



## Residency Guidelines

Hagerstown Community College determines the residency of students according to the requirements of the Code of Maryland regulations, Title 13B. The following information is provided to help you determine if you are eligible to petition for a change in residency status.

1. Students shall be considered residents of a county or state if they maintain their legal domicile there and have done so for a period of not less than three months prior to the first day of the semester for which they are enrolled at HCC. Legal domicile shall be defined as a person's permanent place of abode, where physical presence and possessions are maintained and where he/she intends to remain indefinitely.  
**OR**  
The permanent place of abode of any person or persons contributing more than one-half of the student's financial support during the most recent completed year (COMAR:Title 13B.07.01.02 9 (a) (b))
2. A local address used only during the college year or a residence established in the state or county for the sole purpose of obtaining an education does not qualify as the student's legal domicile.
3. The Director of Admissions and Enrollment Management will make the determination of student residency. The college shall consider any or all of the following factors in determining residency as long as they are dated three months prior to the first day of the semester for which they are enrolled. Two forms are required to prove residency and additional documentation may be requested if needed to substantiate the residency change.

Acceptable proofs of residency (2 required):

- Deed, settlement paper, or a lease agreement (minimum 9-month term)
- Maryland driver's license, learner's permit, or state ID card
- Maryland motor vehicle registration
- Maryland voter registration card
- Utility bills
- Federal or state tax returns

4. Immigration status does not preclude award of Maryland residency if the student has the legal capacity to establish domicile in the state.
5. All paperwork must be submitted to Hagerstown Community College no later than the day before the semester begins. Students who change their residency after the semester begins will have their tuition adjusted for the following semester.

## Other Tuition Rates

- Active duty military personnel, veterans, Maryland National Guard members, and spouses/financially dependent children of active duty members are eligible to receive the in-county tuition rate based on Maryland House Bill 935. These individuals will need to provide relevant documents (e.g., military orders, discharge papers, etc.).
- For students who work in Washington County, tuition rate agreements are in place with certain companies. This list of companies is maintained by the Academic Advising and Registration Office.
- Maryland residents enrolled in a program designated as a Health Manpower Shortage, statewide or regional by the Maryland Higher Education Commission may be considered as in-county residents for tuition purposes. The Health Manpower Shortage programs at HCC are nursing (LPN and RN), radiography, paramedic (A.A.S and certificate), dental hygiene, dental assisting, medical assisting (A.A.S. and certificate), and medical coding and reimbursement specialist. The statewide designated programs include alternative energy technology (A.A.S and certificate), digital instrumentation and process control, administrative of justice, police services (certificate), and industrial technology (certificate).

*\*All tuition rate adjustments must be made prior to the start of the semester.*

For more information, please contact the  
Office of Admissions  
Phone: 240-500-2238  
Email: [admissions@hagerstowncc.edu](mailto:admissions@hagerstowncc.edu)  
In Person: Administration and Student Affairs Building, Room 400

# Hagerstown Community College

## Petition for In-County or In-State Residence Status (for Tuition Purposes)

Semester \_\_\_\_\_ Year \_\_\_\_\_

**Complete all of the following items.** Failure to complete this form in full will result in your being classified as a non-resident for tuition purposes. *The completed form and supporting documentation must be received no later than the day prior to the start of the semester to receive consideration.*

1. Name \_\_\_\_\_

Home Address \_\_\_\_\_ Apt.: \_\_\_\_\_

**(Do not list post office box)**

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Student ID number \_\_\_\_\_

Home/Cell Number \_\_\_\_\_ Email Address \_\_\_\_\_

2. How long have you lived at the above address? \_\_\_\_\_

Check the box that applies to you:  Own  Rent

Where did you previously reside?

Home Address \_\_\_\_\_

**(Do not list post office box)**

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

How long did you live at this address? \_\_\_\_\_

Check the box that applies to you:  Own  Rent

3. Are you a citizen of the United States?  Yes  No

If no, type of visa or status \_\_\_\_\_ Date of Expiration \_\_\_\_\_

List your alien registration number \_\_\_\_\_ Date of Issuance \_\_\_\_\_

4. Are you a registered voter?  Yes  No

If yes, what state and county? \_\_\_\_\_

5. Do you own a motor vehicle?  Yes  No

In which state is it registered? State \_\_\_\_\_ County \_\_\_\_\_

Date of registration \_\_\_\_\_

6. Do you have a valid driver's license?  Yes  No

From what state was it issued? State \_\_\_\_\_ County \_\_\_\_\_

Expiration date \_\_\_\_\_

7. Do you expect to pay Maryland income tax on earned income for the current calendar year?

Yes  No

If yes, in what county will local tax be paid? County \_\_\_\_\_

List the year, state and county you have filed income tax returns for the past two years.

Year \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_

Year \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_

8. Are you currently receiving public assistance or unemployment compensation?

Yes  No

If yes, from what state? State \_\_\_\_\_ County \_\_\_\_\_

9. Are you a member of the United States Armed Forces on active duty?

Yes  No

Are you a spouse or dependent of a member of the United States Armed Forces on active duty?

Yes  No

If yes, where is the service member stationed? \_\_\_\_\_

In which state does the service member maintain legal domicile? \_\_\_\_\_

If Maryland, in which county? \_\_\_\_\_

I certify that the information contained herein is true. I also understand that residency must be established before the first day of classes each semester and will not be changed after classes begin.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (If applicable)

\_\_\_\_\_  
Date