

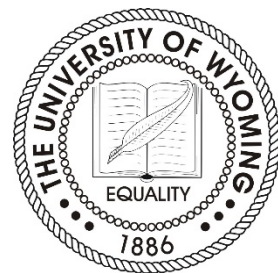
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Students

**Number:** UW Regulation 2-200

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### **I. ADMISSION**

Admission and programs of the University of Wyoming are offered to all eligible people without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category. Requirements for admission to the University shall be established by regulations of the University. The Director of Admissions, through the Provost and Vice President for Academic Affairs, is responsible for the admission of students. Admission of graduate students must also be approved by the faculty of an applicable graduate program.

### **II. FEES**

Student tuition fees, and charges (Fees) shall be established by the Trustees, and shall be published by the University. All Fees are payable in advance, and no student shall be admitted to classes until Fees have been paid or a deferred payment plan has been established. Payment must be received by the University before any transcripts will be released. In accordance with the University refund policy, if a student formally withdraws from the University, the University shall refund tuition, minus any late fees.

### **III. STUDENT CLASSIFICATION FOR FEE PURPOSES**

Individuals who qualify as Wyoming Residents shall pay the in-state tuition rate, as established by the Board of Trustees. All other students will be classified as non-resident for tuition classification purposes and shall pay the out-of-state tuition rate, as established by the Board of Trustees. For the purposes of determining whether a student qualifies for in-state or non-resident tuition, the following apply:

- A.** For students who are originally classified as a non-resident, residing in Wyoming primarily as a student will not support a claim for resident status for tuition purposes.
- B.** Graduate or professional students who move to Wyoming primarily to enroll at the University of Wyoming will be considered a non-resident for tuition purposes for the duration of his or her attendance except for those students who have met the criteria for sections C1, C2, C3, C4, or C5 below.

- C.** If the student provides sufficient documentation of the following, the student will be considered a resident for tuition purposes:
- 1.** Any person who lives in Wyoming, including the spouse and any child (including a financial dependent who is under the age of 24) of that person if that person:
    - a.** Has his or her principal employment located within Wyoming and the income from his or her employment is the principal source of income for his or her family; and
    - b.** The individual pays Wyoming taxes as required by law; and
    - c.** He or she has been employed within Wyoming for at least a majority of the twelve (12) consecutive months immediately preceding the student's application for resident tuition.
  - 2.** Graduates of a Wyoming high school.
  - 3.** Active Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their dependents.
  - 4.** Graduate students for the duration of a University-funded fellowship.
  - 5.** Wyoming residents temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary absence.
  - 6.** Individuals who have received an associate's degree from a Wyoming Community College, have been awarded resident tuition status by the Community College, and who subsequently attend the University within one year of leaving the Wyoming Community College. A legal dependent under the age of 24 of a Wyoming Community College graduate shall qualify for tuition at the 150% of resident tuition rate at the University. Aside from the above, attending the University of Wyoming and a Wyoming Community College simultaneously or not being enrolled on a full-time basis at a Wyoming Community College does not qualify a student for resident status for tuition purposes at the University.
  - 7.** The spouse or financial dependent who is under the age of 24 of an individual who is determined to be a Wyoming resident pursuant to this Regulation.
  - 8.** Individuals with a permanent home in Wyoming. To determine if a permanent Wyoming home has been established, a variety of factors are

considered, including evidence and supporting documentation of the following:

- a.** The student must be financially independent and have no reliance on resources outside the state of Wyoming for financial support for at least one year preceding the filing of the petition. If this criterion is not met, the student will be classified as a non-resident for tuition purposes.
  - (1)** Financially Dependent students are defined as individuals who are financially reliant or are claimed on their parents' or legal guardian's most recent federal or state tax returns or rely on financial resources provided by individuals outside of the State of Wyoming.
  - (2)** Financially Independent students are defined as individuals who are not financially reliant and are not claimed on their parents' or legal guardian's most recent federal or state tax returns and rely on financial resources that they generate or financial resources in the student's name (such as savings, grants and loans). The burden of proof for meeting this definition will be on the students.
  - (3)** To prove financial independence, students must show they financially covered their total expenses for at least the twelve (12) months immediately preceding the date of submitting an application for resident status. See the application form requesting financial information specific to the applicant for various categories of expenses.
  - (4)** Student's financial revenue may be generated from a variety of sources including but not limited to their employment earnings, financial aid, loans, non-University of Wyoming scholarships, savings accounts and grants.
  - (5)** Student must document employment or self-employment for at least 20 hours per week continuously for at least the past year or the equivalent number of work hours over the past year. Work-study that is part of a UW financial aid package does not fulfill this requirement.
  - (6)** Loans from institutions, such as banks and governmental entities, are not considered out-of- state resources. Financial sources must show the student as the sole account holder. Any loans with a co-signer or a guarantor, except federal or state student loan program loans, shall not be used for purposes of proving financial independence. Funds provided by a family member, relative, a trust established or controlled by a family member or relative, or a friend, whether placed into a savings account or other financial

holding or account, will indicate that a student is not financially independent.

