RESIDENCY ANALYSIS FORM

OFFICE OF THE UNIVERSITY REGISTRAR, 101 Vera King Farris Drive,
Campus Center Suite 203, Galloway, NJ 08205

The Residency Analysis Form is used for current students who wish to request a review of their residency status. Complete this form and submit the documents required for Proof of Domicile to establish primary residence in New Jersey as indicated below to the Office of the University Registrar. Please refer to the New Jersey Administrative Code, Title 9A, Higher Education, Chapter 5 (N.J.A.C 9A:5) page 3-4 for the regulations governing Residency Requirements for Tuition Purposes at Public Colleges and Universities in New Jersey before proceeding. It is recommended that the form and all required items be submitted at least five (5) weeks before the start of the term for which you are seeking a change in tuition. Final determination of any submitted requests will be emailed to the student's Stockton email address. While we will always process requests as quickly as possible, a Change of Residency Request for Tuition Purposes may take up to four (4) weeks to process a change. Residency is not retroactive.

1. A completed, signed, and notarized Stockton University Residency Analysis Form (this form).
2. A copy of a New Jersey Driver's License or a New Jersey Non-driver photo identification and/or a New Jersey Voter Identification Card (both are preferred).
3. A copy of your Federal & New Jersey state income tax return for the most recent tax year that demonstrates you were domiciled in New Jersey for at least 12 months prior to the start date for the term in which you are requesting in-state tuition (independent student) OR
4. A copy of your parent or legal guardian's Federal & New Jersey state income tax return for the most recent tax year that demonstrates you were domiciled in New Jersey for at least twelve (12) months prior to the start date for the term in which you are requesting in-state tuition.
5. Additional documentation may be required.

STOCKTON ID: Z#: _____

_____ _____

Today's Date First Name Middle Name Last Name

ADDRESS:_____

_____

City _____State_____ Zip_____

HOME TEL #: (____) _____ MOBILE TEL #: (____) _____

STOCKTON EMAIL ADDRESS: _____

STUDENT STATUS: ___ Undergraduate ___ Graduate AGE: ___ Under 24 ___ 24 and Older

INITIAL DATE OF ADMISSION TO STOCKTON UNIVERSITY: TERM _____ YEAR _____

TERM / YEAR FOR WHICH CHANGE IS REQUESTED (Circle One): FALL SPRING SUMMER YEAR: _____

I CLAIM NEW JERSEY RESIDENCY FOR TUITION PURPOSES AS:

_____a DEPENDENT of NEW JERSEY RESIDENT PARENT(S) or U.S. COURT APPOINTED LEGAL GUARDIAN(S), 12 or more consecutive months prior to initial enrollment at Stockton University.

_____a student who is INDEPENDENT. For the academic year, you are an independent student if at least one of the following applies to you:

- You are 24 years of age or older by December 31 of the award year.
- You are married.
- You are or will be enrolled in a master's or doctoral program (beyond a bachelor's degree) during the school year.
- You have children who receive more than half their support from you.
- You have dependents (other than your children or spouse) who live with you and who receive more than half their support from you and will continue to receive more than half their support from you through June 30th of the school year.
- you are an orphan or ward of the court (or were a ward of the court until age 18); or
- you are a veteran of the U.S. Armed Forces ("Veteran" includes students who attended a U.S. service academy and who were released under a condition other than dishonorable.)
- you are currently serving on active duty in the U.S. Armed Forces for purposes other than training.

RESIDENCY ANALYSIS FORM

To be completed by THE STUDENT if you are claiming residency as an "INDEPENDENT STUDENT" or Your SPOUSE or CIVIL UNION PARTNER if you are claiming residency by virtue of "Marriage to or Civil Union with a NEW JERSEY RESIDENT."
OR
To be completed by PARENT(S) or LEGAL GUARDIAN(S) (Legal Guardian is defined as a principal appointed by a U.S. Court to act "in loco parentis" for a minor {a person under 18 years of age}) if you are claiming residency as a "DEPENDENT STUDENT."

