

INSTRUCTIONS FOR COMPLETION OF APPEAL FORM

TO REQUEST EXEMPTION FROM NONRESIDENT TUITION

Summer 2021 Term

NOTE: There are no exceptions to the appeal deadlines. It is the student's responsibility to ensure the completed form and personal statement arrive in the Office of the Registrar on or before 4:00 PM on August 6, 2021.

Fill in the appeal form

The appeal form must be printed in **DARK INK** or typed.

Every blank on the Appeal form **MUST BE FILLED IN COMPLETELY**. If a question is not applicable, write "NA" or draw a line through the space.

A personal statement **MUST** accompany the appeal form when it is submitted to the Residence Counselors' Office. Space has been provided for your statement on page 4 of the affidavit; however, you may use additional pages as needed to clarify your residence status. Please use 8½" x 11" (regular office-sized) paper for your statement.

Summer 2021 appeal forms do not need to be notarized.

The requirement to notarize your appeals form has been temporarily eliminated to help facilitate social distancing policies. Appeals forms for future terms will continue to require notarization.

Turn in your completed Appeal form

Please send your appeals form by email or postal mail. We will attempt to confirm receipt of your appeals form within one week of receiving the form. Forms sent by postal mail may take longer to receive. Contact our office if you have not received a submission receipt by email within two weeks of mailing. **It is your responsibility to ensure that we have received the form on time. We strongly recommend submitting this form by email to avoid postal delays.**

Email: ResidenceForTuition@registrar.wisc.edu

Postal Mail: Office of the Registrar, Residence for Tuition Purposes
333 East Campus Mall, Room 10101
Madison, WI 53715-1384

Appeal Deadline for the Summer 2021 Term:

The deadline for filing an appeal for the Summer 2021 Term is **4:00 p.m. on August 6, 2021**.

Warning: You must be enrolled in the semester for which you are appealing; if you are not enrolled, your appeal will not be heard.

Important fee information:

1. Your tuition and segregated fees are due by the fee payment deadline stated on your Student Account Invoice.
2. If your appeal is not heard by the Nonresident Tuition Appeals Committee before your fees are due, you need to remit the total amount on your Student Account Invoice by the fee payment deadline.
3. If you do not pay your fees by the deadline, you will be assessed a late payment fee.
4. **There will be no fee payment extension due to filing an appeal from nonresident tuition.**
5. If the Committee determines that you are eligible for relief from the non-resident portion of tuition, you will receive, from the Bursar's Office, a refund of the nonresident portion of the Summer 2021 Term tuition you have paid. This refund generally will be sent within two weeks of the decision of the Committee. If your tuition is paid with outside funds such as financial aid, scholarships, or third-party payments, your tuition accounts records will be reviewed to determine whether the refund will be sent to you or to the original source of the funds.

Withdrawal Information

1. If the Committee denies your appeal and grants no relief, you may withdraw from the University without incurring any fees or fee penalties for the term for which you are appealing. To request this withdrawal, you must directly contact a **Residence Counselor** in the Office of the Registrar. Please contact by telephone at (608) 262-1355 no later than **the Friday of the week following your hearing**. You will not receive this financial reprieve with a standard withdrawal.
2. If you withdraw from the University prior to your appeal hearing, you are subject to the same withdrawal fee policies

**APPEAL FOR EXEMPTION FROM NONRESIDENT
TUITION UNIVERSITY OF WISCONSIN-MADISON**
Summer 2021 Term

Note: to best present your case, provide all information requested in as clear and concise a manner as possible. If an item does not apply to your case, so indicate with N/A. **This form must be returned by the deadline of 4:00 p.m. on August 6, 2021.** See instructions for full information.

| | | |
|--|---|--|
| Relief Requested: <input type="checkbox"/> Residence <input type="checkbox"/> Fee Remission | Previously Appealed: <input type="radio"/> No <input type="radio"/> Yes If Yes, for which terms? | Student ID# _____ |
| Name (as on University of Wisconsin-Madison records): _____ | | e-mail Address: _____ |
| Local address: Street: _____ City State Zip: _____ | Since mo/yr _____ | Telephone numbers: Home: _____ Work: _____ |
| Permanent home address: Street: _____ City State Zip: _____ | Since mo/yr _____ | Program & Year _____ (i.e. BA Jr.) |
| Previous street address: Street: _____ City State Zip: _____ | From mo/yr: _____ | To mo/yr _____ |

| | | |
|---|---|---|
| Type of current housing: | <input type="radio"/> House <input type="radio"/> Dormitory <input type="radio"/> Room <input type="radio"/> <input type="radio"/> Other Apartment Co-op | Housing is: <input type="radio"/> furnished <input type="radio"/> unfurnished |
| For renters: | Length of lease: _____ | Date lease Signed: _____ |
| Real Estate Owned: <input type="radio"/> Yes <input type="radio"/> No | If Yes, real estate owned is located in what state(s)? _____ | Dates of previous leases in Wisconsin: _____ |
| | | Date real estate purchased (mo/yr): _____ |

| | |
|--|---|
| Date you decided to make Wisconsin your permanent home (mo/day/yr): _____ | Country of citizenship: _____ If not US citizen: type of visa: _____ If not US citizen, attach a copy of both sides of your Permanent Resident Card, or evidence of your visa status for the past 12 months. Date Permanent Resident Card received: _____ Date filed I-485 for Permanent Resident Status: _____ |
| Date you last moved to Wisconsin (mo/day/yr): _____ | |
| From what state or country did you move? _____ | |
| Date of birth (mo/day/yr): _____ | |
| Place of birth (city/state or country): _____ | |

