



Domicile Administration
 Office of the Registrar
 4400 University Drive, MS 3D1
 Fairfax, Virginia 22030-4444
 Telephone: 703-993-2464 Facsimile: 703-993-2430
 website: <http://registrar.gmu.edu/students/domicile>

Appeal 1B

Appeal for In-state

This form must be completed if you are claiming entitlement to Virginia in-state tuition rates pursuant to section 23-7.4, Code of Virginia. There are 3 appeal levels of review. This form is for the first appeal. Subsequent appeals require separate forms. Information about the review process and requirements for in-state classification, as well as Appeal Forms, are available from the following web site: <http://registrar.gmu.edu/students/domicile>.

Instructions

Part 1: Must be completed by the student.

Part 2: Must be completed by either: A) the student, if the student is financially independent, **or** B) the student's parent, spouse, or legal guardian, if the student is financially dependent. *Definitions of independent and dependent student are on page 6.*

Part 3: Required supporting documents must accompany the Appeal Form.

Upon review, additional documentation may be requested. A request for such will be made to the student's Mason email account. Material must be provided within 7 working days for the appeal consideration to continue.

Decision

The decision will be conveyed to your Mason email account within 30 business days. This will not be a detailed response but will convey the decision and a brief description of the applicable law. If it is determined that you do not meet the requirement for In-State Tuition, you may file a Level 2 Appeal within 15 business days from the date of notification. A Level 2 decision will also be conveyed through a brief email and a descriptive letter.

Indicate the semester for which you are seeking in-state tuition rates.	Semester/Year:
List previous semester(s) you filed an Appeal.	Semester/Year:
List the first semester as a George Mason student in this degree program.	Semester/Year:

PART 1 – STUDENT INFORMATION

1. Student ID Number	G	Email username: _____ @gmu.edu	alternate Email: _____
2. Name of Student	Last: _____	First: _____	Middle: _____
3. Permanent Address	Street: _____	City: _____	State/Zip: _____
4. Mailing Address	Street: _____	City: _____	State/Zip: _____
5. Telephone	Home: _____	Work: _____	Cell: _____
6. Citizenship	<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Non-Citizen Visa: _____ <input type="checkbox"/> Permanent Resident Applicant

7. When did you initially move to Virginia? Date: _____ (mm/dd/yyyy)

Reason: _____

Do you presently have the sincere, unqualified, intention of remaining in Virginia indefinitely? YES NO
 If you answered no to this question, please explain your answer on a separate sheet.

8. Please list all colleges and universities you have attended during the past 3 years beginning with the most recent:

SCHOOL/COLLEGE	STATE	FROM (mo/yr)	TO (mo/yr)	DEGREE	DOMICILE STATUS (in-state/out-of-state)

FILING STATUS

9. If you are an **undergraduate student, under the age of 24**, by law there is a presumption that you are financially dependent, unless you can demonstrate one of the following factors:
- | | |
|---|---|
| Veteran or active duty member of the U.S. Armed Forces? | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| Married? | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| Ward of the court or a ward of the court until age 18? | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| No adoptive parent or legal guardian and both parents are deceased? | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| Have legal dependent(s) other than a spouse? | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| Financial self-sufficiency by clear and convincing evidence. | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| Graduate or professional student? | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |

10. **Are you a Dependent Student?** YES NO
 If **NO**, skip to question number 15.

11. Are you currently listed as a dependent on the federal income tax return of your parent, spouse or legal guardian? YES NO

12. Are you currently listed as a dependent on the state income tax return of your parent, spouse or legal guardian? YES NO

13. Were you listed as a dependent on the state or federal income tax returns of your parent, spouse or legal guardian for the tax year **immediately** prior to the semester for which you seek IN-STATE tuition status? YES NO

14. Do you receive substantial financial support from your parent, spouse or legal guardian? YES NO
If yes, briefly state the expenses for which you are receiving financial support, including expenses for education, food, shelter, clothing, medical, dental, and transportation. _____
 Are you dependent upon an active duty military member? YES NO

15. **Are you an Independent Student?** YES NO
 If **NO**, skip to question 20.

