INSTRUCTIONS FOR COMPLETION
OF APPEAL FORM
TO REQUEST EXEMPTION FROM
NONRESIDENT TUITION
Spring 2018 Term

NOTE: There are no exceptions to the appeal deadlines. It is the student's responsibility to ensure the completed, notarized form and personal statement arrive in the Office of the Registrar on or before February 2, 2018 for the Spring 2018 Term.

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.

Have the Appeal form notarized
The Appeal form must be notarized. Residence Counselors are notaries (for residency purposes only) and can notarize the form at the time you submit it. Most banks also have notaries available to their account holders. You will need official picture identification showing your signature. Sign your Appeal form in front of the notary.

Turn in your completed Appeal form
It is best to return the completed Appeal form in person to the Office of the Registrar, Residence for Tuition. Go to 333 East Campus Mall, Room 10101, and ask to see a Residence Counselor.
• No appointment is necessary.
• Plan to spend 15 to 20 minutes reviewing your form with a Residence Counselor to make sure it is complete. Come to the office well in advance of the closing time, and no later than 4:00 p.m.
• Office hours: 7:45 a.m. - 4:30 p.m., Monday through Friday.

Appeal Deadline for the Spring 2018 Term:
The deadline for filing an appeal for the Spring 2018 Term is 4:00 p.m. February 2, 2018.

Warning: You must be enrolled in the Term 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 of $100.
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 Spring 2018 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 withdraw, you must speak with a Residence Counselor in the Office of the Registrar, Residence for Tuition Purposes, 333 East Campus Mall, Room 10101, by the Friday of the week following your hearing.
2. If you withdraw from the University prior to your appeal hearing, you are subject to the same withdrawal fee policies as other students. Please refer to the key deadlines on the Registrar's homepage: http://registrar.wisc.edu.
APPEAL FOR EXEMPTION FROM NONRESIDENT TUITION
UNIVERSITY OF WISCONSIN-MADISON
Spring 2018 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. Your signature, certifying that the information provided is true and complete, must be witnessed by a notary public. This form must be returned by the deadline of 4:00 p.m., Friday February 2, 2018. See instructions for full information.

<table>
<thead>
<tr>
<th>Relief Requested:</th>
<th>Previously Appealed:</th>
<th>Student ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence</td>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>☐ Fee Remission</td>
<td>☐ Yes If Yes, for which terms?</td>
<td></td>
</tr>
</tbody>
</table>

Name (as on University of Wisconsin-Madison records): __________________________

Local address: __________________________
Street: __________________________
City State Zip: __________________________

Permanent home address: __________________________
Street: __________________________
City State Zip: __________________________

Previous street address: __________________________
Street: __________________________
City State Zip: __________________________

Sources of Support (including tuition) for the 12 months prior to the Spring 2018 Term:

<table>
<thead>
<tr>
<th>Source</th>
<th>%</th>
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<tbody>
<tr>
<td>Parents</td>
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<tr>
<td>Spouse</td>
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<tr>
<td>Loans</td>
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<td>Gifts</td>
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<td>G.I. Bill</td>
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<tr>
<td>Relatives</td>
<td></td>
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<tr>
<td>Savings</td>
<td></td>
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<tr>
<td>Employment during school</td>
<td></td>
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<tr>
<td>Employment during summer</td>
<td></td>
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<tr>
<td>Trust Fund</td>
<td></td>
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<tr>
<td>If supported by a Trust Fund, name of state Trust Fund pays Income Taxes to:</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Real Estate Owned:
☐ Yes ☐ No
If Yes, real estate owned is located in what state(s)? __________________________
Date real estate purchased (mo/yr): __________________________

Relief Requested: Residence Fee Remission

Military Service: ☐ No ☐ Yes
Dates of service: from __________ to __________ Wisconsin Veteran? ☐ No ☐ Yes

Wisconsin Professional or Occupational Licenses held and date obtained: __________________________

Date you decided to make Wisconsin your permanent home (mo/day/yr): __________________________
Date you last moved to Wisconsin (mo/day/yr): __________________________
From what state or country did you move? __________________________