Military Service: NO Yes Dates of service: from _____ to _____ Wisconsin Veteran? NO Yes

Wisconsin Professional or Occupational Licenses held and date obtained: _____

Sources of Support (including tuition) for the 12 months prior to the Summer 2021 Term:

Parents _____% Spouse _____% Loans _____% Gifts _____% G.I. Bill _____%

Relatives _____% Savings _____% Employment during school _____% Employment during summer _____%

Trust Fund _____% If supported by a Trust Fund, name of state Trust Fund pays Income Taxes to: _____

Other _____% Explain Other: _____

| Where school loans obtained: (city/state) | Type of loan | Date obtained | Date renewed |
|---|--------------|---------------|--------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Personal Information

| | |
|---|---|
| Income tax information Claimed as a dependent for Income Taxes by: <input type="radio"/> Self <input type="radio"/> Spouse Jointly <input type="radio"/> Parent <input type="radio"/> Other (name/relationship) _____ | |
| For which years did you file Wisconsin State Income (not property) Tax returns as a resident for tax purposes? _____ | WI Income Taxes withheld since (mo/yr): _____ |
| Taxes paid to other states in the last four years (list states and years): _____ | |
| Your residence as listed on your last Federal Income Tax return (street, city, state): _____ | Year of your last Federal Income Tax: _____ |

| | | |
|---|------------------------------------|--------------------------------|
| Voting Information: Registered to vote in Wisconsin since (mo/yr): _____ | State last voted in (state): _____ | Date last voted (mo/yr): _____ |
|---|------------------------------------|--------------------------------|

| | | |
|--|--|---|
| Driver and Vehicle Information: | State on current driver's license: _____ | Driver's license held only in Wisconsin since (mo/day/yr): _____ |
| Presently operate a vehicle (while in school) <input type="radio"/> NO <input type="radio"/> Yes | If Yes, state of vehicle registration: _____ | Date vehicle Registered: _____ |
| If Yes, name of party which owns the vehicle: _____ | | Insurance for vehicle carried in state of: _____ |
| State where owner resides: _____ | Your relationship to the owner: _____ | Vehicles owned and registered by you only in Wisconsin since (mo/yr): _____ |

| | | | |
|---|----------------------------------|--------------------------|-------------------------------|
| Parental Information | Address including city and state | At address since (mo/yr) | Visa status if not US Citizen |
| Father's Name _____ | _____ | _____ | _____ |
| Mother's Name _____ | _____ | _____ | _____ |
| If parents' names or addresses differ, explain briefly: _____ | | | |

| | | | |
|---|-----------------------------------|---------------------------|----------------------------|
| If parents ever lived in Wisconsin, give years filed WI taxes, city, and dates of residence. | | In Wisconsin From (mo/yr) | In Wisconsin Until (mo/yr) |
| Years filed WI income taxes | Wisconsin city parents resided in | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

| Other relatives residing permanently in Wisconsin | | | In Wisconsin Since (mo/yr) |
|--|--------------|------------------------------------|----------------------------|
| Name(s) | Relationship | Address (including city and state) | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

| <input type="radio"/> Spouse <input type="radio"/> Fiance <input type="radio"/> Partner(check one) | | |
|--|--|--|
| Name: _____ | Occupation: _____ | Has been employed in WI since (mo/yr): _____ |
| Employer: _____ | Employer address including city and state: _____ | |
| Periods resided in Wisconsin | | |
| From (mo/yr) | To (mo/yr) | Reasons for being in Wisconsin |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Date of Marriage: _____ | Place of Marriage: _____ | Address of spouse prior to marriage: _____ |

Employment History: List employer and city and state for the entire past four years, including summers. List current employer first. Also include dates and city/state for periods of unemployment. **FT= full-time; PT= part-time**

| From (mo/yr) | To (mo/yr) | Employer | City/State | FT | PT | Student Employment? |
|--------------|----------------|----------|------------|----|----|--|
| | <i>Current</i> | | | | | <input type="radio"/> NO <input type="radio"/> Yes |
| | | | | | | <input type="radio"/> NO <input type="radio"/> Yes |
| | | | | | | <input type="radio"/> NO <input type="radio"/> Yes |
| | | | | | | <input type="radio"/> NO <input type="radio"/> Yes |
| | | | | | | <input type="radio"/> NO <input type="radio"/> Yes |
| | | | | | | <input type="radio"/> NO <input type="radio"/> Yes |
| | | | | | | <input type="radio"/> NO <input type="radio"/> Yes |
| | | | | | | <input type="radio"/> NO <input type="radio"/> Yes |

Organizations and Activities you participate in (political, religious, social, community, volunteer, etc.)*

| From (mo/yr) | To (mo/yr) | Name of organization | City/State |
|--------------|------------|----------------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

***Note:** The purpose for this information is to indicate your community interests other than as a student for the year next preceding the term you are seeking exemption from nonresident tuition. Under the Family Educational Rights & Privacy Act of 1974, this information will be protected from disclosure to any third parties without your prior written consent if you request a closed hearing.