16. Have your parents surrendered the right to your care, custody and earnings? YES NO

17. Do your parents, spouse or legal guardian contribute to your financial support? YES NO

If yes, briefly state the expenses for which you are receiving financial support, including expenses for education, food, shelter, clothing, medical, dental, and transportation. _____

18. Have your parents, spouse or legal guardian claimed you as dependent on state and federal income tax returns for the **12 months** immediately prior to the semester for which you seek IN-STATE tuition status? YES NO

19. For **12 months** immediately prior to the semester for which you seek in-state tuition status, will you have filed a Virginia income tax return on all earned income? YES NO
 If no, are you an active duty member of the U.S. armed forces? YES NO

Do you intend to file a Virginia income tax return for the income that you earned during the **12 months** immediately prior to the semester for which you seek in-state tuition status? YES NO

20. **All students: In the table below, list all sources of income or financial support for 12 months immediately prior to the semester for which you seek in-state tuition status. Including but not limited to: earnings, financial aid, savings, scholarships, inheritances, monetary gifts, spousal support, etc. Please attach additional pages if necessary.**

SOURCE OF SUPPORT	AMOUNT

If you received financial aid, did you claim legal residence in a particular state to qualify for any of your financial aid?
 YES NO If **YES**, what state and when? _____

21. Please describe your plans upon graduation from George Mason University (**include an additional sheet, if needed**):

PART 2

Instructions Definitions of an independent and a dependent student are on page 6.

Independent Students must complete Part 2.

Dependent Students must have your parent, spouse, or legal guardian complete Part 2.

22. Name of the person completing Part 2 of this form: _____
FIRST MI LAST
23. Your relationship to student: Self Parent Spouse Legal Guardian
***NOTE: A Legal Guardian must provide a copy of the court order establishing legal guardianship.**
24. If the student is dependent on **parents with different domiciles or states**, is the parent named in Question 22: ...
 The parent with whom the student resides? YES NO N/A
 The parent who claims the student as a dependent for state and federal income tax purposes? YES NO N/A
 The parent who provides the student with substantial financial support? YES NO N/A

RESIDENCE and HOME/LAND OWNERSHIP

25. Please provide the following information regarding your residence for the **past three (3) years**:

Street: (list most recent first)	City:	State/Zip:	From Exact Date (mm/dd/yyyy)	To Exact Date (mm/dd/yyyy)

26. If residence in Virginia has not been continuous for the past **twelve (12) months**, please explain:

27. Do you currently own a home or land in Virginia? YES NO
 If yes, when did you purchase this property? _____

UNITED STATES MILITARY HISTORY

28. Are you or is any member of your immediate family presently serving in the military on active duty? YES NO
 If yes, who is the active duty military member? Self Spouse Parent Legal Guardian
 What state of legal residence does the active duty military member claim for state income tax purposes? _____
 What are the officially assigned duty station and work location for the military member? _____
 If the student is the military member, is he or she using Tuition Assistance? YES NO

TAXES

29. **PERSONAL INCOME TAX:**
 Are you exempt from payment of federal or state income taxes? YES NO
 If yes, attach a letter of explanation.

If you had income in the 12 months prior to the semester for which you seek in-state tuition status, and did not or will not pay taxes or file a tax return in Virginia, please explain why: _____

- What state do you currently claim for income tax purposes? _____
 -Please list the date that you first claimed the above state for income tax purposes: _____
 -Beginning with the current year, please list below the states to which you have paid income tax and/or filed a tax return during the last 3 years.

TAX YEAR	STATE TAXES PAID TO	FILING STATUS (NON-RESIDENT, RESIDENT, JOINTLY, SEPARATELY)

30. **PERSONAL PROPERTY TAX:** (Cars, Motorcycles, Boats, Recreational Vehicles, etc.)
 Have you paid personal property tax in any state during the past 3 years? YES NO
 If yes, list the state and year. State: _____ Year: _____

EMPLOYMENT & ECONOMIC TIES

31. Please list your employment history for the **last three (3) years**, beginning with current employment (**include an additional sheet, if needed**).