- b.** The student must additionally meet four of the following criteria:
  - (1) Any former home has been abandoned and the individual has cut all ties with their former state for at least one year immediately preceding filing for residency tuition.
  - (2) If a home is owned in Wyoming, it shall be the owner's primary residence, the individual shall have over 50% ownership interest, and ownership must be dated at least one year immediately preceding filing for residency tuition.
  - (3) One full year of continual presence in Wyoming immediately preceding the filing for residency tuition.
  - (4) Wyoming vehicle registration at least one year immediately preceding filing for residency tuition.
  - (5) Wyoming address on most recent federal income tax return for at least one year immediately preceding filing for residency tuition.
  - (6) A valid Wyoming driver's license for at least one year immediately preceding filing for residency tuition.
  - (7) Wyoming voter registration for at least one year immediately preceding filing for residency tuition.

**9.** An applicant for resident tuition who is a veteran, eligible individual, or covered individual as described in 38 U.S.C. 3679(c)(2), shall qualify as a resident for purposes of tuition at the University of Wyoming if the applicant provides:

- a.** A certificate or other evidence of the veteran's or uniformed service member's qualifying service in the uniformed services of the United States;
- b.** Documented evidence at the time of enrollment at the University of Wyoming that:
  - (1) The applicant for resident tuition intends to live in Wyoming during the term of enrollment;
  - (2) The veteran was discharged or released from a qualifying period of service in the active military, naval or air service before the date of enrollment or the uniformed service member is currently on active duty;

(3) The applicant is a veteran, eligible individual or covered individual as described in 38 U.S.C. 3679(c)(2)..

- c. A person who has qualified for resident tuition pursuant to the above requirements of this section, shall remain qualified in subsequent years if the person pursues one or more courses of education while remaining continuously enrolled, other than during regularly scheduled breaks; lives in the state during the term of enrollment; and, if the person is eligible through a transfer of eligibility pursuant to 38 U.S.C. 3319, the transfer has not been validly revoked.
- d. Individuals who are not U.S. citizens or permanent residents are considered non-residents except as provided by Section C2 above.

#### **IV. APPEALING TUITION DETERMINATIONS**

Students may appeal their classification as a resident or a non-resident through the following process:

- A. A student assigned a non-resident classification may submit an application for residency for tuition purposes to the Registrar or designee. The student must submit the application and accompanying documentation on or before the first day of classes for the semester the student wants the tuition classification to be reconsidered.
- B. If the Registrar or designee does not grant reclassification, the student may appeal on a form prescribed by the Registrar that decision to the Residency Classification Committee for review, within ten (10) calendar days of the date of the Registrar's or designee's decision. The members of the Residency Classification Committee shall be appointed by the President or designee.

The Residency Classification Committee will review the written decision of the Registrar along with the student's original application and accompanying documentation which were submitted to the Registrar prior to the submission deadline for that semester and make a written finding to affirm or reverse the classification decision of the Registrar. The student has the burden of proof to show that the Registrar committed error in making the original decision regarding classification. The decision of the Residency Classification Committee is final.

- C. Individuals may be reclassified for the following term when facts indicate that a change in residency has occurred since the time of original residence classification or since their most recent appeal. Such reclassification will remain in effect so long as the individual is continuously enrolled at the University. Reclassification as an in-state student will not be applied retroactively to previous terms.

## **V. REDUCED TUITION**

The following non-resident individuals shall receive reduced tuition rates calculated at one hundred fifty percent (150%) of resident tuition:

- A.** Graduates of the University;
- B.** Spouses of graduates of the University; and
- C.** Children of graduates of the University.
- D.** Other tuition discount programs established by the University.

## **VI. SCHOLARSHIPS**

Scholarships, other than those from external sources, are established by the Trustees or by Statute. A listing of such scholarships shall be published on the University Student Financial Aid website.

## **VII. DISMISSAL**

Dismissal of students shall be governed by UW Regulation 11-1 and/or UW Regulation 11-3.

## **VIII. STUDENT EMPLOYMENT**

The University may provide work opportunities for students to assist in meeting costs associated with progress toward their educational objectives and educational benefits. See the University Employee Handbook for rules, policies, and procedures governing student employees.

## **IX. STUDENT ORGANIZATIONS**

The Associated Students of the University of Wyoming (ASUW) is hereby recognized as an official organization of the University (see UW Regulation 11-5). All other campus student organizations must apply annually for official University recognition in accordance with the policies and procedures outlined in UW Regulation 11-4.

## **X. STUDENT PUBLICATIONS**

All student publications supported by University facilities or funds shall be approved by, and subject to the direction of, the University Student Media Board. The Board shall report to the President of the University (see UW Regulation 11-6).

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**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** Wyoming Statute § 21-17-105; 38 U.S.C. § 3679(c)(2); 38 U.S.C. § 3311(b)(9); 38 U.S.C. § 3319

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** University of Wyoming Fee Book

**History:**

Trustee Regulation VIII; UW Regulation 8-1 adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 11/18/2010 Board of Trustees meeting  
Revisions adopted 11/12/2014 Board of Trustees meeting  
Revisions adopted 1/15/2015 Board of Trustees meeting  
Revisions adopted 4/13/2015 Board of Trustees meeting  
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Revisions adopted 7/13/2016 Board of Trustees meeting  
Revisions adopted 3/23/2017 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 8-1, now UW Regulation 2-200  
Revisions adopted 7/12/2018 Board of Trustees meeting