



Frederick Community College Procedure

Section 5.00 Student Procedures	Procedure Number	5.12
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Residency	Policy Number	5.12
	Assigned to	Senate
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A. Residency

1. For the purpose of establishing differential tuition rates, the following apply:
 - a. A student’s residence is determined at the time he/she is admitted to the College. Burden of proof of residency is to be upon the student, and he/she will be required to sign a statement substantiating his/her claim.
 - b. Students will be considered in-county, out-of-county, or out-of-state for tuition calculation. Students whose legal residence is outside the State of Maryland pay a higher tuition rate than those whose residence is within Maryland. Similarly, students residing in Maryland, but outside the county or counties that support a community college, pay a higher rate than county residents, but a lower rate than the rate charged for out-of-state residents.
 - c. The word “domicile” as used in this regulation shall mean the permanent place of abode. For the purpose of this rule only one domicile may be maintained. Local addresses which pertain only during the school year will not be considered for determination of tuition charges.
 - d. In-County: Non-self-supporting students (defined as an unmarried individual claimed by parent(s) or guardian(s) as an income tax exemption in the previous taxable year) are considered to be Frederick County residents if, at the time of their admission, their parent(s) are domiciled in Frederick County for 3 consecutive months prior to admission. Exceptions will be made for newly arriving families who can prove their intent to become indefinite Frederick County residents, (i.e. property tax receipt, mortgage receipt, etc.).
 - e. Out-of-County: Non-self-supporting students are considered to be residents elsewhere in the State of Maryland if, at the time of their admission, their parents are domiciled elsewhere in the State of Maryland.

- f. Out-of-State: Non-self-supporting students are considered to be residents of another state if, at the time of their admission, their parents are domiciled outside of the State of Maryland.
- g. Adult students (age 18 or over and self-supporting) are considered residents of Frederick County if, at the time of admission, they have been domiciled in Frederick County for 3 consecutive months prior admission. Exceptions will be made for newly arriving individuals who can prove their intent to become permanent Frederick County residents (i.e., property tax receipt, mortgage receipt, etc.).
- h. Military personnel and their dependents stationed, living, or domiciled in Maryland, their spouses and dependents who are entering the College for the first time are considered residents of Frederick County. If the armed services member moves out of the state, the dependents and spouse may maintain in-county residence as long as they stay continuously enrolled.
- i. Employees and their dependent family members, who have relocated to Maryland as a result of the Base Realignment and Closure (BRAC), will be granted a waiver of the three month requirement. The employee or his/her dependent from an employer on company letterhead, relocation to Maryland and/or Frederick County was a result of the BRAC process. For purposes of tuition rates, eligible employees and county residents if they locate in Frederick County; they will be treated as out-of-county but in-state residents if they locate outside of Frederick County but within Maryland. (Maryland HB 923)
- j. Regulations for full and part-time students are identical.
- k. International/Foreign National Students
 - 1) A foreign national lawfully admitted for residence in the United States may be considered a resident for tuition purposes if he/she meets the domicile requirements stated in this policy procedure. A foreign national lawfully admitted to the United States on a visa type with a corresponding date-certain authorized stay may not be considered a resident for tuition purposes. A foreign national lawfully admitted to the United States on certain visa types with an indeterminate authorized stay may be considered as a resident for tuition purposes if the domicile requirements of this procedure policy have been satisfied.
 - 2) The following visa types determine residency as indicated:

Visa

A (Diplomats, family, staff).....	In-County
B (Temporary visitor).....	Out-of-State
C (Aliens in transit).....	Out-of-State
E (Treaty trader-Taiwan only).....	In-County
F (Student and dependents).....	Out-of-State
G (Representative of a world organization).....	In-County
H1 and H4 (Temporary Worker and dependents).....	In-County
H2 and H3 (Other specialty workers).....	Out-of-State
I (Foreign media/journalist).....	In-County
J (Exchange visitor, Au pair, scholar).....	Out-of-State
K (Fiancé of US citizen/Frederick County resident).....	In-County
L (Intracompany transferee).....	In-County
M (Foreign vocational student, dependents).....	Out-of-State
R (Religious worker).....	In-County
TN (Professionals under NAFTA agreement).....	Out-of-State
V (Spouse or child of permanent resident).....	In-County
Permanent Resident; Green Card; Refugee; Asylee.....	In-County

3) In-county residency is based upon the same three month status and other proof of residency documents as all other students.

I. Students who have met the eligibility requirements outlined in the Dream Act will be granted the opportunity to receive in-county tuition. The student must present an affidavit stating that he/she will file an application to become a permanent resident within 30 days of becoming eligible to do so. (Maryland SB 167)

becoming

Students who live in Frederick County or in Maryland and qualify for in-county or in-state tuition, as outlined by the Dream Act, will remain undocumented immigrants. Residency status is processed, and completed by the U.S. government.

determined

B. Proof of Residency

1. According to the General Policies of the Maryland Higher Education Commission, the following factors may be considered as substantiation of legal residency:
 - a. Ownership or rental of local living quarters in which the student resides
 - b. Substantially uninterrupted physical presence, including the months when the student is not in attendance at the college
 - c. Maintenance in Maryland and in the county of all, or substantially all, of the person's possessions
 - d. Payment of Maryland state and local piggyback income taxes on all income earned, including income earned outside the jurisdiction
 - e. Registration to vote in Frederick County and/or the state

- vehicle,
- f. Registration of a motor vehicle in the state, with a local address specified, if the person owns such a vehicle
 - g. Possession of a valid Maryland driver's license, with a local address specified, if the person is licensed anywhere to drive a motor or a valid Maryland MVA-issued ID
 - h. Military personnel stationed at Fort Detrick can submit a letter from the education officer attesting to a three-month in-county residence, or official military orders indicating a Fort Detrick domicile

C. Reclassification of Residency

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Vice
- 1. Students whose tuition would be affected by a change in residency must present proof of actual address change as defined in section A to the Admissions Office. An appeal of the current classification may be made by completing a Request for Change in Residency Status, available in the Admissions Office. The student will be notified of the decision affecting residency status. Students may appeal the decision to the Associate President of Enrollment Management.
 - 2. A student who changes his residence during a semester will not have his/her tuition adjusted during that semester but may be entitled to such adjustment the following semester.
 - 3. All requests for change of residence must be made in writing, and proper proof of residence must be presented before a change will be made.

