

Western Michigan University
Residency Policy – for Admissions and/or Tuition and Fees Purposes

The governing board at each university in Michigan has the authority to establish a residency policy for admissions and/or tuition and fee purposes. Therefore, residency policies will vary between institutions and are independent of those used by the State to determine residency for purposes such as income and property tax liability, driving and voting.

Any Western Michigan University student may apply for in-state resident status for any semester/session in which they are enrolled in on-campus courses by completing a residency application in accordance with University procedure.

Since a student normally comes to Western Michigan University for the primary purpose of attending the University rather than to establish a domicile in Michigan, one who enrolls in the University as a non-resident shall continue to be deemed a non-resident, unless and until the student demonstrates that his/her previous domicile has been abandoned and a Michigan domicile established.

Domicile is defined as the place where an individual's true, fixed and permanent home and principle establishment is and to which the individual returns whenever absent from the University. Twelve consecutive months of physical presence immediately preceding the first day of classes is a strong indicator of domicile.

A. Residence of Student

A student may be considered domiciled in Michigan if the student is in continuous physical presence in this state for one year (12 consecutive months) immediately preceding the first day of classes of the term for which resident status is sought and intends to make Michigan his/her permanent home and has no domicile elsewhere. The year of continuous presence is never the only criterion used for determining in-state residency status and, by itself, will not qualify a student for residency status for tuition paying purposes at Western.

B. Residence of Parents

The domicile of a dependent student is presumed to be the same as that of the student's parents. Regardless of whether the parent is the student's custodial parent, a dependent student with one or both parents domiciled in Michigan, according to Western's Residency Policy, is presumed to be eligible for resident status as long as the student has not taken steps to establish a domicile outside of Michigan or any other action inconsistent with maintaining a domicile in Michigan.

The domicile of a dependent student's legal guardian(s) has the same evidentiary effect as that of a dependent student's parent(s), and references to parents in this policy shall include legal guardians, only when the student is the dependent of the legal guardian, and such guardianship has been established due to complete incapacity or death of the student's natural parent(s). A parent's inability to provide funds necessary to support a college education does not qualify as complete incapacity.

A dependent student who is living in Michigan and who is, according to Western's Residency Policy, permanently domiciled in Michigan would maintain resident status if the parents leave Michigan provided: (1) the student has completed at least the junior year of high school prior to the parent's departure; (2) the student remains in Michigan, enrolled as a full-time student in high school or an institution of higher education and (3) the student has not taken steps to establish a domicile outside Michigan or any other action inconsistent with maintaining a domicile in Michigan.

C. Residence of Spouse

The residence of a student who otherwise would be classified as a non-resident will follow that of his/her spouse if the spouse qualifies as a resident for tuition-paying purposes.

D. Michigan High School Enrollment and Graduation

A Michigan high school graduate who completes his/her senior year at a Michigan high school, remains physically present in Michigan immediately following high school graduation to the first day of classes of the term in which the student is enrolled in on campus courses, and provides the required State of Michigan tax documents of parent(s) or guardian(s) (for dependent student) or student (if independent) qualifies as a resident student for tuition and fee purposes at Western.

E. Returning Veterans

Western Michigan University supports returning WMU students, transfers, or new students who are veterans by classifying all returning veterans as Michigan residents for tuition-paying purposes beginning with their first semester/session of enrollment at WMU.

F. Individuals Holding Visas

International students attending on a student visa of F1, J1, or M1 and H (work) visas are in Michigan on a temporary basis. By definition, these students are not able to establish a permanent domicile in Michigan and should not apply for Michigan resident tuition unless they qualify for residency under another provision of this policy such as residence of spouse.

Persons entitled to reside permanently in the United States may be eligible to obtain resident status. These individuals must still prove that they have established a Michigan domicile as defined in this policy. Currently, individuals will qualify under this classification only if they hold and can provide one of the following 1) a fully processed Permanent Resident Alien Card or passport stamp verifying final approval by the filing deadline established for the applicable term; 2) an I-94 card with "Refugee" designation; or 3) an A, E (primary), G or I visa.

