

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