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**POLICY NAME:** Residency Status Policy

**Responsible Party:** Finance/Admissions

**Applies To CMED:**  Faculty  Students  Residents  Staff  Administration

**Approval Date:** 7/16/2020 Office of the Dean

Policy  Procedure

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**PURPOSE:**

Central Michigan University College of Medicine has a commitment to the resident taxpayers of the State of Michigan to provide educational opportunity at lower tuition rates than those charged to non-residents. Therefore, there are two general tuition rates: one for Michigan residents and a higher one for non-residents.

**DEFINITIONS:**

- *Domicile of Dependent Students.* The domicile of a dependent student<sup>1</sup> is presumed to be the same as that of the student's natural or adoptive parents.<sup>2</sup> If only one parent is domiciled in Michigan, the student will be presumed to be a Michigan domiciliary whether or not that parent is the student's custodial parent.

A parent will be considered to be domiciled in Michigan if he/she:

- (1) is permanently employed by an employer in Michigan; and
- (2) has established a primary household in Michigan.

- *Domicile of Non-dependent Students.* A non-dependent student will be considered domiciled in Michigan if he/she has resided in Michigan for the twelve (12) months immediately preceding the first day of classes of CMED enrollment, and also meets either of the following criteria:
  1. The student, or the student's spouse, is employed in Michigan in a full-time, permanent job, and the employment is the primary purpose for the student's presence in Michigan; or
  2. The student has not enrolled in any academic courses at any two-year or four-year degree granting institution during this twelve-month period.

- *Domicile of Lawful Permanent Resident and Non-Immigrants.* Non-Citizens Lawfully Admitted to the U.S.: (Lawful admission status is determined by the Director of the Office of International Affairs, or designee.)
  1. A non-citizen of the U.S. (and that individual's spouse or Other Eligible Individual (OEI) defined by CMU's OEI program through Human Resources and dependent children) may be eligible for classification as a Michigan resident for tuition purposes, if such person has an appropriate, current visa, and meets the requirements for U.S. resident status, domiciled in Michigan, as specified in this policy.
  2. A non-citizen transferred to Michigan for employment purposes (and that individual's spouse, OEI and dependent children) may be classified as a Michigan resident for tuition purposes, if such person has an appropriate, current visa, and meets the requirements for U.S. resident status, domiciled in Michigan, as specified in this policy.
  3. A non-citizen appointed to a regular full-time position at CMU (and that individual's spouse, OEI and dependent children) may be classified as a Michigan resident for tuition purposes, as long as such person meets the requirements for U.S. resident status, domiciled in Michigan, as specified in this policy.
  4. A non-citizen student who has a parent or grandparent who graduated from CMU will be classified as a Michigan resident for tuition purposes, if such person has an appropriate, current visa and is domiciled in Michigan.

## **POLICY:**

### **Determination for Qualifying for In-State Tuition**

These rules establish the criteria for eligibility to receive in-state tuition rates at the Central Michigan University College of Medicine. Based on information supplied in the application for admission, a student will be classified as an in-state or out-of-state student. Any student who believes he/she has been incorrectly classified may complete a *Change in Resident Status* application (see section IV, below).

Students may qualify for in-state tuition status in either of the following ways:

1. Establishing domicile in Michigan;
2. Establishing that they have met one of the criteria listed in section II.

### **I. Establishing Eligibility through Domicile.**

For purposes of these Regulations, “domicile” is defined as the place where an individual maintains his/her true, fixed, and permanent home and principal establishment preceding enrollment, and to which the individual intends to return whenever he/she is absent from CMU.

Generally, an individual whose activities and circumstances, as documented to the CMU, demonstrate that he/she is domiciled in Michigan will be eligible for in-state tuition status. An individual whose presence in Michigan is based on activities or circumstances that are indeterminate or temporary will not be eligible for in-state tuition status.

*Circumstances that do not Demonstrate Michigan Domicile.*

None of the following conclusively demonstrates Michigan domicile:

1. Prior enrollment in a Michigan high school, community college, or university.
2. Employment in Michigan that is temporary or short-term.
3. Employment in Michigan in a position that is normally held by a student.
4. Ownership of property in Michigan.
5. Presence of relatives (other than parent of a dependent) in Michigan.
6. Possession of a Michigan driver's license or voter's registration.
7. Payment of Michigan income or property taxes.
8. A statement of intent to be domiciled in Michigan.
9. The payment of Central Michigan University fees on behalf of a student.

## **II. Other Ways to Establish Eligibility.**

Students who meet any of the following standards will receive in-state tuition:

1. .
2. A person using educational assistance under either Chapter 30 (Montgomery GI Bill® - Active Duty Program), Chapter 33 (Post-9/11 GI Bill®) of Title 38 of the United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) while attending Central Michigan University (regardless of his/her formal state of residence).
3. A student who, or whose spouse, or parent in the case of a dependent student:
  - (1) is serving on active duty in the United States Uniformed Services;
  - (2) is serving in the guard or reserves in one of those reserve components; or
  - (3) has received an honorable discharge from one of those Services or reserve components.
4. A student who has served as a volunteer of the Peace Corps and who has satisfactorily completed his/her Peace Corps contract.