G. Migrant Worker (Seasonal/Agricultural Employment)

If an independent student, or the parent of a dependent student, has been employed as a migrant worker in Michigan for a minimum of two (2) months each year for three (3) of the five (5) years prior to the date of the proposed in-state classification or for a minimum of three (3) months each year for two (2) of the five (5) years prior to the date of the proposed in-state classification, the student shall be classified as a resident. Proof and verification of employment is required. A migrant worker in Michigan is defined as one who travels to Michigan to pursue agricultural or related industry employment.

H. In-State Tuition Rates Required by Law

Western Michigan University will comply with all state and federal laws that require a student to be classified as a Michigan resident for the purpose of tuition and fees.

I. Misrepresentation and Falsification of Information

Students who provide false or misleading information or who intentionally omit relevant information on their admissions application or the residency application or any other document relevant to residency eligibility may be subject to disciplinary and/or legal measures. Decisions made based upon misrepresented or falsified information may be revoked.

J. Appeal Process

Any student may appeal the decision on their residency application by following the prescribed appeal process. Failure to comply with the procedure shall constitute a waiver of all claims to reclassification or rebates for the applicable semester/session. The student will receive a written response on the appeal request. The decision on the residency appeal shall be the final recourse within the University.

K. Required Documentation

A student must provide the following documentation when applying for residency.

- A copy of their valid Michigan driver's license **and** a copy of the Michigan driver's license of the person(s) upon whom the applicant is basing the claim to resident eligibility.
- Verification of U.S. citizenship or of visa status if the applicant was born outside of the United States. This verification may be based upon information already provided by the student to the University through the admission process.
- Any other documentation requested by the University that is deemed necessary to support the applicant's claim to residency eligibility.

When applicable, applicants claiming in-state residency will be asked to provide documentation verifying the 12-month consecutive domicile requirement of Western's policy. Types of documentation that may be requested include proof of employment, proof of Michigan personal income taxes being withheld, copies of recent Michigan and federal tax returns and W2 or 1099 forms, and enrollment verification at a Michigan school, if applicable. Additional documentation may also be requested. The application procedure for residency specifies additional detail on the nature of documentation that is required. In addition, the documentation provided must apply to the person(s) upon whom the applicant is basing the claim to resident eligibility.

L. Initial Residency Classification

A student enrolling at Western for the first time shall be classified as a resident or non-resident for tuition paying purposes. The student is responsible for reading the Residency Policy and to register under the proper residency classification. Admissions reviews the residency classification at the time of application. If an application does not denote residency status, a status of non-resident will be assigned. If an applicant indicates Michigan residency on the admissions application and Admissions questions this status then the applicant will be classified as a non-resident. Additionally, if an applicant previously attended Western as a non-resident and reapplies for admission, he/she will be classified as a non-resident at the time of readmission. Questions raised regarding a student's Michigan residency do not necessarily mean that the student will be ineligible for in-state residency. It simply means that the student's circumstance must be documented by completing an application for a change in residency status.

M. Establishing a Michigan Domicile

The circumstances and activities described in sections A through H above may demonstrate Michigan domicile, though not conclusive or exhaustive, they may lend support to a claim of eligibility for resident status.

The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to effect classification of a student as a resident under these regulations; however, they do provide some supporting evidence.

- A Michigan's driver license
- Enrollment in a Michigan educational institution
- Michigan employment
- Payment of Michigan income or property taxes
- Ownership of property in Michigan

- 12-month lease in Michigan
- Presence of relative(s) in Michigan (other than parent(s) for dependent student)

N. Administration of the Policy

The Office of the Vice President for Business and Finance will administer this policy and is authorized to establish procedures to effectuate and interpret the Residency Policy. The Accounts Receivable Office may grant residency status based upon the use of professional judgment in applying this policy.

RESIDENCY APPLICATION SUBMISSION DATES AND CHECKLIST

You **must be registered for on-campus classes** for the semester/session that you are applying for a change in residency status. Your application **must include your WESTERN IDENTIFICATION NUMBER (WIN)**. Applications for residency reclassification for tuition-paying purposes must be received in the Accounts Receivable Office, Western Michigan University, 1903 W. Michigan Avenue, Kalamazoo, MI 49008-5210 according to the schedule below.