Type of current housing:
☐ House ☐ Dormitory ☐ Room ☐ Other
☐ Apartment ☐ Co-op ☐ Fraternity/Sorority

For renters:
Length of lease: __________________________
Date lease Signed: __________________________

Housing is: ☐ furnished ☐ unfurnished

Dates of previous leases in Wisconsin: __________________________

Date Permanent Resident Card received: __________________________
Date filed I-485 for Permanent Resident Status: __________________________

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 of birth (mo/day/yr): __________________________
Place of birth (city/state or country): __________________________

Telephone numbers:
Home: __________________________
Work: __________________________

Place of birth (city/state or country): __________________________

Telephone numbers:
Home: __________________________
Work: __________________________

Sources of Support (including tuition) for the 12 months prior to the Spring 2018 Term:

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

[Continued on the next page]
## Personal Information

### Income tax information

Claimed as a dependent for Income Taxes by:
- Self
- Spouse Jointly
- Parent
- 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

Presently operate a vehicle (while in school)
- NO
- Yes

If Yes, state of vehicle registration:

Date vehicle Registered:

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.

<table>
<thead>
<tr>
<th>Years filed WI income taxes</th>
<th>Wisconsin city parents resided in</th>
<th>In Wisconsin From (mo/yr)</th>
<th>In Wisconsin Until (mo/yr)</th>
</tr>
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<tbody>
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</table>

### Other relatives residing permanently in Wisconsin

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Relationship</th>
<th>Address (including city and state)</th>
<th>In Wisconsin Since (mo/yr)</th>
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#### Spouse  
- Spouse
- Fiance
- Partner (check one)

Name:

Occupation:

Has been employed in WI since (mo/yr):

Employer:

Address of spouse prior to marriage:

### 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.

<table>
<thead>
<tr>
<th>From (mo/yr)</th>
<th>To (mo/yr)</th>
<th>Employer</th>
<th>City/State</th>
<th>FT</th>
<th>PT</th>
<th>Student Employment?</th>
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<td>☐ N0 ☐ Yes</td>
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**Organizations and Activities you participate in** (political, religious, social, community, volunteer, etc.)*

<table>
<thead>
<tr>
<th>From (mo/yr)</th>
<th>To (mo/yr)</th>
<th>Name of organization</th>
<th>City/State</th>
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*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.

<table>
<thead>
<tr>
<th>Academic Year (Example: 2015-2016)</th>
<th>Number of credits</th>
<th>Educational Institution</th>
<th>City/State</th>
<th>Residence Status</th>
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<tbody>
<tr>
<td></td>
<td>Fall (Ex: 12)</td>
<td></td>
<td></td>
<td>☐ R ☐ NR ☐ N/A</td>
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<td></td>
<td>Spring (Ex: 12)</td>
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<td>☐ R ☐ NR ☐ N/A</td>
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<td>Summer (Ex: 6)</td>
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<td>☐ R ☐ NR ☐ N/A</td>
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<td>☐ R ☐ NR ☐ N/A</td>
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<thead>
<tr>
<th>Degrees granted</th>
<th>Educational institution</th>
<th>Degree</th>
<th>Mo/yr</th>
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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.

The undersigned hereby swears to the information provided in the pages of this affidavit. I understand that any false or misleading information on this affidavit will jeopardize my admission or right to continue in the university. I also understand that there will be no fee payment extension due to filing an appeal from nonresident tuition, and my tuition must be paid by the deadline or I will be assessed a late payment fee of $100.

State of Wisconsin, County of Dane
This document was signed before me

on

by

________________________________________
Notary Public

My Commission Expires

Signature of person making affidavit

4
YOUR HEARING RIGHTS AND OPTIONS:

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

- ☐ I wish to appear in person at my appeal hearing for the Spring 2018 Term.
- ☐ Although I am entitled to a personal appearance, I waive my right to appear in person at my appeal hearing for the Spring 2018 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 ten day notice. By signing below you may be scheduled into an earlier appeal hearing with less than 10 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.

______________________________