## **III. Absences from Michigan.**

If a student, or the parent of a dependent student, is domiciled in Michigan, but has been

temporarily transferred outside Michigan by his/her employer (but has not become domiciled outside Michigan), the student will receive in-state tuition.

If the student, or the parent of a dependent student, moves out of Michigan after the completion of the student's senior year in an accredited Michigan high school, the student will receive in-state tuition if: (1) the student and his/her parent resided in Michigan for a minimum of ten (10) years prior to departure; and (2) the student attends the University the fall semester following college/university graduation.

If a student, or the parent of a dependent student, moves out of Michigan during the time the student is enrolled as a full-time student at the University, the student's in-state tuition status will be maintained as long as he/she continues to be enrolled.

#### **IV. Applying for In-State Tuition Status.**

Any student who has been classified as out-of-state and who believes he/she is eligible for in-state tuition status under the above provisions must submit:

1. A *Change in Resident Status* application;
2. A written statement explaining how he/she meets the criteria for in-state tuition status as set forth in these Regulations; and
3. A copy of the student's driver's license or other government issued identification that lists a home address in Michigan.

A student requesting in-state status based on his/her residence, or a dependent student who is establishing domicile through his/her parent(s), must also provide:

1. A copy of a lease agreement(s), mortgage, property deed, or property title;
2. In the case of a dependent student, a copy of the parent's driver's license or other government issued identification that lists a home address in Michigan; and
3. A copy of the first, second, and signature pages of the most recent year's federal and Michigan income tax returns (forms US 1040 and MI-1040) with all accompanying W2s (including Schedules C and E, if self-employed).

A student requesting in-state status based on the permanent, full-time employment of herself or himself, a parent, or a spouse must provide all of the above items listed in this section, and:

1. A letter from the employer on letterhead that provides the employer's physical address in Michigan; and
2. A copy of the most recent pay stub showing Michigan taxes being withheld.

The application and documentation should be submitted to the Director of Admissions, CMU College of Medicine, 2520 S. University Park Drive, Mt. Pleasant, MI 48859, at least thirty (30) calendar days before the start of the semester for which in-state tuition

status is sought. The average processing time is two (2) to four (4) weeks after all documents have been received. In-state status applies only to entire semesters. Students will not be granted in-state status for part of a semester. The application and documentation will not be returned. The student is advised to keep a copy for his/her records.

The application will be given to a Review Committee comprised of at least three (3) members, including the College of Medicine Registrar. In cases where the documentation appears to be unclear or incomplete, a member of the Review Committee will send a communication to the student and explain the need for further clarification and/or supportive documentation.

## **VI. Appeal of a Decision of Ineligibility for In-State Tuition.**

If an Application for Resident Status is denied, the individual may request that his or her Application for Resident Status be reviewed by the Senior Associate Dean of Academic Affairs of the College of Medicine. The following procedures shall apply:

- A. The appeal must be made in writing and must be received by the Senior Associate Dean of Academic Affairs of the College of Medicine within ten (10) calendar days of the date of the denial letter. If the deadline falls on a weekend or a University holiday, it will be extended to the next business day.
- B. All contact with the Senior Associate Dean of Academic Affairs of the College of Medicine must be in writing, unless otherwise requested by the Senior Associate Dean of Academic Affairs of the College of Medicine.
- C. The burden of proof is on the student to demonstrate with clear and convincing evidence that he or she is eligible for a change in resident status.
- D. After the individual has submitted all requested information, the Senior Associate Dean of Academic Affairs of the College of Medicine will review the individual's appeal. The individual will receive a written decision from the Senior Associate Dean of Academic Affairs of the College of Medicine when the review is complete.
- E. Once the Senior Associate Dean issues the decision, there are no further appeals for the semester or term covered by the Application for Resident Status.

## **VII. Miscellaneous.**

The University will correct any errors that have occurred in determining eligibility for in-state tuition. When a student provides evidence that he/she was eligible for in-state tuition in a prior semester, the student may seek in-state tuition status for the current semester and a refund of the out-of-state tuition differential for the current semester. The student should send a written request with supporting documentation to the Director of Admissions, CMU College of Medicine, 2520 S. University Park Drive, Mt. Pleasant, MI 48859.

Falsification of records is prohibited and may result in the revocation of admission or the

discipline or dismissal of a student. No student shall provide false information for the purpose of gaining benefit for oneself or others to any office, agency, or individual acting on behalf of the University. The University reserves the right to audit enrolled or prospective students at any time with regard to eligibility for in-state tuition.

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<sup>1</sup> For purposes of these regulations, a student is presumed to be a dependent of his/her parents if the student:

- (1) is, upon enrollment, 26 years of age or younger; and
- (2) has been involved primarily in educational pursuits or has not been entirely financially self-supporting through employment.

<sup>2</sup> The domicile of a dependent student's legal guardian will be presumed to have the same effect as that of a dependent student's natural parent, and references to parents in these regulations shall include legal guardians when (a) the student is the dependent of the legal guardian, and (b) such guardianship has been established due to the 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 constitute complete incapacity.

*The College of Medicine reserves the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.*

Policy History	
7/16/2020	Initial approval by the Office of the Dean