

FINANCIAL RESPONSIBILITIES

I. Classification of Students for Tuition Purposes (Residency Rules)

Basic Rule

All students enrolled in credit-bearing programs in any division of the University System of New Hampshire in any capacity shall be charged tuition at a rate to be determined by their domicile. Those domiciled within the State of New Hampshire shall pay the in-state rate. Those domiciled elsewhere shall pay the out-of-state rate.

Definitions

"Parent" means

- the individual or individuals named on the student's birth certificate; or
- the student's legal guardian or legal custodian provided that there are no circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on the unemancipated person; or
- individuals who can claim the student as a dependent on their IRS 1040 tax return.

"Domicile" means an individual's true, fixed, and permanent home and place of habitation, to the exclusion of all others. It is the place where the individual intends to remain and to which they expect to return when they leave without intending to establish a new domicile elsewhere.

"Veteran" means "veteran" as defined in [RSA 21:50, I](#).

Determination of Student Status

Students shall be classified as in-state or out-of-state for tuition purposes at the time of their first admission to UNH. The decision shall be made by the Department of Admissions based upon information furnished by students' applications. Further consideration of residency status after initial enrollment may be directed to the [Office of the Registrar](#).

Application Forms

Individuals applying for in-state status for tuition purposes at the same time they are applying for admission shall complete and submit the form "Notarized Residency Statement for New Hampshire Residents," which shall include a sworn statement certifying that the applicant is legally domiciled within the State of New Hampshire and is a lawful resident of the United States. In the event the campus residency officer possesses facts or information indicating that a student's status should be changed from in-state to out-of-state, whether or not the information was received from the student in compliance with notification requirements set forth below, the campus residency officer can require submission of additional information establishing domicile from any in-state student prior to the commencement of each semester the student plans to attend the university system unit.

Burden of Proof

In all cases of application for in-state status for tuition purposes, the burden of proof shall be on the applicant. At the applicant's request, the dean or director of admissions shall state the reason or reasons for the decision in writing.

Determination of Domicile

Individuals shall not be eligible for in-state status unless they have been domiciled within New Hampshire for 12 consecutive months immediately preceding registration for the term for which in-state status is claimed and meets all other requirements for domicile.

In accordance with [RSA 187-A:20-c](#), any veteran of the armed forces who establishes a residence in New Hampshire shall be eligible for the in-state rate immediately, and the twelve-month waiting period for establishing domicile shall not apply.

Unemancipated individuals shall not be eligible for in-state tuition status unless their parent(s), as defined above, shall have established domicile in this state.

Individuals shall not be eligible for in-state tuition status unless they establish that their residence in New Hampshire is for some purpose other than the temporary or primary one of obtaining an education.

When individuals have established eligibility for in-state tuition based on a parent's domicile and the parent subsequently establishes domicile outside of New Hampshire, that individual shall be eligible for in-state tuition for one academic semester following the academic semester during which the parent established out-of-state domicile. Individuals shall notify the campus residency officer of any changes affecting their eligibility for the in-state tuition rate.

All evidence relevant to determining domicile shall be considered, including the following, which shall be relevant, but not necessarily conclusive:

- Payment or non-payment of any tax levied by the State of New Hampshire or any political subdivision on persons resident or domiciled thereon;
- Residence reported on any federal or state tax return;
- Registration of one's automobile;
- State issuing one's driver's license;
- Receipt of support from parents who are residents or domiciled outside the State of New Hampshire;
- Voting residence;
- Claim by any non-resident parent that the applicant is a dependent for tax or any other financial purpose;
- Regular departure by an applicant from the State of New Hampshire during recesses or vacations from the University System unit;
- The filing of any claim for benefits under any policy of insurance or any federal, state, or local benefit legislation based on residence or domicile outside the State of New Hampshire; or
- Status in some other state which would qualify a person for in-state tuition in that state.

Emancipation

Individuals shall not be deemed to be emancipated unless their parent(s), as defined above, have entirely surrendered the right to the care, custody, and earnings of such individual and unless their parent(s) are no longer under any legal obligation to support or maintain such individual or, having supported and maintained such individual even though under no legal obligation to do so, has ceased to support or maintain such individual. Emancipation shall not be found unless all such tests are met.

Evidence of the following shall be submitted by an applicant and requested by the dean or director of admissions:

- Lack of financial support of the person by the parents;
- Lack of contribution by the parents to any earnings or other income received by the person;
- Failure of parent(s) to claim the person as a dependent on their income or other tax returns;
- Establishment by the person of a domicile separate and apart from that of the parent; and
- Failure of the person to return to the home of the parent during vacations and other recesses from school.

