



Registrar's Office

## WV Residency Packet

Dear Student,

This packet is to assist you in the process of gaining WV Residency for tuition purposes. This process can be a long, time-consuming and costly. Therefore, I highly encourage you to thoroughly read through the information provided in this packet to help you fully understand the process.

All applications received will be fairly and objectively reviewed in a timely manner. You may be contacted to clarify certain aspects of your application or to provide more supporting documentation. This can affect the timeframe and outcome of your application, so please provide accurate contact information and respond to our communication attempts.

I will notify you in writing once your application has been reviewed and a decision is reached. Thank you for your cooperation and patience in this process.

Respectfully,

Sheilah Sites  
Registrar

## Next Steps: (or Checklist)

- Carefully read through the WV HEPC Residency Classification for Admission and Fee Purposes (Series 25).
- Complete the included Application for WV Residency, carefully reading through it as you answer all questions. Feel free to attach sheets if you need extra space for any of the fields.
- Include all supporting documentation (i.e. driver's license, tax forms, etc.) when submitting the application. This documentation can be the deciding factor to the outcome of your application, so it is important to read the provided information carefully and present strong, well-documented proof of residency.
- Your signed submission of the application authorizes Concord University to review your academic records and to make inquiry, where applicable, to substantiate your supporting evidence.
- Submit form at least 2 weeks prior to the due date of payment of fees for the desired semester.

# WV Residency Application

Determination of residence status for the purpose of collecting fees will be made in keeping with the Series 25 of the Higher Education Policy Commission (Residency Classification for Determining Tuition and Fees). This statement of the Board, as revised, will be forwarded upon request. The complete document represents the legal basis for residence classification. The following extracts from Series 25 may serve as adequate guidelines.

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or non-resident for admission, tuition, and fee purposes by the institutional officer designated by the President. 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 are deemed necessary to establish the domicile of a student. **The burden of establishing residency for admission, tuition, and fee purposes is upon the student, and is therefore the responsibility of the student to complete the application.**

If there is a question as to residence, 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 residence shall be subject to institutional disciplinary action and will be charged the non-resident fees for each academic term theretofore attended.

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Current Physical Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Enrollment Status at Concord University:

- Previously Enrolled    Dates: \_\_\_\_\_
- Currently Enrolled    Date First Enrolled: \_\_\_\_\_
- Future Enrollment    Entry Date: \_\_\_\_\_

Residency Status Requested for:

- Spring
- Fall
- Summer I

Summer II Year: \_\_\_\_\_

Domicile within the State means adoption of the State as the fixed permanent home and involves the personal residence within the State with no intent on the part of the applicant or, in the case of the 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 residence in the State for admission or fee payment purposes. **West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the State prior to the date of registration**, provided that such twelve months' residency is not primarily for the purpose of attendance at any institution of higher education in West Virginia.

### RESIDENCY INFORMATION

Attach all supporting documentation of your residency in West Virginia for the previous 23 months (lease agreements, deeds of trust, etc.)

Address From \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_

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

Address From \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_

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

Address From \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_

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

Establishment of West Virginia domicile with less than twelve months' residence prior to the date of registration must be supported by evidence of positive and unequivocal action. **Priority consideration should normally be given to such evidence as the purchase of a West Virginia home, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, and marriage to a West Virginia resident.** Items of lesser importance which might be considered as support factors include registering to vote in West Virginia and the actual exercise of such right, possessing a valid West Virginia driver's license, transferring or establishing local church membership, involvement in local community activities, and various other acts which may give

evidence of intent to remain indefinitely within the State. 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 residence 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.

### **DOMICILE DOCUMENTATION CHECKLIST**

Documentation is critical to support the reason of WV Residency. Attach all required evidence of EACH of the affirmative actions indicated below and other items in §133-25-3 Residence Determined by Domicile of the WV HEPC Series 25 Policy. Below is a non-exhaustive list of types of documentations.

Document	Yes	Attached
Ownership or Lease of Permanently Occupied Home in WV		
Pay Stubs of Full-Time Employment in WV		
Receipt of WV Property Tax Payment		
*WV Income Tax Return		
WV DMV Registered Motor Vehicle		
*Valid WV Driver's License or ID Card		
*Marriage Certificate		
WV Voter Registration Card		
Other:		

\*Preferred Documents

**A dependent student is one who is listed as a dependent on the federal or state tax return of his/her parents or legal guardian or who receives major financial support from that person.**

Such a student maintains the same residence as that of the parents or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the residence 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 a resident student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

### **DEPENDENCY INFORMATION**

Response in this section should be based on §133-25-4 Dependency Status of the WV HEPC Series 25 Policy provided.

This application is being made on the basis of: (Check only ONE)

- Personal Independence (you are not claimed as a dependent on anyone else's income taxes or financial support)
- Dependency on Parent/Guardian/Spouse (the person(s) that claim you on income taxes and/or is the primary source of your financial support)

**INCOME INFORMATION**

List ALL sources of incoming, including but not limited to:

Source	Percent of Income	Comments
Employment		
Federal & State Aid (including sources listed on the Federal Aid Award letter)		
Scholarships		
Grants		
Familial Support (from parents/guardians)		
Other (define source in comments)		

A nonresident 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 residence in this State for admission or fee payment purposes.

A student who had been classified as an out-of-state resident 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 residence status, the designated institutional officer shall consider those actions referenced in the section above.

**EMPLOYMENT INFORMATION**

Attach all supporting documentation of employment for the same 23 month period as above.

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

Circle the type of Employment:    Full-Time    Part-Time    Temporary    Remote

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

Circle the type of Employment:    Full-Time    Part-Time    Temporary    Remote

## **VETERANS/MILITARY**

Veterans or veteran dependents using military benefits should see [Veteran Services](#) section of the CU Catalog and contact the Veteran's Certifying Official.

## **VISA/CITIZENSHIP INFORMATION**

An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined above, may be eligible for resident classification, provided that person is in the state for purposes other than to attempt to qualify for residency status as a student.

**Students who hold an A, E, G, H, I L, O, P, R, TD, TN, U, or V visa may be eligible** to receive in-state residency for tuition purposes, provided other WV residency documentation can be established.

Date Permanent Resident Alien card was issued \_\_\_\_\_

Type of Visa \_\_\_\_\_ Please also attach a copy of your Visa.

The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as are determined to be appropriate for the

processing of appeals. The decision of the residency committee may be appealed in writing with supporting documentation to the President of the institution.

By signing this form, you, the student, agree that all information and supporting documentation provided is accurate and true to the best of your knowledge. You also authorized Concord University to review your academic records and to make inquiry, where applicable, to substantiate your supporting evidence.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_