Policy on Student Residency Classification for Admissions and Tuition Purposes

Residency Definition
For admissions and tuition purposes, applicants are classified as District, Metro Area, or Out-of-State students, and pay differing tuition rates accordingly. These classifications are defined as follows:

- **District:** Bona fide residents of the District of Columbia
- **Metro Area:** Bona fide residents of one of the following counties: Montgomery County, Prince George’s County, Arlington County, Alexandria County, or Fairfax County
- **Out-of-State:** residents of any state, territory, or county other than those defined by the District and Metro Area

Burden of Proof
The person seeking District or Metro Area status has the burden of providing a preponderance of evidence that he or she satisfies the requirements and standards set forth in this Policy. Assignment of District or Metro status will be made by UDC based on the totality of facts known or presented. With the special population exceptions noted below, students who fail to provide UDC with documentation as to their residency status will automatically be classified as Out-Of-State and pay the tuition accordingly.

District or Metro Area Residency Status Qualification
To qualify for District or Metro Area status, all students must demonstrate that, for at least 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 status, the student was and currently is:

1. Domiciled in the District or Metro area, and either paid District of Columbia or Metro Area income taxes or received public assistance from a District of Columbia/Metro Area government agency; OR
2. Claimed as a dependent on District of Columbia or Metro Area resident tax returns filed by a parent or spouse who is domiciled in the District or Metro Area

All applicants must also show that they have resided in the District or Metro Area primarily for a purpose other than that of attending an educational institution in the District or Metro Area.

Proof of Qualifications
*Primary Proof of Residency*
In order to prove that students meet the qualifications for District or Metro Area status, students can submit one of the following primary forms of proof that covers the 12 month period in question on their own behalf, or if claimed as a dependent, on behalf of their parent(s) or legal guardian(s):

1. District of Columbia Form D-40 or D-40EZ income tax return; or Virginia Form 760 (resident individual income tax return) or other resident individual tax return that bears an address in a Metro Area county; or Maryland Form 502 (resident individual income tax return) or other resident individual tax return that bears an address in a Metro Area county; OR
2. Documentation from a District, Maryland, or Virginia government agency showing receipt of public benefits from that agency and bearing an address within the District or Maryland or Virginia. This documentation may include statements of benefits, assistance checks, receipts, or other documentation meeting the required criteria.
Secondary Proof of Residency
Students who are unable to provide a primary proof of residency can prove their District or Metro Area status by providing the Office with copies of at least TWO of the following secondary forms of proof that covers the 12 month period in question:
1. Lease or mortgage agreements
2. Driver’s license
3. Motor vehicle registration
4. Voter registration
5. Federal income tax returns

Special Populations Proof of Residency
The following special populations are exempt from providing primary or secondary proofs of residency, and establish residency as outlined below:
1. Current District or Metro Area High School Graduates and Recent Graduates: This policy applies ONLY to students who are currently attending a District or Metro Area public high school at the time of application, or who have graduated from a District or Metro Area public high school within 12 months of the last date available to register for courses in the semester/term for which the student seeks District of Metro Area residency status.
   a. Students who meet this qualification will automatically qualify for District or Metro Area status at the time of application only if they submit, as part of the admissions process, an official high school transcript with their address noted on the transcript.
   b. Students whose transcripts do not include an address must provide a certification form from their high school indicating that they were classified as a resident of the District or Metro Area county, or provide one of the primary or secondary forms of proof noted
2. District Government Employees: This policy applies ONLY to students who are current employees of the District of Columbia Government, AND who are actively engaged in agency-sponsored education and training and whose enrollment at UDC will enhance their education and training. Such employees who provide the proof noted below qualify for District residency status.
   a. Students who meet this qualification must provide two forms of proof. First, students must provide the Office with an employment letter identifying dates of employment or other official document from District Human Resources that they have guaranteed employment with the District Government for the semester/term for which the student seeks District residency status. Second, students must provide the Office with a letter, on letterhead and signed by their supervisor, from their employing agency that clearly states that the employee is engaged in agency-sponsored education and training and that enrollment at UDC will help to enhance their education and training.
3. Active-Duty Military: This policy applies ONLY to student who themselves, or their spouse, parent, or legal guardian, is an active-duty member of the U.S. Armed Forces, Selective Reserve, or National Guard. Active duty military personnel who provide the proof noted below qualify for District residency.
   a. Students who meet this qualification must provide proof of their own, or their spouse’s, parents’, or legal guardian’s, active-duty status for the semester/term for which the student seeks District residency status.

Ineligibility for District or Metro Area Status
The following student types are ineligible for District or Metro Area residency, and are automatically classified as Out-of-State:
1. Persons with student (F) Visas
2. Persons with diplomatic (A) Visas
3. Foreign organization employees with (G) Visas
4. Persons having other non-immigrant Visas
Residency Submission and Evaluation Procedures

The following procedures govern the classification of residency status:

- With the exception of those special population of students whose transcripts are sufficient for residency classification purposes, ALL other students who wish to establish District or Metro Area status must submit the documentation identified above to the Office of Admissions within at least 14 days prior to the last date of registration for the term to guarantee that the Office reviews the forms in time for the current semester.
  - Students can either mail the appropriate documentation to the Office of Admissions with their Identification Number (N-Number) and the type of forms (Residency) clearly marked on the envelope, or send electronic/scanned copies of documents to the Office at UDCadmissions@udc.edu
- Based upon the preponderance of evidence received, the Office will make an initial determination of residency status, and communicate this decision to students, within 7 days after receipt of the documentation via the primary email address provided by the student. The determination made at that time, and any determination made thereafter, shall prevail for each semester/term unless and until the determination is successfully challenged or changed.
- For new students who wish to rebut their status classification, a change in status must be requested by a student and documentation received by the Office of Admissions within 7 days of the initial residency notification.
- Continuing students who want to change their residency status must request a change and submit all documentation to the Office of the Registrar at least 21 days prior to the last date of registration for the semester/term for which the change is requested. The Registrar will issue a decision within 15 days of receipt
- Continuing students are required to notify the Office of the Registrar in writing within 7 days of any change in circumstances which may alter their residency status.
- In the event that students submit incomplete, false, or misleading information to UDC for their initial status classification, or subsequently fail to notify UDC of circumstances which would alter their residency status, UDC may, at its discretion, revoke District or Metro Area status and take disciplinary action including suspension or expulsion. If District or Metro area status is gained or maintained due to false or misleading information, UDC reserves the right to retroactively assess all out-of-state charges for each semester/term affected.