s) (For the 12-month period prior to the last date to register for classes)	Date(s) of Original Registration & Date(s) of Renewal	Date of Vehicle Purchase or Lease	Currently Owned or Leased? If not, date vehicle sold or lease terminated

**Attach:**

- a photocopy of the current and previous registration(s) and title(s), or registration and lease agreement, of all vehicles (if your current registration and title, or registration and lease agreement, were issued less than 12 months ago, provide a photocopy of previous registration(s) and title(s) of all vehicles listed), and
- if vehicle was sold, provide a photocopy of the Bill of Sale, and
- if the vehicle was purchased within the previous 12 consecutive months, provide a photocopy of Purchase Order.

- 6) Motor Vehicle Operator's License:

a) Do you possess a valid driver's license?  Yes  No If **Yes**, in what state? \_\_\_\_\_

b) If Maryland, what was the original date of issue? \_\_\_\_\_

If you've renewed your license, what is the most recent date of issue (not expiration date): \_\_\_\_\_

c) Have you possessed a driver's license in a state other than Maryland within the last 12 months?  Yes  No

**Attach:**

- a photocopy of any driver's license you currently possess, and
- if issued or renewed during the 12-month period prior to the last date to register for classes, provide a photocopy of previous license or an uncertified copy of your [Maryland MVA driving record](https://mva.maryland.gov/drivers/Pages/driving-record-information.aspx) (<https://mva.maryland.gov/drivers/Pages/driving-record-information.aspx>).

- 7) Voter Registration

Are you currently or have been registered to vote in the last 12 months?  Yes  No

If **Yes**, in what state? \_\_\_\_\_

**Attach:**

- a photocopy of your most recent voter's registration.

- 8) Do you receive **NON-Maryland** public assistance (i.e., housing assistance, Medicaid, or food vouchers)?  Yes  No  
If **Yes**, attach a photocopy of source and type of assistance that covers the 12-month period prior to the last date to register for classes.

- 9) Citizenship Status (Check all boxes that apply to fully detail your status during the applicable 12-month period)

a) Are you a citizen of the United States?  Yes  No (If **No**, complete b through g, as applicable).

If **Yes**, attach a photocopy of a document demonstrating current U.S. citizenship status that covers the 12-month period prior to the last date to register for classes (e.g. copy of birth certificate or passport or naturalization certificate) and skip to Section 4.

- b) If not a U.S. citizen, what is your Country of Citizenship: \_\_\_\_\_
- c) If you have a Visa, what type? \_\_\_\_\_
- **Attach a photocopy of visa for the 12-month period prior to the last date to register for classes.**
- d) If you do not have a Visa, are you a Permanent Resident of the U.S.?  Yes  No
- **If yes, attach a copy of Permanent Resident Card (front and back) that covers the 12-month period prior to the last date to register for classes.**
- e) Are you an applicant for Permanent Residency and have filed the I-485 Application to Register Permanent Residence or Adjust Status?  Yes  No
- **If yes, attach a copy of I-485/I-797C document that covers the 12-month period prior to the last date to register for classes.**
- f) Are you an applicant for Naturalization and have filed the N-400 Application for Naturalization?  Yes  No
- **If yes, attach a copy of N-400 document that covers the 12-month period prior to the last date to register for classes.**
- g) Other status (explain): \_\_\_\_\_
- **Attach a photocopy of current immigration documentation that covers the 12-month period prior to the last date to register for classes.**

**SECTION 4: RESIDENCY INFORMATION FOR PERSON UPON WHOM PETITIONER IS FINANCIALLY DEPENDENT**

(To be completed by the person who has financially supported or claimed the petitioner as a dependent on the most recent state income tax return.)

- 1) Did you occupy, own or rent living quarters in Maryland for the 12-month period prior to the last date for the petitioner to register for classes?  Yes  No If **No**, please attach an explanation.

**List living quarters for the 12-month period prior to the last date to register for classes.**

Address (Street Address, City and State)	Dates of Occupancy From (mm/dd/yyyy) To (mm/dd/yyyy)

**Attach, for the 12-month period prior to the last date for the petitioner to register for classes:**

- **a photocopy of your deed(s) or lease agreement(s) (if your name does not appear on the deed or lease, then provide a notarized statement from the deed or leaseholder specifying the address and dates of occupancy), and**
  - **if you provide a lease, also provide cancelled rent checks (front and back of checks) or evidence of payment from your rental agent if cancelled rent checks are not available or applicable, and**
  - **a statement of your 12-month residence history.**
- 2) Are all, or substantially all, of your personal property such as household effects, furniture, and pets in the State of Maryland?  Yes  No If **No**, please attach an explanation.
- 3) Have you been employed within the past two years?  Yes  No



If **Yes**, list all employers (most recent first) for the past 2 years. Use a separate sheet if necessary.

Name of Employer	Address (City and State)	Dates of Employment (month/year to month/year)

- 4) Will you claim or have you claimed the petitioner as your dependent on your state income tax returns for the tax year(s) during the 12-month period prior to the last date for the petitioner to register for classes?  Yes  No  
If **No**, please attach an explanation.

**Attach:**

- photocopies of your most recent paystub(s) from all employers listed, and
- signed and filed state income tax returns\* with all attachments and W-2 forms or 1099(s) from all employers for the tax year ending within the 12-month period prior to the last date to register for classes. (If you did not file a Maryland state income tax return for that tax year, please attach an explanation. If you filed state income tax returns in another state or more than one state, please attach all returns and an explanation.)

\* For Maryland Income Tax returns, attach Maryland Comptroller’s certified copies of each Maryland tax return.

(To obtain Maryland Comptroller’s certified copies, submit Form 129 to the Maryland Comptroller’s Office found at [https://www.marylandtaxes.gov/forms/current\\_forms/129.pdf](https://www.marylandtaxes.gov/forms/current_forms/129.pdf))

**SECTION 5: REBUTTAL EVIDENCE (To be completed by the Petitioner)**

As provided in Section II.B of USM BOR VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes, either of the following circumstances raises a presumption that the student is residing in the State of Maryland primarily for the purpose of attending an educational institution, and, therefore, does not qualify for in-state classification under the Policy:

- A student is attending school or living outside of Maryland at the time of application for admission to the USM institution; or
- A student is Financially Dependent on a person who is not a resident of Maryland. A Financially Dependent student is one who has been claimed as a dependent on another person’s prior year tax returns or is a ward of the State of Maryland. A student will be considered financially independent if the student provides 50% or more of his or her own living and educational expenses and has not been claimed as a dependent on another person’s most recent tax returns.

If the information received by the institution has raised the presumption set forth above, the student bears the burden of rebutting the presumption by presenting additional evidence of objectively verifiable conduct to rebut the presumption and show the requisite intent to reside in Maryland indefinitely and for a primary purpose other than that of attending an educational institution in Maryland. Rebuttal evidence of intent must be clear and convincing and will be evaluated not only by the amount presented but also based upon the reliability, authenticity, credibility and relevance of the evidence and the totality of facts known to the institution. Evidence that does not document a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition classification is generally considered an unfavorable factor under the Policy. The absence of objective, relevant evidence is generally considered an unfavorable factor. A student’s statement of intent to remain in Maryland in the future is generally not considered to be objective evidence under the Policy.

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

