

Pennsylvania College of Technology

Procedure Statement

Title: Residency Classification

Number: PR 4.18

Approved by:
Presidential Action

Approved Date: 8/1998
Implementation Date:
Last Review Date: 08/2024
Last Revision Date: 08/2024

Persons/Departments Affected:
Current and/or prospective students

Responsible Department:
Student Affairs

Definitions:

Pennsylvania Resident: Any student who has established a domicile in Pennsylvania for at least 12 months prior to initial enrollment and whose presence in the state is not primarily for educational purposes.

Non-Resident: Any student whose presence in the Commonwealth is primarily for educational purposes.

Domicile: Is a person's existing and intended, fixed, permanent and principal place of residence.

Procedure:

- I. A student may appeal their residency classification in writing to the Dean of Students. The appeal will be considered and a decision rendered, which is final.
- II. A student requesting reclassification as a Pennsylvania resident for tuition purposes must demonstrate with clear and convincing evidence that his/her domicile is Pennsylvania. Each request shall be decided individually, based on all information submitted by the petitioner. Accordingly, it is not possible to list a specific combination of factors or set of circumstances, which, if met, would ensure reclassification as a resident of Pennsylvania for tuition purposes. However, documents may include, but are not limited to, home ownership, bank account, payroll records, driver's license, voter registration, etc.
- III. A reclassification resulting from an appeal shall be effective for the current semester or session if the appeal is granted prior to the beginning

of that semester or session. After that point, it shall be effective at the beginning of the semester or session following the successful appeal.

Revision History:

Date: 08/2024 Reviewed for accuracy. Minor edits.

Date: 07/2023 Update title of Dean of Students; minor edits.

Date: 10/2011 Update to new format and clarification of language; changed title* and moved from section V to section IV.

Cross References:

Residency Classification Policy, [P 4.18](#)

* Formally PR5.25, Determination of Eligibility for Reclassification as a Pennsylvania Resident for Tuition Purposes