

Lock Haven University
REQUESTS FOR PENNSYLVANIA RESIDENCY
(Student Domicile Status For Tuition Purposes)

Appeal Process

Please follow these steps to submit a request (i.e. appeal) for PA residency/student domicile status:

1. Review this page carefully.
2. Complete a Residency Classification Data Collection Form (see #7 below).
3. Sign the Residency Classification Data Collection Form in the presence of a Notary Public.
4. Attach to the Residency Classification Data Collection Form:
 - a. your signed, personal statement (see #1 below)
 - b. all required documentation (e.g. copy of rental lease, mortgage, deed, tax form, etc.; see Data Collection Form)
 - c. any applicable proof of PA residency (see "Evidence" section of Student Domicile Regulations)
5. Submit appeal to the LHU Residency Committee, c/o Lock Haven University, Student Financial Services Office, 123 Russell Hall, Lock Haven, PA 17745.

Note: Incomplete and/or unnotarized appeals cannot be accepted and will delay the review process.

Other Important Information

1. **Personal Statement** - In addition to completing the data collection form, you must attach a signed, personal statement outlining the reasons you feel you qualify for in-state tuition.
2. **Student Bills** – A student who is billed non-PA tuition for an enrollment session or semester for which a residency appeal is pending must pay any balance due by the bill due date. If the student's residency appeal is approved, the student will receive a refund of any overpayment.
3. **Decision Notification** - Upon receipt of a fully completed, notarized appeal, the LHU Residency Committee will, within 45 business days, make a determination of domicile and notify the student in writing of its decision. If the student is currently taking classes, the written notification will be mailed to the student's local address as listed on the Residency Classification Data Collection Form. If the student is not currently taking classes, the notification will be mailed to the student's home address as listed on the Residency Classification Data Collection Form.
4. **Decision Effective Date** - The effective date of a residency/domicile status change shall be the first day of the next, regular enrollment session or semester. For example, in order for a change in residency to be effective fall semester, the student's appeal must be received by Student Financial Services before the first day of that semester.
5. **Decision Challenge** - A student may challenge the committee's determination of his or her domicile. If the student is not satisfied with the decision made by the LHU Residency Committee, he or she may appeal the decision in writing to the Office of the Chancellor, State System of Higher Education, P.O. Box 809, 301 Market Street, Harrisburg, PA 17108 within 30 days of the date of the committee's written notification.
6. **Domicile Change** - A student who changes domicile from Pennsylvania to another state or country must promptly notify the University by informing the Student Financial Services Office in writing. In the event that the University believes a student is no longer a Pennsylvania resident, the University may reclassify the student's domicile/tuition rate. This determination can be challenged under the procedures described above.
7. **Web Resources** – Additional information about Residency Determination (i.e. student domicile for tuition purposes), including applicable forms, is available online at <http://www.lhup.edu/financial-services/residency>.