Education: For each Academic Year you have attended a college, university or technical school, list the Educational Institutions attended. Indicate the number of credits for each term, including the current term, and your residence classification for tuition. Also, indicate degrees granted in space below.

R= Resident
NR= Nonresident
N/A= Not Applicable

| Academic Year (Example: 2015- | Number of credits | | | Educational Institution | City/State | Residence Status |
|-------------------------------------|-------------------|--------------------|-------------------|-------------------------|------------|--|
| | Fall (Ex: 12) | Spring (Ex: 12) | Summer (Ex: 6) | | | |
| | | | | | | <input type="radio"/> R <input type="radio"/> NR <input type="radio"/> N/A |
| | | | | | | <input type="radio"/> R <input type="radio"/> NR <input type="radio"/> N/A |
| | | | | | | <input type="radio"/> R <input type="radio"/> NR <input type="radio"/> N/A |
| | | | | | | <input type="radio"/> R <input type="radio"/> NR <input type="radio"/> N/A |
| | | | | | | <input type="radio"/> R <input type="radio"/> NR <input type="radio"/> N/A |
| | | | | | | <input type="radio"/> R <input type="radio"/> NR <input type="radio"/> N/A |
| | | | | | | <input type="radio"/> R <input type="radio"/> NR <input type="radio"/> N/A |
| | | | | | | <input type="radio"/> R <input type="radio"/> NR <input type="radio"/> N/A |
| | | | | | | <input type="radio"/> R <input type="radio"/> NR <input type="radio"/> N/A |
| | | | | | | <input type="radio"/> R <input type="radio"/> NR <input type="radio"/> N/A |

| Degrees granted | Educational institution | Degree | Mo/yr |
|-----------------|-------------------------|--------|-------|
| | | | |
| | | | |

if necessary, list additional degrees on an attached sheet

Personal Statement

Please read the extract from the Wisconsin Statute. In the space below (maximum 3000 characters), and/or on a separate 8½x11 sheet, provide any additional information that would clarify your residence status and/or help to rebut a possible presumption that, having entered and remained in Wisconsin principally for educational purposes, you are presumed to continue to be domiciled outside this state. Be concise but thorough. Do not restate information already provided in the attached appeal affidavit. Comment specifically on the following:

- A. Your purpose in coming to Wisconsin.
- B. Your purpose in remaining in Wisconsin.
- C. In chronological order, facts that in your opinion tend to establish your residence in the State of Wisconsin.
- D. Any other findings that you believe are important to a finding of residency for tuition purposes for you.

**Notarization
Section eliminated
for Summer 2021
Appeals**

| | |
|--|---|
| <hr style="border: none; border-top: 1px solid black;"/> <p>Appellant Signature</p> | <hr style="border: none; border-top: 1px solid black;"/> <p>Date</p> |
|--|---|

| | |
|--|----------------------------------|
| Address where you would like the hearing notice sent. If your address changes, it is your responsibility to notify us in writing, listing the new address and effective date. | Name _____ |
| | Address _____ |
| | City _____ State _____ Zip _____ |

Please consult with a residence counselor *before* completing this page.

YOUR HEARING RIGHTS AND OPTIONS:

You have the right to APPEAR IN PERSON at your hearing (check one):

Important: For Summer 2021 appeals hearings, “in-person appearance” has been redefined to accommodate social distancing policies. All “in-person hearings” will be conducted remotely via WebEx.

- I wish to appear in person at my appeal hearing for the Summer 2021 Term.*
- Although I am entitled to a personal appearance, I waive my right to appear in person at my appeal hearing for the Summer 2021 Term.*

OPTIONAL Waiver of Legal Right to Ten Day Prior Notification of the Meeting

All appellants are sent notification of the meeting ten days prior to the meeting unless, by signing below, you waive your right to a ten-day notice. By signing below, you may be scheduled into an earlier appeal hearing with less than ten days notice of your hearing date.

I hereby wish to waive my legal right to ten (10) days prior notification of the Meeting of the Committee on Appeals from Nonresident Tuition as required by Ch. UWS 20, Wisconsin Administrative Codes.

Signed: _____ Date: _____

OPTIONAL You have the right to an Open Session.

The Nonresident Tuition Appeals Committee sits in CLOSED session during the evidentiary portions of individual cases, appellant’s testimony, committee deliberations, findings of fact and deciding the issues. You may request an open session appeal hearing, however, as a result, any documents you submit or facts from your University records may be available to members of the public under Wisconsin law.

I hereby request that my hearing be in OPEN session.

Signed: _____ Date: _____

HELP US AVOID SCHEDULING CONFLICTS:

Other than your regular class schedule, please list any days of the week (or any specific dates) that you are unable to appear at a hearing _____