Presumptions

Unless the contrary appears to the satisfaction of the dean or director of admissions in individual cases, the following presumptions shall prevail:

- Students shall be presumed to be emancipated from their parent(s) when they reach the age of 24.
- The domicile of unemancipated individuals shall be that of their parent(s), as defined above.
- The domicile of individuals who first enter the University System from the domicile of their parent(s), as defined above, shall be that of the parent(s) until they abandon such domicile and, for purposes other than that of education, acquire a new domicile;
- The domicile of individuals who first enter the University System from a domicile other than New Hampshire shall be such a domicile until they abandon such domicile and, for purposes other than that of their education, acquire a new domicile.
- Attendance at a unit of the University System or at any other educational institution in this state in itself shall not be evidence of intention to establish or establishment of a domicile in this state.

Waiver

Nothing contained in these rules shall preclude the dean or director of admissions or campus residency officer from waiving any requirements hereof under special circumstances in individual cases. Waivers shall not be routinely granted.

Military Personnel

Members of the Armed Forces of the United States stationed in this state under military orders shall be entitled to classification for themselves, their spouses, and their dependent children as in-state for tuition purposes so long as the member remains on active duty in this state pursuant to such orders.

Individuals receiving educational assistance under 38 U.S.C. § 3001 et seq. or 38 U.S.C. § 3301 et seq., including children or spouses of active service members or veterans eligible for educational assistance under 38 U.S.C. § 3311(b)(9) or 38 U.S.C. § 3319, shall be eligible for the in-state rate while living in this state.

Review of Student Status

Students who are aggrieved by the decision of the dean or director of admissions classifying them as an out-of-state student for tuition purposes may appeal to the campus residency officer on forms and in accordance with procedures which shall be made available to the student in the office of the dean or director of admissions. Any student aggrieved by the campus residency officer's decision may appeal that decision to the University System's Residency Appeals Board (the "Board").

Students may present to the Board such additional evidence as they deem appropriate in processing the appeal and may appear before the

Board and be heard. The decision of the Board shall be the final decision of the University System.

The University System Residency Appeals Board shall be comprised of four members who shall be designated by the presidents of each of the System's institutions. At the first meeting of each academic year, the Board members shall designate one member to serve as chair for the remainder of the academic year and until a successor has been designated for the following year. The chair may delegate authority to chair particular meetings of the Board to any member of the Board.

Change in Status

Students who have, on their first admission to the University System, been classified as out-of-state for tuition purposes may apply to the campus residency officer for a change in status.

Students applying for a change in status shall file their applications with the campus residency officer prior to the first day of the semester for which they are seeking the in-state tuition rate. Applications shall be considered in the chronological order in which they are presented. No changes approved during a semester shall be effective until the beginning of the next following semester. However, where a change of status from out-of-state to in-state has been denied by the campus residency officer prior to the commencement of a semester, and that decision is reversed by the Residency Appeals Board during the semester, the student's status shall be effective as of the commencement of the semester.

In the event the campus residency officer possesses any fact or information indicating that a student's status should be changed from in-state to out-of-state, the student shall be informed in writing of the change of status. The student can appeal the decision of the campus residency officer as set forth below. No such change made by the campus residency officer after the commencement of any semester shall be effective until the beginning of the next semester. Change to out-of-state status made by the campus residency officer prior to the commencement of any semester, but reversed during the semester by the Residency Appeals Board shall be effective as of the commencement of the semester.

Student Responsibility to Notify Institution of Changes in Status

It shall be the responsibility of students on all campuses to notify the campus residency officer of any change in their eligibility for the in-state tuition rate because of:

- Change in the domicile of their parent(s); or
- Change in their own domicile.

Failure to notify the campus residency officer of any changes affecting eligibility for the in-state tuition rate shall subject a student to disciplinary action under the provisions of the code of student conduct or to such actions that may be available under law, or both.

USNH BOT policies may be amended at any time, do not constitute an employment contract, and are provided here only for ease of reference and without any warranty of accuracy.

II. Tuition

Tuition and fees are established by a vote of the Board of Trustees. Approval normally occurs between April and July. The current academic year tuition rates are published annually on the [University's Tuition and Fees page](#). Tuition is charged based on the student's residency status

and campus of their primary major. A list of eligible majors under the New England Regional Student program can be viewed on the [New England Board of Higher Education website](#).

