



University of Pittsburgh

PETITION FOR ELIGIBILITY FOR REDUCED TUITION RATES

Term: (Check One)

Deadline:

Fall

October 5

Spring

February 5

Summer

June 5

Before attempting to complete this petition, carefully read the instruction sheet and guidelines.

NAME _____ STUDENT ID NUMBER _____

MAILING ADDRESS _____

TELEPHONE () _____

If you prefer email correspondence and notification please provide your email address: _____ @ _____

Are you a citizen of the United States? _____

If not, enclose documentary evidence demonstrating your approved permanent residency visa status.

Did you receive or have you applied for a scholarship, grant, fellowship or loan contingent upon your being a resident of, or returning to a state other than Pennsylvania? _____

⇒⇒ ENCLOSE A COPY OF THE FIRST PAGE OF YOUR MOST RECENT FEDERAL & STATE TAX RETURNS. IF PARENTS DECLARED YOU AS A DEPENDENT, SUBMIT A COPY OF THEIRS.

Do you have bank accounts in states other than Pennsylvania? _____ If yes, please explain.

Are you employed? _____ **If yes, provide a letter from your employer stating your date of hire and your status. (Full-time/part-time, Permanent, Temporary, Seasonal). If your parents'/spouse's employment is a factor in your petition, enclose a similar letter from their employer.**

On a separate sheet, explain why you entered or returned to Pennsylvania and provide dates. ***Be specific. You must prove that you are here for other than educational purposes. Attach documentation that will help you prove your point.***

On a separate sheet, explain your intent to remain in Pennsylvania after graduation or completion of your studies. ***Be specific and feel free to attach documentation that helps prove your intent to remain.***

It is in your interest to be as complete as possible when submitting a petition. Petitions failing to provide sufficient documentary evidence will be denied.

The information given is true and correct. I understand that falsification of data or concealed facts will result in discipline or legal action and payment of all non-resident tuition and fees, including legal fees. I authorize any employer, educational institution or agency to release such data as is required by the University to verify any of the above information.

Student's Signature

Date



University of Pittsburgh

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR PETITION

- You *must accept your admission* to an academic program *before* submitting your appeal.
- Students who have lived in Pennsylvania for 12 months *prior to attending any school* are considered residents for tuition billing purposes. Living in Pennsylvania for any length of time *while* attending school does *not* qualify a student as a Pennsylvania resident for **tuition billing purposes**.
- The petition process has been designed to assist you in demonstrating that you intend to remain in Pennsylvania after graduation and that you came to Pennsylvania for other than educational purposes. You may provide copies of the following-- however, ones driver's license, vehicle registration, voter's registration, off campus address, etc. *does not* in itself demonstrate a student's intent to remain in Pennsylvania after graduation.
- Students under the age of 22 are considered a resident of the state where their parents or legal guardians reside.
- Petitions should be as complete as possible. Answer *every* question. If the answer is "no" or "none," please indicate. Please provide photocopies of documents when indicated.
- **Petitions will not be accepted after the deadline published at the top of the form for the term you are petitioning.**
- The petition process does *not* affect the amount of tuition you owe or the date your tuition bill is due. All bills must be paid on time. Adjustments will take place *after* a decision regarding eligibility has been made. Students are responsible for late fees resulting from unpaid bills.
- Reclassification resulting from your petition will be effective for the term specified on your petition form. **No decisions will be retroactive.**
- Please allow 2 – 3 weeks for us to process your completed petition.
- Send or deliver your documentation together with the completed petition to

Student Appeals Office
University of Pittsburgh
G-12 Thackeray Hall
Pittsburgh, Pennsylvania 15260
(412) 624-7610



University of Pittsburgh

Campus Residency Contact Information

University of Pittsburgh at Bradford

James L. Baldwin
Assistant Dean of Academic Affairs and Registrar
300 Campus Drive
Bradford, PA 16701
814-362-7600
August – April 8:30AM to 5:00 PM; May – July 8:00 AM to 4:30 PM
tuition@exchange.upb.pitt.edu

University of Pittsburgh at Greensburg

Linda Smith, Registrar
120 Millstein Library
150 Finoli Drive
Greensburg, PA 15601
724-836-7188
Monday – Friday 8:30 AM to 5:00 PM
ljs20@pitt.edu

University of Pittsburgh at Johnstown

Marilyn Alberter
Residency Officer
132 Biddle Hall
Johnstown, PA 15904
814-269-7055
Monday – Friday 8:00 AM to 4:30 PM
alberter@pitt.edu

University of Pittsburgh at Titusville

Cricket Wencil-Tracey
Assistant to the Director of Enrollment Management
McKinney Hall
504 East Main Street
Titusville, PA 16354
814-827-4427
Monday – Friday 8:30 AM to 5:00 PM
wencil@pitt.edu

University of Pittsburgh at Oakland

Betsy Fouser
Tuition Eligibility Coordinator
G-12 Thackeray Hall
Pittsburgh, PA 15260
412-624-7610
Monday – Thursday 8:30 AM to 4:45 pm; Friday 9:00 AM to 4:45 PM
PATuitionEligibility@bc.pitt.edu