

New York State Residency

For the purposes of determining tuition charges, a student is considered a resident of the State of New York if the student has his or her principal place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester with respect to which the residency determination is made; states an intention to live permanently and maintain a principal place of abode in New York State; and, generally, is not in the United States on any temporary visa. Residence in a dormitory, hotel, or other temporary housing facility does not in itself establish New York State residency.

Petition for a Change of Level

Students are responsible for ascertaining that their tuition level has been properly established. Students questioning their level for billing purposes must petition the Office of the Registrar and the Vice President for Student Affairs in writing **by the end of the third week of the semester in question**. Unless a written petition is filed with the Registrar by the deadline and the Vice President for Student Affairs is notified in writing of the pending petition, no retroactive changes in level can be made.

Petition for a Change of Residency

All students requesting a change of residency status must submit a "[City University Residency Form](#)" to the Office of the Registrar along with sufficient supporting documentation no later than **the end of the third week of classes of the semester for which the change is to be effective**. Unless a written petition is filed with the Registrar by the deadline and the Vice President for Student Affairs is notified in writing of the pending petition, no retroactive changes in residency can be made.

Deferral of Payment

Students who contract to defer payment of their tuition costs under a Tuition Credit Application are, in effect, receiving advance funding from the Graduate Center to satisfy tuition charges. By accepting an advance of tuition costs, a student incurs a financial obligation to the Graduate Center. Leaves of absence, withdrawals, or advancement in level that occur after registration and program-change deadlines do not in any way alter the obligation to repay funds that were advanced to cover the student's tuition for that semester.

Refunds for Withdrawal and Leave of Absence

Each student registration, once classes have begun and regardless of whether or not the student has paid tuition at the point of registration, constitutes a financial obligation to the State of New York that cannot be rescinded. Any leave of absence or withdrawal from an academic program or individual courses must be requested by the student in writing. All students who are administratively withdrawn from classes will

receive a grade of "WA" and are fully tuition liable. Withdrawal requests submitted after classes have begun but before the deadline for program changes will entitle the student to a partial adjustment in tuition, according to the City University's established remission policies (see below). (See also "[Leave of Absence](#)," "[Withdrawal](#)," and "[Special Provisions for Students in the Military](#).")