



SNOW COLLEGE

RESIDENCY APPEALS PACKAGE

Instructions.

Snow College's Residency Policy permits students to appeal the College's decisions relating to Residency to classify a student as a nonresident. A student may appeal (1) the initial determination made during the application process, and (2) the Registrar's decision to deny any residency (e.g. Residency Application, HB144, Military Exemption). Any appeal must be based on Snow College's Residency Policy, the Board of Regents residency policy (R512), or on Utah Code Annotated § 53B-8-102. When writing your letter of appeal, it is imperative that you provide the section in the policy that supports your position.

The following are specific instructions for the two types of appeals.

I. Initial Determination Appeals.

1. Read both Snow College's Residency Policy and the Board of Regents policy (R512);
2. Fill out Snow College's Residency Application;
3. Collect the required "objective evidence," as defined in Snow College's policy; and
4. Submit the application and the evidence to the Registrar's Office by the end of the third week of the semester.

II. Application Appeals.

1. Read both Snow College's Residency Policy and the Board of Regents policy (R512);
2. Determine what provision you feel the Registrar did not apply correctly;
3. Write a letter of appeal to the Vice President of Student Success (example provided below), which includes;
 - a. The specific provision of the College's policy under which you originally applied for residency;
 - b. The provision you feel the Registrar did not apply correctly; and
 - c. A brief explanation of why the Registrar's decision was incorrect.
4. If allowed, collect the required "objective evidence," as defined in Snow College's policy;
5. Submit the letter of appeal and evidence (if allowed) to the Vice President of Student Success within ten (10) days of the decision; and
6. Notify the Registrar via email of your decision to appeal his or her decision.

Conclusion.

Regents' Policy R512 can be found at, <http://higheredutah.org/policies/>.

Student Name
Student Address, Phone Number, Email

November 5, 2014

Craig Mathie
Vice President of Student Success
Snow College
150 College Avenue
Ephraim, UT 84627

Re: Residency Appeal (SAMPLE APPEALS LETTER)

Dear Vice President Mathie:

On November 1, 2014, the Registrar denied my residency application and sent me a denial letter. I am writing to you to appeal that decision. I base this appeal on Snow College's Residency Policy § 5R.6.1, the Board of Regents policy R512-6.1, and Utah Code Annotated § 53B-8-102(8)(b). These are the provisions under which I applied for residency. I feel that the Registrar did not apply these policies as they are outlined.

In the determination letter I received from the Registrar, the Registrar stated that he based his determination on lack of evidentiary support. Specifically, he stated: "Your application did not have any objective evidence attached to it. Snow College's residency policy requires all evidence to accompany the application form." I feel that Snow's policy does not require objective evidence in this case.

Snow College's Residency Policy § 5R.6.1.1 requires three pieces of information. I provided all of those pieces of information. It requires my mother's military ID card, my own military ID card, and a statement from my mother's current military commander stating my mother is assigned to Utah. As you can see from the record, I provided those three pieces of information.

The Registrar is incorrect because "objective evidence" is defined by Snow's residency policy and that policy does not require it for family members of military service members. Snow's policy is very specific about when "objective evidence" is required. For example...

Snow's policy does not require it for this exemption.

Thank you for considering this appeal.

Sincerely,

Student signature