Tuition, Fees & Residency

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Cost of an Academic Year’s Work

The Potomac State College Admissions Office (http://potomacstatecollege.edu/admissions) provides an estimate of the total cost of attendance (http://potomacstatecollege.edu/admissions/costs_tuition_and_fees) for an academic year. This estimate includes University tuition and fees and estimated campus room and board, but does not include book and supplies, transportation, and personal expenses.

Tuition and Fees

Tuition and fees structures vary by residency classification and academic program at Potomac State College. Students are charged for University tuition, and University fees. In some cases, students are charged an additional fee for online courses or programs. Senior citizens of West Virginia (age 65 and older) may take courses at WVU for reduced tuition and fees (https://admissions.wvu.edu/how-to-apply/senior-citizen-students).

Identification Card

Registered students are eligible for an identification card (called the Catamount Card or Mountaineer Card (https://it.wvu.edu/services/mountaineer-card-services)). The Mountaineer Card gives access to certain activities and privileges on campus. On the Keyser campus students have free access to the Student Union and athletic events by using their ID card. On-and-off campus students have access to the WVU Libraries. WVU reserves the right to refuse issuance of an identification card and misuse may result in confiscation of the card. Lost or broken cards can be replaced for a fee.

Residency Classification

RESIDENCY POLICY

Residency policy is established by the WV Higher Education Policy Commission Series 25.

Section 1 of this policy bulletin contains general information regarding its scope and dates of adoption. Remaining sections are excerpted below.

Section 2. Classification for Admission and Fee Purposes

2.1 Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the president. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person’s true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.

2.2 If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.

2.3 The previous determination of a student’s domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

Section 3. Residence Determined by Domicile

3.1 Domicile within the state means adoption of the state as the fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of a dependent student, the applicant’s parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this state for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve months of continued presence within the state prior to the date of registration, provided that such twelve months’ presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia.

3.2 Establishment of West Virginia domicile with less than twelve months’ presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such actors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax...
returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver’s license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

3.3 Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or the parents’ health insurance policy if the parents reside out-of-state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

Section 4. Dependency Status

4.1 A dependent student is one who is listed as a dependent on the federal or state income tax return of his or her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he or she lives or to whom he or she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

4.2 A non-resident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in this state for admission or fee payment purposes.

Section 5. Change of Residence

5.1 A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he or she has established domicile in West Virginia with the intention of making the permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person’s statements, but also by that person’s actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in Section 2 above. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

Section 6. Military

6.1 An individual who is on full-time active military service in another state or foreign country or is an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees, provided that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

6.2 Persons assigned to full-time active military service in West Virginia and residing in the state shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Section 7. Aliens

7.1 An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined in Section 3, may be eligible for in-state residency classification, provided that person is in the state for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Section 3. Any person holding a student or other temporary visa cannot be classified as an instate student.

Section 8. Former Domicile

8.1 A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his or her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one-year period of time and satisfies the conditions of Section 3 regarding proof of domicile and intent to remain permanently in West Virginia.

Section 9. Residency Decisions/Appeals

Following is the process for initially determining residency for tuition purposes and how students appeal if they disagree with those decisions. Initial residency decisions are made at the admission level. Any questionable decisions are referred to the designated institutional official who determines whether the student meets the residency requirements or additional information is needed to make the decision. If additional information is needed, the student is requested to submit further documentation. If a student feels he or she has been improperly classified as a non-resident for tuition purposes, he or she should request an application for classification as a resident student at Potomac State College of WVU. To request this application write: Office of Enrollment Services, 75 Arnold Street, Keyser, WV 26726, or call 304-788-6820.

Once this application and supporting documents are received, a decision is made by the designated institutional official. If the student meets the requirements as outlined by the Board of Trustees Policy Bulletin #34, the student is granted residency for the upcoming semester. If the student does not meet the necessary requirements, the student is denied in-state residency. If denied, the student has the option of appealing the decision
to the Potomac State College Enrollment Services and Campus Advancement Council. The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. If the committee overturns the initial denial, the student becomes a resident for the semester in question. Should the committee uphold the original denial, the student has the option of appealing to the Campus Provost. The Campus Provost, again, may either uphold the original denial or overturn the decision of the committee. Residency appeals shall end at the institutional level.

**Tuition and Fee Regulations**

All tuition and fees are payable to the Office of Student Accounts prior to the first day of each term. Policies are in place concerning late fees, financial holds, and collections (https://studentaccounts.wvu.edu/policies). Students can review their charges, waivers, scholarships, and payments online through the STAR Information System, which can be accessed through the WVU Portal. Payments can also be made from the same website. Payments of tuition, fees, and other charges by check, draft, or money order are subject to WVU's Non-Sufficient Funds Check Policy (https://financialservices.wvu.edu/policies/nsf-non-sufficient-fund-check-policy). A processing fee is added to credit card payments.

Arrangements can be made with the Office of Student Accounts for payment from officially accepted scholarships, loan funds, grants, or contracts.

WVU places restrictions on students who have outstanding debts to the University. The restriction may include, but is not limited to, the withholding of student’s registration, diploma, or transcript. No degree is conferred and no transcripts are issued to any student before payment is made of all tuition, fees, and other indebtedness to any unit of the University. The Office of Student Accounts provides information concerning refunds (https://studentaccounts.wvu.edu/refunds).

Students who fail to drop courses prior to the end of the add/drop period are responsible for tuition and fees whether or not they attend those courses. See the Registrar's Office for withdrawal information.