EMPLOYER/POSITION	LOCATION (City/State)	DATES OF EMPLOYMENT	HOURS WORKED PER WEEK

32. **Do you live outside of Virginia, but work in Virginia?** YES NO

If yes, will you have lived outside of Virginia in a state other than MD, PA, DC, KY, or WV; been employed in Virginia; earned at least \$10,300; and paid Virginia non-resident income taxes on all taxable income earned in the Commonwealth for the past (12) months prior to the semester for which you are seeking in-state tuition status? YES NO

33. **CHECKING/SAVINGS ACCOUNTS:**

Please provide the following information for banks, savings and loans, or credit unions where you **currently** hold accounts:

NAME OF BANK	LOCATION (City/State)	DATE ACCOUNT WAS OPENED

DOMICILE INTENT, CITIZENSHIP and IMMIGRATION STATUS

34. Do you presently have the sincere, unqualified, intention of remaining in Virginia indefinitely? YES NO
 If you answered no, please explain your response: _____

35. Check all that are applicable:

U.S. CITIZEN

APPROVED PERMANENT RESIDENT, REFUGEE OR ASYLEE: date status awarded: _____

APPLICANT FOR PERMANENT RESIDENCE: Have you applied for permanent residence? YES NO

PLEASE NOTE THAT IF YOU HAVE APPLIED FOR PERMANENT RESIDENCE AND YOU HOLD A NON-IMMIGRANT VISA OR OTHER STATUS, YOU MUST ALSO COMPLETE THE NON-IMMIGRANT SECTION BELOW

NON-IMMIGRANT (VISA HOLDER OR OTHER STATUS)

Please provide the following information for the past 12 months:

STATUS (EX. VISA TYPE)	EFFECTIVE DATE	EXPIRATION DATE

Are you a registered voter in your home country? YES NO

Do you currently retain real property in your home country? YES NO

If yes, please explain: _____

Are you registered for a military draft in your home country? YES NO

Do you pay any taxes to that country? YES NO

Do you intend to go back to your home country to live in the future? YES NO

If yes, please explain: _____

Is your position with your current employer permanent? YES NO

Have you gone to your home country in the past 12 months? YES NO

If yes, what are the dates that you visited your home country? _____

What are your plans, and if applicable your family's plans, if you lost your current job? _____

MOTOR VEHICLE REGISTRATION, DRIVER'S LICENSE and VOTING

36. Do you own or operate a motor vehicle? YES NO
 If yes, who is the registered owner: Name: _____ Relationship to you: _____
 In what state is your vehicle registered? _____ Date of Registration: _____

37. Do you have a valid Driver's License? YES NO
 Beginning with the current year, please list the states in which you have held valid driver's licenses with effective dates.

STATE ISSUING LICENSE	ORIGINAL ISSUE DATE (Date you first received your license)	CURRENT ISSUE DATE (as listed on your current license)

**FOREIGN NATIONALS - PLEASE SKIP TO QUESTION 39 **

38. For the past 12 months have you been registered to vote in Virginia? YES NO
 If yes, when did you first register to vote in Virginia. Date: _____ (mm/dd/yyyy)
 If no, in which state are you registered to vote? _____

SOCIAL RELATIONSHIPS & ADDITIONAL INFORMATION

39. **Current address of your parents, spouse or legal guardian:**

Mother <input type="checkbox"/> Wife <input type="checkbox"/> Legal Guardian <input type="checkbox"/> :	How long have they lived at this address? (months/years):
Street Address/City/State:	
Father <input type="checkbox"/> Husband <input type="checkbox"/> Legal Guardian <input type="checkbox"/> :	How long have they lived at this address? (months/years):
Street Address/City/State:	

40. OPTIONAL: Use the space provided to describe your social and economic ties to Virginia, including family, professional or business licenses, community organizations, social clubs, etc., and any other factors and information which you believe support your request for in-state tuition rates which have not been covered in the proceeding questions. You may attach additional pages if necessary. _____

CERTIFICATION OF STUDENT AND SPONSOR (as applicable)

This certification must be executed by the student if filing as an independent student. This certification must also be completed by the student's parent, spouse or legal guardian if the student is filing as a dependent student. Students with a pending appeal are responsible for payment of the out-of-state tuition rate and any other associated fees, until they are reclassified as in-state, if that finding is made.