Undergraduate Students

- Undergraduate students who register for fewer than 12 credits will be charged per credit hour. A \$20 registration fee will also be added for part-time students.
- Undergraduate students approved to register for over 20 credits will be charged per credit hour for every credit taken above 20 credits.
- When bills are issued, Durham undergraduate students are billed the cost of tuition for a full-time student regardless of the amount credits they are taking.
- Part-time students may request their bill be adjusted by contacting [Student Accounts](#). If they do not contact Student Accounts, their bill will automatically be adjusted after the final drop deadline of the semester.
- When bills are issued, Manchester and Online students are billed based on the total number of credits they are taking, including part-time students.

Graduate and Law Students

- Different Graduate and Law programs have different requirements for full-time status.
 - Students in these programs will be billed the cost of full-time tuition if they meet the full-time status minimum for their program.
 - Students in these programs will be billed per credit if they do not meet the full-time status minimum for their program.

Course Audit

All course audits must be approved by the UNH Registrar's Office. With the exception of CPS-Online, courses taken for audit by degree-seeking students are charged at the same rates as for-credit registration. Undergraduate students who are already registered full time and are paying full time tuition may audit classes with no additional tuition charges (special fees may apply).

CPS-Online (UNH Granite State College) students are charged at a non-degree rate of \$100/credit plus the registration and academic services fees for audited classes.

Study Abroad

Students studying abroad are charged based on conditions outlined within their specific program. For more information on costs associated see [UNH Global](#) or refer to your study abroad participant agreement.

Tuition Overload

Undergraduate students are permitted to enroll for more than 20 credits upon approval of their college or school dean. Undergraduate students carrying more than 20 credits after the add/drop period will be billed a per-credit fee for each credit above 20 credits unless auditing. For information, see [Tuition Surcharge](#).

Graduate students are permitted to enroll for more than 16 credits upon approval of their college or school dean. Law students are permitted to enroll for more than 17 credits with a faculty waiver. Graduate students carrying more than their maximum allotted credits after the add/drop period will be billed a per-credit fee for each credit above the maximum. For information, see [Tuition Surcharge](#).

Tuition Differential

Tuition differential charges apply to some majors. Students in the College of Engineering and Physical Sciences (CEPS), including engineering and computer science, the Peter T. Paul College of Business and Economics (PAUL), and Engineering Technology students at UNH Manchester will be charged a tuition differential. The differential is the same rate for both N.H. residents and non-resident students. CEPS, PAUL, and Engineering Tech at UNHM students who register for fewer than 12 credits pay a differential per-credit hour. Music majors are charged an applied music fee each semester. Please see the [Student Accounts Tuition and Fees page](#) for more information.

Account Adjustments

Students who withdraw or drop to part-time status may be eligible for a refund of tuition and fees. For 16-week courses, the refund is as follows; one hundred percent of tuition, mandatory fees and course fees will be refunded until the second Friday of the semester, one-half after the second Friday and until the fifth Friday; and none thereafter. 8-week and other non-standard programs may have program specific refund deadlines, check the [UNH Academic Calendar](#). The refund policy also applies to students reducing their credit load from full to part-time. This refund policy does not apply to students who withdraw from off-campus programs or programs which use non-standard semester calendars.

All registration, refund, and add/drop deadlines can be found on the [UNH Academic Calendar](#). Student accounts will be adjusted based on course registration. Students who withdraw or drop to part-time status after classes begin may be penalized based on the drop date of the course(s). Refund of tuition, fees, and other charges associated with the course(s) drop are dependent upon the drop date of the course(s). Students will not be refunded tuition, fees or associated charges for courses dropped after the refund period.

Financial aid on the student account may also be adjusted due to changes in course registration. Students receiving federal financial aid will have their refund calculated in accordance with the current U.S. Department of Education regulations. Specific details regarding the regulations are available from the [UNH Financial Aid Office](#).

Other University Charges

Students may be assessed additional charges based on campus activities. Fees may include charges from ROTC, the Library, PACS, or other fees associated with a student's activity on campus. Students will be billed for the value of articles issued to them that are lost, damaged, or not returned. Failure to pay such charges shall be processed as described in the [Failure to Pay University Accounts](#) section of this policy.

Refund of Meal Plan, Dining, and On-Campus Housing

All refunds and cancellation policies for on-campus housing and dining charges are detailed in the [UNH Room & Board Agreement](#).