Application for:	Earliest Date to Turn in Application:	Deadline Date to Turn in Application:
Spring Semester	December 1	First Day of Classes
Summer I Session	April 1	First Day of Classes
Summer II Session	June 1	First Day of Classes
Fall Semester	August 1	First Day of Classes

Applications are generally processed within a 3 week time period. Incomplete information and/or lack of required documents could result in immediate denial and/or delay the processing of your application. All official actions concerning the review of your residency application for tuition-paying purposes will be sent to you at your WMU email address. It is YOUR responsibility to notify this office of any change in your address.

APPLICATION CHECKLIST: The items listed below are to assist you in completing the application. All items may not apply to your specific situation. The University may request additional documentation in support of a request if deemed necessary.

- _____ Signed and Dated Application (Page 2 Application)
- _____ Copy of valid Michigan driver's license for self **and** person(s) upon whom residency claim is based
- _____ Federal and State Tax Returns with W2 forms or 1099s included (also attach the **Non-Resident Tax Return** from prior state if a **Part-Year** Resident of Michigan is indicated on the State of Michigan Tax Return)
- _____ If applicant is born outside of the United States, provide document(s) verifying U.S. citizenship, Visa status
- _____ Letter(s) from employer(s) verifying employment during the last 12 months
- _____ Copy of first and most recent pay stub for this calendar year if one employer (first and last pay stub from each employer if multiple employers)
- _____ Record of monthly in-person financial transaction statements (ATM, Debit, Credit Card) that show continuous and consistent activity in Michigan for specified dates prior to the semester/session residency is sought. (NOTE: This is generally needed to support physical presence in Michigan when other documentation does not provide enough evidence.)
- _____ Birth Certificate (if needed)
- _____ Marriage Certificate (if applicable)
- _____ **Unofficial** transcript from school(s) attended during the last 12 months (**except WMU**)

WESTERN MICHIGAN UNIVERSITY
Application for Resident Classification for University Admission and/or Fee Purposes

(Submit this application to the Accounts Receivable Office, WESTERN MICHIGAN UNIVERSITY, 1903 W. MICHIGAN AVENUE, KALAMAZOO, MI 49008-5210 by the established semester/session submission dates. The application must be signed, dated and include all required documents. Keep a copy for your records.)

Please print in blue or black ink.

1 WIN _____

2 _____ / _____ / _____ / _____
 Last Name First Name Middle Name Former Name

3 Current Address _____ 4 Phone Number _____
 Street City State Zip Area Code Number

5 Birthdate: Month ____ Day ____ Year ____ 6 Place of Birth: City _____ State _____ Country _____

7 U.S. Citizen: YES NO 8 State of Legal Residence: _____ How long have you lived in Michigan? _____

9 Non-U.S. Citizen Only: MY COUNTRY OF CITIZENSHIP IS _____ **A copy of your Green Card (Visa) must be attached with this application.**

I have an I-551 Immigrant Visa. Date: _____ I currently have a _____ Visa. Date: _____

10 This application is for: Spring _____ Summer I _____ Summer II _____ Fall _____ 11 MAJOR: _____

12 Currently Enrolled (check one) YES NO 13 Status: Undergraduate Graduate

14 My request to change my resident status is based on (check one): My status as a Michigan resident Michigan residency of my parent(s) Michigan residency of my spouse**
 (** A photocopy of your Marriage Certificate must be included with this application.)

15 If your status is based on parent(s) or spouse being a Michigan resident as indicated in Section 14, you must complete Section 15 in its entirety and include verifying documents as requested. Otherwise, please proceed to Section 16 on this form.

State of legal Residence of parent(s) or spouse: _____ How long has parent(s) or spouse lived there? _____

How long has parent(s) or spouse resided in Michigan continuously through present date? _____

My parent(s) or spouse's address is the SAME AS OR DIFFERENT than listed in Section 3. (If different, list the address below.)

