

ical presence in Illinois, regardless of how prolonged, is insufficient to establish residency without the existence of action and intent to make the place a permanent residence and principal home. In order to establish bona fide residency under this policy, a person must be independent and demonstrate presence and intent to reside permanently in Illinois for reasons other than educational objectives.

The burden of establishing that a student is domiciled in Illinois for other than educational purposes is on the student. The regulations, factors, and procedures enumerated in this policy will be considered by the university in determining the residency status of students.

Procedures The director of admissions and records, or a designee, shall determine the initial residence classification of each student at the time the student enters or reenters the university.

A student who is not satisfied with the determination concerning his/her residence classification may request that the responsible official reconsider the determination. For the purposes of admission, the written request must be received by the Office of Admissions and Records within 20 calendar days from the date of notification of residency status. For the pur-

poses of assessment of tuition, the written request must be received by the admissions office within 20 days of the date of assessment of tuition or the first scheduled day of classes for the term for which the tuition is payable, whichever is later.

The request should include the Petition for Determination of Residency Status and all other materials applicable to the claim. The request and accompanying documentation will not be returned, and the student is advised to maintain a copy for his/her records.

If the student is still not satisfied with the determination after it has been reconsidered, he or she may appeal the decision to the director, University Office for Academic Policy Analysis. The appeal shall be in writing and shall include reasons for the appeal. The appeal must be received by the director of admissions and records within 20 days of the notice of the ruling. It will then be referred to the director, University Office for Academic Policy Analysis. A student who fails to file an appeal within 20 days of the notice of the ruling waives all claims to reconsideration for that academic session. Filing deadlines cannot be extended or waived and applications and appeals not filed in a timely manner will not be reviewed. The decision of the director, University Office for Academic Policy Analysis, shall be final in all cases.

For detailed information on regulations and statutes used to determine residency, contact the Office of Admissions and Records.

REFUNDS/CHANGE IN AMOUNT OF TUITION AND FEES

All withdrawals from courses must be made officially according to procedures outlined in the current course schedule. Non-attendance or non-payment does NOT constitute an official withdrawal. You are financially responsible for all courses not officially dropped according to the policy and deadlines indicated. Specific deadlines will be published each term in the course schedule. Contact the Office of Admissions and Records for dates that apply to irregular term courses.

WITHDRAWALS

You may terminate registration in a course by officially withdrawing and meeting the deadlines outlined in the current course schedule.

The same deadlines apply to changes in grading options: from letter grade to credit/no credit and vice versa, as well as changes to audit.

No withdrawals will be processed after the published deadlines. When the withdrawal occurs after

the second week of a full semester course, a W appears on your transcript for the course(s) from which you withdrew. No notation appears on the transcript when the withdrawal occurs during the first two weeks of a full-semester course, first week of an eight-week course, or first 1/8 of an irregular term course. If you fail to withdraw officially from a course, you will be assigned a U grade.

Partial Withdrawals You must make partial withdrawals (dropping some but not all courses for the term) within 10 working days from the first day of the semester (five days for summer) to be released from financial obligation for the dropped course(s).

Complete Withdrawals Adjustments for tuition and fees for complete withdrawals (dropping all courses for the term) are made according to the following schedule.

Time period	Percentage of tuition and fees CHARGED for dropping
	ALL courses
Week 1	10%
Week 2	10%

Week 3	20%
Week 4	30%
Week 5	30%
Week 6	40%
Week 7	40%
Week 8	50%
Week 9	60%
Week 10	60%
Week 11	No reduction in tuition and fees.

A service charge of 5 percent or \$100, whichever is less, will be added to the charges for dropping all courses.

AUDITING COURSES

If you audit courses, you are required to pay full tuition and fees. Courses audited successfully appear on your transcript with the grade of AU. Credit for audited courses may not be established under any circumstances.

A change from credit to audit may be made through the last day for authorized withdrawal. Full-time students must include audit courses as part of the maximum load requirement.

Your instructor may determine that the audited

course should not be placed on your transcript if you do not attend class regularly. When enrollment in a course is limited, students enrolling for credit are admitted before audits are allowed.

TRANSCRIPTS

The Office of Admissions and Records will issue official transcripts of your academic record at the University of Illinois at Springfield on written request. A \$4 fee (subject to change) for each transcript is charged at the time the request is made. Transcripts cannot be requested by phone and will be released only if you are in good financial standing with UIS.

FINANCIAL ASSISTANCE

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs. Undergraduate students, except Capital Scholars, must transfer at least 45 credit hours into UIS to be eligible for financial assistance. Students pursuing a graduate degree or certificate must have earned a bachelor's degree, and proof of that degree must be on record with the Office of Admissions and Records.