III. Mandatory Fees

With the exception of UNH Franklin Pierce Law students, mandatory fees are charged to all UNH students who are enrolled in five or more credit hours. UNH Franklin Pierce Law students are required to pay for mandatory fees regardless of credits enrolled. Mandatory fee rates are charged based on course registration, program rates and the student's campus. Students are required to pay all mandatory fees charged. The university is unable to charge fees based on the extent of students' usage of the facilities or services supported by the mandatory fees. Access to the programs, services, and facilities supported by the mandatory

fees will not be granted to students whose course registration does not mandate such fees. Students who elect to reside in on-campus housing are required to pay the campus-based mandatory fees for that campus, even if they are enrolled at, and paying the fees for, another campus for their coursework.

A full list of mandatory fees can be found online for [Durham](#), [Manchester Law](#), and [CPS-Online](#) (UNH-Granite State College) students.

Students who withdraw or drop to part-time status after classes begin may be eligible for a partial refund of fees. The refund amount is dependent on the term and the duration of the course. A full refund schedule can be found on the [Academic Calendar](#).

Exceptions to the University of New Hampshire Mandatory Fee Policy

Students enrolled in online degree programs are exempt from mandatory fees excluding the Technology Fee, which never falls under exemption.

Students whose courses, fieldwork, internships, or other academic work are fully outside the immediate geographic area for a semester may petition for a waiver of mandatory fees. The immediate geographic area is defined as a 25-mile radius around the student's assigned campus. Course registration information is used to verify remote status. Exceptions apply to the fall and spring semesters only. Exceptions do not apply to fees covering the following services: Technology Fee, Health and Wellness Fee, Career & Professional Success (CaPS) Fee, Psychological & Counseling Services (PACS)/Mental Health Fee, SHARPP fee, and the Security fee for students at the Manchester campus.

Mandatory fees for students participating in UNH Study Abroad Programs are waived through the billing process, with the noted exceptions. For additional billing information, UNH Study Abroad students should refer to their Participant Agreement.

There is no provision for mandatory fee exceptions for UNH Law students.

There is no provision for mandatory fee exceptions for CPS-Online students.

All Durham graduate students are exempt from the Student Activity fee, Career and Professional Success (CaPS) fee, and Athletics fee. Graduate students enrolled in pre-designated evening-only programs, as approved by the Provost and Vice President for Academic Affairs or their designee, are exempt from the Health & Wellness and the Psychological & Counseling Services fees.

Doctoral students who have achieved candidacy may petition for a waiver of the mandatory student fees, with the exception of the Technology fee, under the condition that the students must confirm in writing each semester that they will not be using the campus services covered by mandatory fees.

Reduced mandatory fees for graduate students on assistantships are noted in the appointment letters.

Students must submit petitions each semester to waive fees.

Authority

Any conflicts resulting from this procedure will be adjudicated by the Provost and Vice President for Academic Affairs or their designee.

IV. University Accounts

Payment of University Accounts

Electronic billing statements are sent monthly. Bills are available in Webcat. Students are notified through UNH assigned e-mail addresses when new statements are posted. Students are responsible for monitoring their UNH email address for billing notifications. Designated Parent Portal contacts are also emailed when new statements are generated and are available to view online through the Parent Portal.

Payment must be physically received (not postmarked) in full for tuition, fees, food, housing, and other semester charges by the due date. Student accounts not paid in full within thirty days after the payment due date may be assessed additional late fees, default charges, interest and/or collection costs, and the student may be disenrolled from classes. If a check tendered in payment is returned unpaid by the bank upon which it was drawn, the student will be assessed a returned check fee.

UNH offers an optional monthly payment plan. All plans require an enrollment fee. Payment plans must be activated each semester. The first payment is due upon enrollment. Subsequent payments are due on the first of each month and are automatically deducted from the payment method designated. Adjustments to the payment plan are the responsibility of the plan holder. The payment plan DOES NOT adjust to reflect changes on the student account. Refer to monthly statements to determine if a payment plan adjustment is required. Payment plans are accessible in Webcat and Parent Portal.

Failure to Pay University Accounts

All university charges must be paid before a student is permitted to register for the next semester or receive credit for courses taken. Financially uncleared students, those who have not cleared outstanding debts owed to the University, will be disenrolled for the current semester. Students may maintain class participation during this period of disenrollment in order to attempt to clear their balance and be re-enrolled. Disenrolled students will be held financially liable for charges to the student account in accordance with refund policy. Students who pay their outstanding balance may be reinstated at the discretion of the ASAC and Student Accounts. Students who are eligible to graduate must be financially cleared before they can receive a diploma.

Student accounts remaining unpaid more than 30 days after the termination of student status for any reason may be liable for interest and collection charges.

Loan Defaults

Former students who have not made the required payments (i.e. "defaulted") on government-backed (e.g. Perkins Loans) may not be permitted to register for classes, graduate, or receive any credit for courses taken. Former students in this situation may contact [Student Financial Services](#) for more information or to discuss resolving these matters.

