



University of Pittsburgh

PETITION FOR ELIGIBILITY FOR REDUCED TUITION RATES

NOTE: University of Pittsburgh faculty and staff do not need to complete this form; instead, send an email to hr-benque@pitt.edu to request certification of employment 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 () _____ Email _____@_____

- 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 front and back of your most recent Federal Form 1040 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. You may redact social security numbers and financial information.

- Are you employed? _____ If yes, complete and submit the attached **Request for Verification of Employment** form to your employer. If your parents' or spouse's employment is a factor in your petition, ask their employer to provide information. 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 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
tuition@cfo.pitt.edu
University of Pittsburgh
113 Thackeray Hall
Pittsburgh, PA 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

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

University of Pittsburgh at Johnstown

Lisa A. Hunter
Residency Officer
279 Blackington Hall
Johnstown, PA 15904
814-269-7060
Monday – Friday 8:00 AM to 4:30 PM
lah42@pitt.edu

University of Pittsburgh at Titusville

Nicole Neely
Director of Student Services and Registrar
Bennett Davis Hall
504 East Main Street
Titusville, PA 16354
814-827-4431
Monday – Friday 8:30 AM to 5:00 PM
nicoleneely@pitt.edu

University of Pittsburgh at Oakland

Betsy Fouser
Tuition Eligibility Coordinator
113 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
tuition@cfo.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. The information requested can be helpful in demonstrating a student’s reason for residing in the state and his or her intent to remain after graduation.

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.

EMPLOYER: Please provide 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 this documentation.

Return the statement above, along with the form below, to your employee, so the employee can forward both to our office - or forward them both directly to the University of Pittsburgh’s Office of Student Appeals. All information is kept confidential. Thank you for your prompt response!

EMPLOYEE: 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# _____

EMPLOYER: 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
113 Thackeray Hall
Pittsburgh, PA 15260
tuition@cfo.pitt.edu
Fax: 412 624-7502
Phone: 412-624-7610

Thank you!