FOR THE LAST TAX YEAR, (list year)_____, (circle one) I DID / DID NOT file a N.J. Personal Income Tax Return.

I FILED STATE INCOME TAX in (List state)_____.

I AM REGISTERED to vote in (enter applicable state and registration date):_____.

I DO / DO NOT (circle one) hold a valid driver's license.
If "YES" please indicate: State(s)_____Date of Issue_____

Last Renewed_____. Expiration Date_____.

Last Renewed_____ Expiration Date_____

I DO / DO NOT own or lease a motor vehicle(s). If "YES," please indicate: State(s) in which Vehicle(s) is/are Registered_____

Car: State/Date of Issue_____ Last Renewed_____ Expiration Date_____

I DO / DO NOT use a motor vehicle owned by another person. If you do use a vehicle, please indicate the state where vehicle is registered_____

Is the vehicle registered on campus? _____Yes _____No Your Relationship to the Owner_____

have previously been licensed to drive in the state(s) of: _____

My dwelling is: OWNED BY: Give Name(s) and Relationship: _____ (Date of Deed) _____

or LEASED from (Date) _____ to (Date) _____ or RENTED MONTH to MONTH at:

_____ _____
(Number and Street) (County, if New Jersey)

_____ _____
(City, State and Zip Code) (Telephone Number)

Address appearing on last April's (list most recent tax year) _____ FEDERAL INCOME TAX Return

_____
(Number and Street) (City, State, Zip Code)

For the last tax year _____, **I Filed** / **Did not File** a N.J. RESIDENT Personal Income Tax Return

I Filed / **Did not File** a N.J. NONRESIDENT Personal Income Tax Return

I Filed STATE INCOME TAX in _____ (List state)

RESIDENCY ANALYSIS FORM

VALIDATION

STUDENTS MUST SIGN THE STATEMENTS BELOW and obtain applicable signatures of PARENT(S), LEGAL GUARDIAN(S), or SPOUSE/CIVIL UNION PARTNER. ANY FALSE STATEMENT or withholding of pertinent information is a separable offense under the Code of Student Conduct.

(A) **STATEMENT BY SPOUSE or CIVIL UNION PARTNER** (if applicable): The information provided herein is true to the best of my knowledge and belief.

Signature of Spouse or Civil Union Partner_____ Date_____

(B) **STATEMENT BY PARENT(S) OR LEGAL GUARDIAN(S) SUPPORTING THE DEPENDENT UNDERGRADUATE APPLICANT:**

Did you, or will you claim the applicant as a dependent on your federal or state income tax return?

YES NO

The information I **/ WE** have provided herein is true and complete to the best of **MY / OUR** knowledge and belief.

Signature of Student _____ Date_____

Signature of Parent/Guardian _____ Date_____

ANY CHANGE IN RESIDENCY STATUS MAY IMPACT THE STUDENT'S FINANCIAL AID PACKAGING

(C) STUDENT'S DISCLAIMER STATEMENT: I have read both the Stockton University Policy Statement on Student Residency for Tuition Purposes and the Residency Analysis Instruction Page.

Signature of Student _____ Date_____

(D) **NOTARIZED STATEMENT BY STUDENT**: I affirm that the information provided by me herein is true and complete to the best of my knowledge and belief. I understand that providing false information to the University is a separable offense under the Code of Student Conduct.

Signature of Student _____ Date_____

(E) NOTARY SEAL and SIGNATURE of NOTARY:

Signature of Notary _____ Date_____

Failure to provide answers to each and every question in this Residency Analysis Form may result in the University's inability to rule on this application.