V. Financial Aid to Students

The Financial Aid Office website outlines procedural requirements for financial aid and all eligibility criteria for federal and state financial aid programs and University tuition grants and scholarships. The University's financial aid program is one in which the basic philosophy for eligibility is the student's financial need as determined by the [Free Application for Federal Student Aid \(FAFSA®\)](#).

Eligibility Criteria

All degree students are eligible for consideration. To be considered for financial aid, a student must annually submit appropriate financial aid application materials to the Student Financial Services Office and complete the Free Application for Federal Student Aid® (FAFSA®) form. The U.S. Department of Education establishes [basic eligibility requirements](#), such as those listed below.

- **Minimum Credits:** For the award and/or continuation of University grants or loans, a student must be a registered degree candidate and meet credit hour registration requirements as determined by the U.S. Department of Education.
- **Satisfactory Academic Progress:** Satisfactory academic progress in a course of study must be maintained by all students who receive federal financial aid and is determined by the U.S. Department of Education.

Grants and Scholarships

Admitted undergraduate degree candidates who will attend UNH on a full- or part-time basis may be considered for tuition grants and University scholarships.

Grants are based on financial need and are awarded to both resident and non-resident students from funds budgeted yearly by the authority of the Board of Trustees.

Scholarships are awarded on the basis of any of the following: scholastic achievement, requirements established by a donor, and financial need. Scholarships that are based on academic merit are subject to renewal criteria including academic performance (typically reflected by a cumulative GPA of at least 3.20) and a record of good citizenship.

The University participates in the federally sponsored [Federal Supplemental Educational Opportunity Grant Program](#), which is designed to assist needy students who are admitted degree candidates.

All scholarships and waivers used to cover tuition, fees, books, supplies, and equipment may have tax implications. If you have any questions about potential tax implications, please consult a tax advisor.

Federal Pell Grant Program

Federal Pell Grants are usually awarded only to undergraduate students who display exceptional financial need as determined by the FAFSA. For more information please view the U.S. Department of Education's Pell Grant eligibility page.

ROTC Scholarships

Reserve Officer Training Corps scholarships are offered on a competitive basis by both the Army and the Air Force. Entering freshmen may compete for four-year scholarships during the last year of high school. A variety of scholarships are also available to students already attending the University.

Scholarships pay up to full tuition, all mandatory fees, and for required textbooks. In addition, all scholarship recipients receive a tax-free monthly subsistence allowance. Finally, students with a four-year or three-year ROTC scholarship compete for a room and board grant for the entire time they are on the scholarship.

For more information, contact the Admission Officer: Army ROTC at (603) 862-7075, or Air Force ROTC at (603) 862-1480.

Federal Loan Program

Matriculated students enrolled on a full- or part-time basis who have completed the financial aid process will be reviewed for the federal government's [Direct Student Loan Program](#).

Federal Work-Study Program

The Federal Work-Study Program, both academic year and summer, assists students who, as determined by the Financial Aid Office, need financial assistance for their educational expenses. Admitted undergraduate and graduate degree candidates attending at least half time are eligible for consideration.

Students who do not qualify for the Work-Study Program may find part-time employment on or near campus.

VI. VA Educational Benefit

In accordance with 38 USC §3679(e), students using VA Chapter 33 Post-9/11 GI Bill® or VA Chapter 31 Vocational Rehabilitation will not accrue late fees for unpaid bill items covered by their VA educational benefit while waiting for disbursement of the aforementioned funds to UNH. Furthermore, students certified as using these VA benefits will not be precluded from attending classes, utilizing library or other institutional facilities, or be required to borrow additional funds because of their inability to meet their financial obligations to UNH due to delayed disbursement of funds from VA under Chapters 31 or 33. However, students may accrue late fees as applicable to unpaid bill items other than tuition and fees covered by Chapters 31 or 33. Moreover, UNH reserves the right to impose a late fee if the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement remains unpaid after student bills are due. Differences may be a result of, but not limited to, charges for housing, meal plans, parking permits, or if the student is not entitled to 100% of Chapter 33. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official [U.S. Department of Veterans Affairs website](#).

Military servicepersons, veterans, and their dependents should investigate their eligibility for veteran's benefit payments. Questions may be addressed to any local Veterans Administration office; the VA Education Benefits toll-free number, 888-442-4551 (888-GIBill1); the VA website at www.gibill.va.gov; or the Military and Veteran Services office at UNH (603) 862-0643, or via email UNH.Veterans@unh.edu.