I hereby certify that the information given is true, complete, and accurate. In addition, I understand that students who knowingly provide erroneous information in an attempt to evade payment of out-of-state tuition fees, may be subject to disciplinary action from the university and penalty per the Code of Virginia section 23-7.4. I also understand failure to supply additional information if requested may result in a denial of the appeal.

Signature of Student	Printed Name	Date
Signature of Parent, Spouse or Legal Guardian	Printed Name	Date

PART 3 – APPLICABLE DOCUMENTATION

You must provide copies of all applicable documents listed below when you file your appeal. Appeals unaccompanied by all applicable documentation are considered incomplete. Check the box for each document that you are providing:

Column I. If you completed Part 2 of this form and signed the certification above, provide the documentation listed below:	Column II. Non-U.S. Citizens: In addition to Column I, provide <u>at least 1</u> of the following copies for yourself <u>and</u> the student	Column III. Active Duty Military Members & Dependents: In addition to Column I, provide all of the following:
<p><u>Housing Documentation for the past 12 months</u></p> <ul style="list-style-type: none"> • Lease/Rental Agreement (If you rent your home) and/or • Deed/Settlement Statement (if you own your home) and/or • Not listed on a lease/rental agreement or deed/settlement statement? Provide a <u>signed</u> letter from your landlord(s) for the 12 month period. Letters must include the dates of your residence, amount of rent paid, address of property and a phone number of the landlord. 	<ul style="list-style-type: none"> • Green Card (Form I-551 front and back) • Visa covering the past 12 months • I-94 Arrival/Departure Record for the past 12 months • Approved I-129, I-539, I-140, I-130, or I-485 • Other documentation of immigrant or non-immigrant status (ex. notices of action, etc.) 	<ul style="list-style-type: none"> • Military and/or Military Dependent Identification Card • Most Recent Leave and Earnings Statement (LES) or DD-2058-State of Legal Resident Certificate • Copy of current Active Duty Orders and work site assignment (if different)
<p><u>Earnings & Financial Support</u></p> <ul style="list-style-type: none"> • Recent pay stub from each employer you had for the past 12 months <u>or</u> a letter from each employer listing your year to date earnings, and the amount of state taxes withheld. • Most recent W-2 or 1099 statements (if applicable) • If you are not currently employed, you must submit documentation of all of your sources of support (earnings, student loans, savings, scholarships, inheritances, monetary gifts, spousal support, etc.) 		
Most recent Federal income tax return (unless exempt) - Signed		
Most recent State income tax return (unless exempt) – Signed		
Motor vehicle registration		
Driver’s License		
<u>Legal Guardians Only</u> : Copy of existing court order establishing legal guardianship (If you claim legal guardianship of the student)		

DEFINITIONS

“**DEPENDENT STUDENT**” means one who is listed as a dependent on the federal or state income tax return of his parents or legal guardian or who receives substantial financial support from his spouse, parents or legal guardian. It shall be presumed that a student under the age of 24 on the date of alleged entitlement (1st day of classes) receives substantial financial support from his parents or guardian, and therefore is dependent on his parents or legal guardian, unless the student 9i) is a veteran or an active duty member of the U.S. Armed Forces; (ii) is a graduate or professional student; (iii) is married; (iv) is a ward of the court or was a ward of the court until age 18; (v) has no adoptive or legal guardian when both parents are deceased; (v) has legal dependents other than a spouse; (or) (vii) is able to present clear and convincing evidence that his is financially self-sufficient.” Code of Virginia, §23-7.4

“**INDEPENDENT STUDENT**” means one whose parents have surrendered the right to his care, custody and earnings, do not claim him as a dependent on federal or state income tax returns, and have ceased to provide him substantial financial support” Code of Virginia, §23-7.4