RETURN TO: THE OFFICE OF THE UNIVERSITY REGISTRAR, 101 Vera King Farris Drive, CC203, Galloway, NJ 08205

RESIDENCY ANALYSIS FORM

TITLE 9A. HIGHER EDUCATION CHAPTER 5. RESIDENCY REQUIREMENTS OR TUITION PURPOSES AT PUBLIC COLLEGES AND UNIVERSITIES SUBCHAPTER 1. ELIGIBILITY FOR STATE RESIDENT TUITION

N.J.A.C. 9A:5-1.1 (2013)

§ 9A:5-1.1 State domicile required

(a) Domicile is defined as the place where a person has his or her true, fixed, permanent home and principal establishment, and to which, whenever he or she is absent, he or she has the intention of returning.

(b) Persons residing in New Jersey for a period of 12 months before first enrolling at a public higher education institution in this State are presumed to be domiciled in this State for tuition purposes.

(c) Persons residing in New Jersey for less than 12 months before first enrolling at a public higher education institution in this State are presumed not to be domiciled in this State for tuition purposes.

(d) Persons presumed not to be domiciled in New Jersey or persons presumed to be domiciled in New Jersey but whose domiciliary status is challenged by the institution may demonstrate domicile in New Jersey according to N.J.A.C. 9A:5-1.2.

(e) Residence established solely for the purpose of attending a particular educational institution does not constitute domicile for tuition purposes.

(f) Dependent students as defined in the rules of the Higher Education Student Assistance Authority at N.J.A.C. 9A:9-2.6 are presumed to be domiciled in the state in which their parent(s) or legal guardian(s) is domiciled. Dependent students whose parent(s) or legal guardian(s) is not domiciled in New Jersey are presumed to be in the State for the temporary purpose of obtaining an education and presumed not to be domiciled in New Jersey.

(g) A dependent student who has been determined to be eligible for State resident tuition shall continue to be eligible despite a change of domicile to another state by the student's supporting parent(s) or legal guardian(s), provided that the student continues to reside in New Jersey during each academic year of enrollment.

N.J.A.C. 9A:5-1.2 (2013)

§ 9A:5-1.2 Evidence of domicile

(a) For the purposes of N.J.A.C. 9A:5-1.1, a student may present and/or an institution may require the following as primary evidence of being domiciled in New Jersey:

1. Copies of the student's New Jersey income tax return or evidence of withholding of New Jersey income tax, and/or copies of the parent's(s') or legal guardian's(s') income tax return or evidence of withholding of income tax.

2. Evidence of ownership of or a long-term lease on a permanent residence in this State by the student or the student's parent(s) or legal guardian(s).

(b) A student may present and/or an institution may require supplementary evidence of being domiciled in

New Jersey, which may include the following:

1. A New Jersey driver's license.

2. A New Jersey motor vehicle registration.

3. A New Jersey voter registration card.

4. A sworn, notarized statement from the student and/or his or her parent(s) or legal guardian(s) declaring domicile in New Jersey.

5. Any other supplementary evidence that the institution deems necessary to support the student's claim of domicile in New Jersey, including, but not limited to, evidence regarding the domicile of a student's parent(s) or legal guardian(s) for students whose domicile is determined by the institution to be with their parent(s) or legal guardian(s).

(c) If primary evidence of domicile is not available due to the loss or destruction of records or other unusual circumstances, the institution may make a determination based exclusively on supplementary evidence.

RESIDENCY ANALYSIS FORM

(d) In every instance, the institution shall keep with the student's records copies of the evidence it used in determining domicile pursuant to this section.
N.J.A.C. 9A:5-1.3 (2013)
§ 9A:5-1.3 Determination; reconsideration of initial decision
(a) The institution shall decide each case of student domicile, as defined at N.J.A.C. 9A:5-1.1(a), on the basis of evidence submitted.
(b) A student who disagrees with the institution's initial determination of domicile shall be entitled to file with the institution a request for reconsideration. The institution shall publish in appropriate official documents, such as catalogues and student handbooks, the procedures for filing such a request. An administrator who did not participate in the initial determination of domicile shall act on the reconsideration request.
(c) A student may request reconsideration of domiciliary status at any time if the student's circumstances have changed. If a request for reconsideration results in eligibility for in-State tuition, the in-State rate shall not be retroactive but shall apply to charges for the next academic term.
(d) The institution's determination of a student's domicile is final.

