



# University of Pittsburgh

## PETITION FOR ELIGIBILITY FOR REDUCED TUITION RATES

NOTE: University of Pittsburgh faculty and staff do not need to complete this form. Faculty should email [facrec@pitt.edu](mailto:facrec@pitt.edu) and staff should email [hr-benque@pitt.edu](mailto:hr-benque@pitt.edu) to request certification for reduced tuition rates.

**Term: (Check One)**

- Fall
- Spring
- Summer

**Deadline:**

- October 5
- February 5
- June 5

Carefully read the attached instructions before completing this petition.

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 and State Tax Returns. If your parents or legal guardian declared you as a dependent, submit a copy of their Federal and State returns also.**

- Are you employed? \_\_\_\_\_ If yes, ask your employer to complete the attached **Request for Verification of Employment** form (below). If your parents' or spouse's employment is a factor in your petition, ask their employer to complete the form. Instructions for submitting the form to our office are included on the form.
- 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 disciplinary 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 \_\_\_\_\_



## INSTRUCTIONS: PETITION FOR ELIGIBILITY FOR REDUCED TUITION RATES

### 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 items to support your petition, but these items do not necessarily or automatically demonstrate your intent to remain in Pennsylvania after graduation: driver's license, vehicle registration, voter's registration, off-campus address, etc.
- 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**  
[PaTuitionEligibility@cfo.pitt.edu](mailto:PaTuitionEligibility@cfo.pitt.edu)  
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

Christina Marrone  
Registrar and Director of Enrollment Services  
300 Campus Drive  
Bradford, PA 16701  
814-362-7601  
August – April 8:30AM to 5:00 PM; May – July 8:00 AM to 4:30 PM  
[upbacct@pitt.edu](mailto:upbacct@pitt.edu)

### University of Pittsburgh at Greensburg

Beth Tiedemann, Registrar  
124 Millstein Library  
150 Finoli Drive  
Greensburg, PA 15601  
724-836-7182  
Monday – Friday 8:30 AM to 5:00 PM  
[tiedeman@pitt.edu](mailto:tiedeman@pitt.edu)

### University of Pittsburgh at Johnstown

Christian Stumpf  
Residency Officer  
279 Blackington Hall  
Johnstown, PA 15904  
814-269-1907  
Monday – Friday 8:00 AM to 4:30 PM  
[stumpf@pitt.edu](mailto:stumpf@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](mailto: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](mailto:PATuitionEligibility@bc.pitt.edu)



# University of Pittsburgh

## REQUEST FOR VERIFICATION OF EMPLOYMENT

The individual below is requesting Verification of Employment for the University of Pittsburgh in support of an appeal for eligibility to pay in-state tuition rates. If you use a third party servicer for employment verification, there is a charge for that service that the University cannot pay due to the large volume of appeals we process each term. The annual total cost, which would be paid out of tuition revenue, would be too high.

The information requested below can be helpful in demonstrating a student’s reason for residing in the state and his or her intent to remain after graduation. Both of these are defined in Pennsylvania’s residency determination regulations as conditions the student must document in support of an appeal for eligibility to pay in-state tuition rates.

**Please provide your employee with a brief statement, on company letterhead, documenting the full name of the employee, the start date of employment, whether the employee’s position is full-time or part-time, and whether it is temporary, permanent, or seasonal. The statement must include the name, title, and signature of the person providing the documentation.**

Please return the statement along with this form to your employee, or forward them both to the University of Pittsburgh’s Office of Student Appeals. All information is kept confidential. Thank you for your prompt response!

**I hereby authorize the release of my employment information to University of Pittsburgh:**

Employee Signature and Date \_\_\_\_\_

Employee Printed Name \_\_\_\_\_

Employee’s Relationship to Student \_\_\_\_\_

Student’s Name and University ID# \_\_\_\_\_

Please return this form and your statement on company letterhead to the employee so the employee can forward it to our office

– OR –

Directly mail, fax, or email both documents to us at:

University of Pittsburgh  
Office of Student Appeals  
G-12 Thackeray Hall  
Pittsburgh, PA 15260  
email [tuition@cfo.pitt.edu](mailto:tuition@cfo.pitt.edu)  
Fax: 412 624-7502  
Phone: 412-624-7610

Thank you!