

## ADMINISTRATIVE PROCEDURE

### FINAID-7

#### IN-STATE TUITION RATES FOR QUALIFYING MILITARY PERSONNEL, VETERANS AND THEIR SPOUSES AND DEPENDENTS

Number: FINAID-7	Name: In-State Tuition Rates for Qualifying Military Personnel, Veterans and Their Spouses and Dependents
Purpose: This Procedure extends in-state tuition rates to all Qualified Military-Connected Students, regardless of the student's legal domicile. Marshall University is committed to supporting the educational goals of military service members, veterans, and their spouses and dependents. In accordance with West Virginia § 18B-10-1a, the University extends in-state tuition rates to Qualified Military-Connected Students	
Responsible Unit: Financial Aid	
Approved by:	Approval Date:

#### 1.0 General

- 1.1 Scope: This Procedure applies to all students at Marshall University, including the Joan C. Edwards School of Medicine.
- 1.2 Statutory References: W. Va. Code § 18B-10-1a (2024) (“Resident tuition rates for members or veterans of the National Guard, reserves, armed forces, and their spouses and dependents”)
- 1.3 Passage Date:
- 1.4 Effective Date: Retroactive to June 5, 2024
- 1.5 Background: This Procedure extends in-state tuition rates to all Qualified Military-Connected Students (defined herein below), regardless of the student's legal domicile. Marshall University is committed to supporting the educational goals of military service members, veterans, and their spouses and dependents. In accordance with West Virginia § 18B-10-1a, the University extends in-state tuition rates to Qualified Military-Connected Students.

#### 2.0 Definitions

2.1 “Qualified Military-Connected Students” (QMCS) refers to those individuals who satisfy one or more of the eligibility criteria described in Section 4 herein, and which mirror the eligibility criteria of West Virginia Code §18B-10-1a (2024).

2.1.1 For the absence of doubt, an individual’s status as a member of the armed forces, a veteran, or a spouse/dependent thereof, without more, does not qualify the individual for the resident tuition rate provided pursuant to this Procedure. One must satisfy the eligibility criteria described in Section 5 herein, and which mirror the criteria of West Virginia Code §18B-10-1a (2024), to establish eligibility for this resident tuition rate.

### **3.0 Statement of Procedure**

3.1 This Procedure is to implement the statutory extension of resident tuition rates to all Qualified Military-Connected Students (defined herein), regardless of the student’s legal domicile, in appreciation of their military service and in order to encourage them to move to and reside in West Virginia.

### **4.0 Eligibility**

4.1 The following individuals are eligible for resident tuition rates:

4.1.1 Members of the National Guard or reserves who are not residents of West Virginia but who are active members of a National Guard or reserve unit in West Virginia;

4.1.2 Current members of the United States armed forces who reside in or move to West Virginia;

4.1.3 Veterans of the National Guard, a reserve unit, or the armed forces of the United States who reside in or move to West Virginia for the purpose of attending a state institution of higher education; and

4.1.4 Spouses or dependents of a member or veteran of the National Guard, a reserve unit, or the armed forces of the United States who reside in or move to West Virginia with such member or veteran.

4.2 The resident tuition benefits afforded herein shall not be used to disqualify an eligible student from any waiver of tuition rates otherwise available to the student under any other provision of the West Virginia Code.

4.3 The provisions of this section apply at the beginning of the semester or term immediately following the effective date of the 2024 amendment of W. Va. Code §18B-10-1a (effective June 5, 2024).

### **5.0 Procedures and Conditions**

5.1 An individual desiring to be designated as a Qualified Military-Connected Student shall complete an application for the resident tuition rate under this Procedure and provide appropriate documentation to demonstrate satisfaction of eligibility requirements.

5.1.1 The following forms of documentation are presumed to be acceptable if authenticated:

5.1.1.1 Official Military Orders, or Form DD-214 (Certificate of Release/Discharge from Active Duty).

5.1.1.2 If a dependent, proof of dependent status, including tax records, if a spouse additionally a Marriage Certificate, if a child dependent additionally a Birth Certificate.

5.1.2 Marshall University may accept other documents as proof of eligibility, provided that the documentation includes a reliable demonstration of eligibility elements.

5.2 Eligibility applies regardless of the applicant's state of legal domicile. The Code assigned at the time of admission will denote that the applicant's tuition assessment will be at the resident rate, but the student's legal or permanent residency is not changed.