Address _____ City _____ State _____ Zip Code _____

(Circle One) My spouse / parent is:

currently enrolled at WMU? NO YES If YES, provide (Western Identification Number) WIN: _____
 currently employed at WMU? NO YES If YES, list position and department: _____
 currently employed in the State of Michigan? NO YES If YES, complete employment information below.

Name and Address of Employer _____ Phone Number _____ Dates of Employment _____

(A letter from the employer verifying employment of spouse/parent MUST be included with this application along with a copy of the first and most recent paycheck stubs for the applicable calendar year.)

16 List all your employers during the past two years. (A letter verifying your employment from each of your employer(s) during the past 12 months MUST be attached along with a copy of your first and most recent paycheck stubs for this calendar year.)

Employer-Company Name & Address	Supervisor Name	Phone Number	Employment Dates (From – To)

17 List all **previous** addresses (most recent first) for the past two years. You do not need to include current address already listed in section 3.

Address	Dates (From – To)	Name	Landlord Information	Telephone No.

18 In the space below list all schools attended during the past two years. Include WMU as well as other colleges, universities, post high school educational programs and high school, if applicable.

Name of School/College/University	Address (City, State)	Dates Attended	Resident Classification

19 Please check all types of financial aid/awards that apply.

19a GRADUATE STUDENTS: Fellowships Graduate Assistantships Grants Loans Scholarships

19b UNDERGRADUATE STUDENTS: Assistantships Grants Loans Scholarships

Provide information in the space below for the past two years (beginning with the current year first)

Type of Aid Received (include Department/College)	Dollar Amount	Dates Received (Semester/Year)

20 Were you claimed as a dependent on any person’s income tax returns (Federal and State) during either or both of the past two years?

YES NO If YES, please complete the following information.

Name _____ Address _____ Relationship to you _____
 _____ / _____ / _____

(NOTE: If your residency status is based on that of your parent(s) or spouse in Section 14, a copy of the federal and state tax returns and W2s for your parent(s) or spouse MUST be included with this application. Otherwise you MUST include your individual federal and state tax returns and W2s with this application.)

21 You must include a brief but complete statement justifying your claim for residency for tuition-paying purposes by citing the residency policy stipulations under which you qualify. Attach additional sheets, if needed.

22 **Your signature is required to complete this application.** I have read and understand the Residency Policy of WMU. I hereby certify that all answers on this application and in all attachments thereto are true, correct and complete to the best of my knowledge. I authorize WMU to verify all facts to my claim to residency. Misrepresentation and falsification of information may be subject to disciplinary and/or legal measures.

Signature _____ Date _____

Release of Student Information

Completing and signing this form grants the Accounts Receivable Office permission to discuss and release information regarding your Application for Resident Classification for University Admission and/or Fee Purposes to a designated party. A separate release form must be completed and signed for each individual that you wish information (non-directory) released to. This information will be made available only if and when requested by the authorized third party. I, hereby, authorize release to:

Name of Individual

Student Name (Print)

Student Signature

WIN Number

Date

This release form is valid until rescinded, in writing, by the student.

**Resident Classification
For
University Admission and/or Fee Purposes**

Contact information for Inquiries/Information/Questions

To locate the University Residency Policy, Submission Dates and Checklist, and Application for Resident Reclassification log into:

<http://wmich.edu/accounting-services/receivable/index.html>

Click on: For Students

Select: Residency Classification Policy and Application

To review a listing of Frequently Asked Questions (FAQs) log into:

<http://wmich.edu/accounting-services/receivable/index.html>

Click on: FAQ

Select: Residency (sixth box across page)

To address questions and inquiries regarding residency reclassification process via email send to:

wmu-residency@wmich.edu

Responded to by Accounts Receivable staff

To call and leave a message on the designated residency voice mail box call:

[Phone \(269\) 387-2366](tel:(269)387-2366)

Messages are generally answered in two (2) business days

Accounts Receivable Office
Western Michigan University
1060 Seibert Administration Building
Kalamazoo, MI 49008-5210
Main Phone: (269) 387-4141
Fax: (269) 387-4227