RESIDENCY APPEALS (NEW YORK STATE)

Policy Id:
AD.013 – Residency Appeals (New York State)

Contact:
Office of Admissions

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**Residency Appeals (New York State):**

**Time Frame for College Review**
The Admissions Office will make every effort to complete all residency determinations by the first day of classes. If a student has submitted the required documentation and a decision has not been made by the College the first day of classes, the college should defer the difference between in-state and out-of-state tuition until the determination is made. If residency tuition is denied and the student subsequently files an appeal under the procedures described further below, the student is responsible for paying out-of-state tuition while the appeal is pending.

The College will not review any residency determination unless the request for the review is made, and all required documentation is submitted on or before the last day of finals in the semester for which resident tuition is being sought. The College will not make residency determinations retroactively and will not issue refunds to students even in cases where they would have qualified for the resident rate if they had submitted timely documentation.

The College will inform students of their determinations in writing.

**Appeals Process**
Any student who receives a negative residency determination must, at the same time, receive a copy of the University's appeal procedures. If the student believes that he/she meets requirements for in-state tuition, he or she may appeal by notifying the Admissions Office within ten days of notification that he/she has been determined to be a non-resident. At that time, the student must submit a statement to the Admissions Office indicating why he/she disagrees with the College's decision.

Upon submission of an appeal, the student will be provided with a copy, stamped “received” and the date, or some other dated proof of the College's receipt of the appeal. The Admissions Office will submit the City University Residency Form, copies of all documentation provided by the student and any statement made by the student, along with the College’s determination and the reasons for the College’s determination, to the University’s Office of the Vice Chancellor for Legal Affairs and General Counsel, which will make a final determination regarding the student's residency status.