STATE OF WEST VIRGINIA

Policy Regarding Classification of Students as Residents and Non-Residents for Admission and Fee Purposes

1. GENERAL

Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the president. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person’s true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. **The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.**

If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the non-resident fees for each academic term there-to-fore attended.

The previous determination of a student’s domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

2. Residence Determined by Domicile

Domicile within the State means adoption of the State as the **fixed permanent home** and involves personal presence within the state with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least **twelve months** of continued presence within the State prior to the date of registration, provided that such twelve months’ presence is **not primarily for the purpose of attendance at any institution of higher education in West Virginia.**

Establishment of West Virginia domicile with fewer than twelve months’ presence prior to the date of registration must be supported by evidence of positive and unequivocal action. **In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver’s license, and marriage to a person already domiciled in West Virginia.** Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. **Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or the parents’ health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the State when school is not in session.**

3. Dependency Status

A dependent student is one who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. **Such a student maintains the same domicile as that of the parent(s) or legal guardian.** In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and the student does not attain independence and establish domicile in another state.

A non-resident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in this state for admission or fee payment purposes.
4. Change of Residence
A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making the permanent home in this State. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in Section 2 on the previous page. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of application for reclassification.

5. Military
An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government shall be classified as in-state student for the purpose of payment of tuition and fees, provided that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Persons assigned to full-time active military service in West Virginia and residing in the State shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

6. Aliens
An alien who is in the United States on a resident visa or who has filed a petition for naturalization in naturalization court, and who has established a bona fide domicile in West Virginia as defined in Section 2 may be eligible for in-state residency classification, provided that person is in the State for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Section 2. Any person holding a student or other temporary visa cannot be classified as an in-state student.

7. Former Domicile
A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one-year period of time and satisfies the conditions of Section 2 regarding proof of domicile and intent to remain permanently in West Virginia.

8. Appeal Process
The decisions of the designated institutional officer charged with determination of residency classification may be appealed to the university's Residency Appeals Committee. Decisions of the Residency Appeals Committee may be appealed to the president of the college. Residency appeals end with the president of the university.

Policy Effective: July 2, 1990
APPLICATION FOR CLASSIFICATION AS A RESIDENT STUDENT AT
WEST LIBERTY UNIVERSITY

Read the attached West Virginia Policy Bulletin before completing this application, and provide all documentation as indicated. Failure to do so will result in this application being refused consideration.

Name ____________________________________________

If you were previously enrolled as a student at this institution under a different name, please indicate ____________________________________________

Present PERMANENT home address ____________________________ ____________________________

Home Telephone ________________________________ Birthdate ______________

Social Security Number ________________________________ Marital Status ______________

Are you now, or have you ever been a student at this institution? No [ ] Yes [ ] Date first enrolled ______________

What is your present means of support? ______________

**DEPENDENCY INFORMATION**

Response in this section should be based upon Item 3 of the attached West Virginia Policy Bulletin

This application is being made on the basis of: (check only one)
[ ] Personal independence (provide information requested below and forward supporting documentation relative to yourself)
[ ] Dependency on parent/guardian/spouse (provide information below and forward supporting documentation relative to parent/guardian/spouse)

**RESIDENCE INFORMATION**

Attach documentation of your residency in West Virginia for the previous 12 month period (lease agreements, deeds of trust, etc.)

From ___________ Date ___________ to ___________ Date ___________ at ______________
From ___________ Date ___________ to ___________ Date ___________ at ______________
From ___________ Date ___________ to ___________ Date ___________ at ______________

**EMPLOYMENT INFORMATION**

Attach documentation of employment for the period being used in support of this application.

Name ____________________________________________ Address ____________________________ Dates ____________________________

Name ____________________________________________ Address ____________________________ Dates ____________________________

Name ____________________________________________ Address ____________________________ Dates ____________________________

**ADDITIONAL INFORMATION**

Attach required evidence for EACH of the affirmative actions indicated below and other items referenced in Item 2 of W. Va. Policy Bulletin.

Do you own residential property in West Virginia? [ ] Yes [ ] No

Have you paid West Virginia for real or personal property taxes during the past 12 months? [ ] Yes [ ] No

Have you filed a West Virginia Income Tax Return during the past 12 months? [ ] Yes [ ] No

If married, is your spouse a resident of West Virginia? [ ] Yes [ ] No

Do you have a motor vehicle registered in your name? If yes, in which state? ____________________________ [ ] Yes [ ] No

Is such vehicle licensed in West Virginia? [ ] Yes [ ] No

Do you possess a valid West Virginia driver’s license? [ ] Yes [ ] No

Are you a registered West Virginia voter? [ ] Yes [ ] No
Provide a written statement outlining and explaining your claim to resident student status. Please be brief and specific.

I affirm/attest that the information and accompanying documentation included herein is true and accurate, and freely authorize the verification of each if considered necessary for the proper consideration of this application.

Signature of applicant ____________________________________________ Date ______________________

Signature of parent/guardian/spouse ____________________________________________ Date ______________________

(Applicable to students seeking resident status on the basis of parent/guardian/spouse)

01/10