Dependent/Independent Student Defined

In determining whether a student is independent, the following is considered **(New Jersey Administrative Code 9A:9-2.6.).**

The term independent when used with respect to a student means any individual who:

1. Is 24 years of age or older by December 31st of the award year. Documentation: birth certificate, secondary school transcript, driver's license, draft registration letter; or

2. Meets the requirements below

a. Is an orphan or ward of the court; or was a ward of the court until age 18; documentation for orphan: death certificate or a letter from a social services agency or from a respected member of the community who is unrelated to the applicant (minister, school administrator, etc.) Documentation for ward of the court: court document or a letter from DYFS or other social agency, or

3. Is a veteran of the Armed Forces of the United States. Documentation: DD214; or

4. Is a graduate or graduate professional student; (not applicable for undergraduate students), or

5. Is a married individual; Documentation: marriage certificate; or

6. Has legal dependents other than a spouse; Documentation if dependent is a child: birth certificate. Documentation if dependent is other than a child: if the person was dependent on the applicant in the prior year, IRS or New Jersey Division of Taxation certified copy of the applicant's prior year tax return showing the person listed as another dependent. If the person was not dependent on the applicant in the prior year, a document such as a driver's license, a post office address change, or a statement from the landlord or respected member of the community confirming that the person currently resides in the student's household; or

7. Is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances as provided under Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. 1087vv, and its implementing regulations and rules. For purposes of receiving state financial assistance as an independent student due to unusual circumstances, the following conditions apply:

a. Determinations of independence must satisfy all applicable federal standards set forth under Title IV of the Higher Education Act of 1965, as amended, and its implementing regulations and rules.

b. individual determinations of independent student status for state student aid programs shall be made in a manner consistent with the institutional policies regarding the awarding of all need-based financial aid, including federal and state aid; and

c. The institution shall share with the Office of Student Assistance any material findings or audit exceptions related to the determination of dependency status at any time they are revealed in the course of an audit or program review.

A dependent student shall be any student who does not meet any of the eligibility criteria listed above for independent student status.

The university reserves the right to request a student to have the Internal Revenue Service and/or New Jersey Division of Taxation forward tax records to the appropriate university office for review.

An individual who claims to have established a new domicile in New Jersey must show (1) a physical abandonment of the previous domicile, together with an intent not to return to it, and (2) actual presence in New Jersey with the intention of remaining permanently in the state.

An individual from another state who has enrolled in any type of educational institution in New Jersey will be presumed to be in New Jersey primarily for educational purposes and will be presumed not to have established domicile in New Jersey. Although the student may present proof to overcome these presumptions, it must be noted that continued residence in New Jersey during vacation periods or occasional periods of interruption to the course of study does not of itself overcome the presumptions. All students who are not domiciliaries of New Jersey will be assessed out-of-state tuition rates. Residency for tuition purposes is governed by New Jersey Administrative Code 9A:5-1.1 et seq. which requires that individuals must be legally domiciled in the state for 12 months before becoming eligible for in-state tuition rates. The law also permits those living in the state for less than 12 months to petition for resident status through the admissions office or the Office of the Registrar, as appropriate. Petitions for resident status will be granted only in those cases where there is clear and compelling evidence that New Jersey is the legal domicile of the student or of the parent(s) or of the U.S. court-appointed (prior to the student attaining age 18) legal guardian(s) on whom the student is dependent.

The Effect of Marriage

A nonresident student who marries a bona fide New Jersey domiciliary assumes the domicile of that spouse for tuition purposes in the term following marriage. The same test for residency will be applied to spouses when a marriage is claimed as the basis for domicile. No change in status will occur when a domiciliary student marries a nondomiciliary.