5.3 The deadline for submission of Qualified Military-Connected Student applications for the 2026 Spring Semester, or the retroactive terms of Fall 2025 Semester, or Summer 2024 terms, shall be May 29, 2026.

5.4 For the Summer 2026 term, Fall 2026 semester and all future semesters, application deadlines for all items to be received is the close of business on the Friday of the first week of classes for the regular (Fall or Spring) semesters. Application deadlines for summer terms A, B, C and D, shall be the date on which late registration / schedule adjustments for that part-of-summer-term (A, B, C or D) are due. This application decision will be sent to the student's Marshall email address.

5.5 Appeal of Qualified Military-Connected Student decision. If the QMCS applicant wishes to appeal the decision the appeal must be made in writing to the Residency Appeal Committee within 5 work days of notification of the initial decision using the "Residency Appeal Process Form on the Academic Affairs Forms and Policies web page: <https://www.marshall.edu/academic-affairs/forms-policies/>.

5.6 If the Residency Appeal Committee denies the student's appeal, the student has the right to submit a final appeal to the University President or their designee. The president's decision is final.

## **6.0 Relationship to Veterans Administration Benefits**

Application of this Procedure shall be independent of any student's eligibility for Veteran's Administration educational benefits.

## **7.0 University Departmental Responsibility For Tracking**

7.1 Upon admission or re-admission, it shall be the responsibility of the Admissions Department to code the Qualified Military-Connected Student's University profile as to Qualified Military-Connected Student status.

7.2 Upon receipt of the student's completed FAFSA, it shall be the responsibility of the Financial Aid Department to address and document Qualified Military-Connected Student status questions involving FAFSA.

7.3 It shall be the responsibility of the Office of the Registrar to code the Qualified Military-Connected Student's University profile as to Qualified Military-Connected Student status, if any, as utilizing VA benefits and secure any necessary VA certifying documentation.

7.4 It shall be the responsibility of the Office of the Bursar to code the Qualified Military-Connected Student's profile regarding Federal, and State, Tuition Assistance (TA) with the Qualified Military-Connected Student status. In addition, to assess tuition and fees using the Qualified Military-Connected Student code.

## **8.0 Retroactive Application**

8.1 This Procedure shall be applied retroactively, effective as of June 5, 2024.

8.2 At the Qualified Military-Connected Student's election, student shall have the option to maintain their non-resident status for the current and prior semesters (and, accordingly, maintain current status as to financial aid, scholarships etc.), based on their non-resident status.

8.3 Beginning with the Spring 2026 semester, once the QMCS application is received and verified, each Qualified Military-Connected Student's tuition and fees shall be assessed at the resident rate, but the student's legal or permanent residency is not changed.

8.4 With respect to semesters already completed for which students may have been eligible for application of this Procedure, University shall provide reasonable best attempts to notify students of the Policy and provide a reasonable period of time in which for students to submit an application for retroactive Qualified Military-Connected Student tuition reductions (collectively, "retroactive benefits") under this Procedure.

8.5 The structure for application for retroactive benefits shall be as follows:

8.5.1 University shall provide notification of the opportunity for students to apply for retroactive benefits under this Procedure in the following ways:

8.5.1.1 Promptly following enactment of this Procedure, University shall post a notice on its public facing website where public notices are commonly posted. This notice shall remain on the website for a period of six (6) months.

8.5.1.2 University shall place the said notification message in an email and send that email to all Metro and Out of State students enrolled at University from the Fall 2024 Semester through the present, at the last known email address on file with the University.

8.6 Applications for retroactive application shall be submitted on or before May 29, 2026.

## **9.0 Review**

This Procedure will be reviewed and updated every 5 years or as required by changes in state or federal law.

## **10.0 Authority**

W. Va. Code § 18B-10-1a (2024)

## **11.0 Superseding Provisions / Policy Cross Reference**

This Procedure supersedes and replaces any Rule of the Higher Education Policy Commission which relates to the subject matter contained within this Rule. Specifically, as to Qualified Military-Connected Students, the requirements relating to “domicile” contained within W. Va. C.S.R. Title 133, Series 25 (§133-25-1, *et seq.*) shall be inapplicable for purposes of determining eligibility for the tuition waiver under this Procedure, in light of the express language of W. Va. Code §18B-10-1a(a) (2024) (“regardless of domicile”).