
THE UNIVERSITY OF MICHIGAN BULLETIN

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**SCHOOL OF
BUSINESS
ADMINISTRATION
1981-82**

accredited university, college, or community college in the United States. Usual courses in the arts, sciences, and humanities are acceptable with no difficulty, but courses in business administration or other professional fields or highly specialized subjects may not be acceptable. Questions in this regard should be sent to the Director of Admissions, School of Business Administration, The University of Michigan, Ann Arbor, Michigan 48109.

Foreign Students. Foreign students are not typically admitted unless their first two years of undergraduate work have been taken at an accredited university, college, or community college in the United States, and unless they meet the distribution requirements established for completion during the freshman and sophomore years. Foreign students holding the equivalent of a United States bachelor's degree from foreign institutions are eligible to apply for the Master of Business Administration degree program.

Application Procedure

Because each application is considered individually, early application is encouraged. Consideration of applications begins on *February 1* for the Fall Term and *October 1* for the Winter Term. The Admissions Committee will not consider an application until all transcripts have been received. University of Michigan students must arrange for transcripts to be sent to the Business School from their current units. The following deadlines for admission applications should be noted:

Fall Term: Preference given if received before April 1.

Winter Term: All applications must be received by November 1.

Students not enrolled at The University of Michigan at the time of application must submit a \$15.00 application fee, which is not returnable. *No action will be taken until this fee is received.*

Application forms and further information regarding admission to the degree program may be obtained by writing to the Director of Admissions, School of Business Administration, The University of Michigan, Ann Arbor, Michigan 48109.

Since there are a limited number of places in the B.B.A. program, admission is highly competitive. Most students admitted have overall grade records of "B" level. Particular attention is paid to grades in economics and mathematics. Extra-curricular activities, part-time and summer work experience, and the required essay play a role in choosing among applicants with similar academic credentials.

STUDENT COSTS AND FINANCIAL AID

Adequate financial planning should be undertaken before entering the program to minimize the possibility of difficulties which might interfere with academic performance or disrupt progress toward the degree. The information in this section can serve as a basis for such planning.

Estimated Student Costs

Major components of student costs are tuition, which is discussed in detail later in this section, and housing which is available in a wide range of types and

costs, some including meal service. Triple occupancy rooms for unmarried students in university dormitories cost \$1,638.94 including full food service. University-owned apartments for married students range from \$166 per month for a furnished efficiency to \$299 for a three bedroom furnished unit. Privately owned apartments and rooms often command somewhat higher rentals.

Estimated total costs per year, including the housing expenses discussed above, are as follows:

	<i>Michigan Residents</i>	<i>Non- Residents</i>
Unmarried student	\$5,358	\$ 8,258
Married student	7,942	10,842
Each child	1,400	1,400

University Fees

Tuition fees for the 1980-81 academic year are shown in the following table. All fees are subject to change at any time by the Regents of the University.

	<i>Michigan Residents</i>	<i>Non- Residents</i>
<i>Regular Term</i>		
Fee for 12-18 credit hours	\$768	\$2,218
Part-time fee for 1 credit hour	64	185
Additional fee for each credit hour over 1 or over 18	64	185
<i>Divided Term (Spring or Summer Half Term)</i>		
Fee for 6-9 credit hours	\$384	\$1,109
Part-time fee for 1 credit hour	64	185
Additional fee for each credit hour over 1 or over 9	64	185

Other Fees—Ann Arbor. All students who register on the Ann Arbor Campus will be assessed additional fees as follows:

Registration Fee

Full Term—\$18.00

Divided Term—\$9.00

Health Service Fee

Full Term—\$33.50

Divided Term—\$17.00

School and College Government Fee

Full Term—\$.50

Divided Term—\$.25

Michigan Student Assembly Fee

Full Term—\$3.50

Divided Term—\$1.75

Late Registration Fee. A late registration fee of \$15.00 will be assessed students who register after the end of the scheduled registration period for any term or program.

Fee Adjustments and Refunds. Students who change their program in the first three weeks of classes will receive a full refund of the fees paid and will be assessed the full fee appropriate to the new elections. If changes are made thereafter, the higher of the two fees will be assessed. The following regulations govern fee refunds.

- 1) Students withdrawing after registration and before the end of the first three weeks of classes shall pay a disenrollment fee of \$50 but will be refunded any other part of the fee which has been paid.
- 2) Students withdrawing during the third week of classes in the divided term or in the fourth, fifth, and sixth weeks of classes in a full term shall pay a disenrollment fee of \$50 or shall forfeit 50 per cent of the assessed fee, whichever is larger.
- 3) Students withdrawing subsequent to the third week of classes in the divided term, and to the sixth week of classes in the full term, shall pay the assessed term fee in full.
- 4) The effective date of refund is the date the withdrawal notice is received in the Registrar's Office.
- 5) Any refund due the student will be mailed to the home address.

Payment of Tuition Fees. For the convenience of students, the Cashier's Office will accept money orders or bank drafts in payment of University fees. Personal checks will not be cashed but will be accepted for the exact amount of fees. *All fees and fee regulations imposed by the University are subject to change at any time by the Regents.* Fees are payable before registration, at registration, or in installments during the term on dates that will be specified in advance.

Proper observance of financial obligations is deemed as essential of good conduct and students who are guilty of laxness in this regard to a degree incompatible with the general standards of conduct shall be liable to disciplinary action by the proper University authorities. Students shall pay all accounts due the University in accordance with the regulations set forth for such payments by the Vice-President and Chief Financial Officer.

Residency Regulations. The following is the full text of the regulations governing residency for tuition assessment purposes:

1. Since normally a student comes to The University of Michigan for the primary or sole purpose of attending the University rather than to establish a domicile in Michigan, one who enrolls in the University as a non-resident shall continue to be so classified throughout his attendance as a student, unless and until he demonstrates that his previous domicile has been abandoned and a Michigan domicile established.
2. No student shall be eligible for classification as a resident unless he shall be domiciled in Michigan and has resided in Michigan continuously for not less than one year immediately preceding the first day of classes of the term for which classification is sought.
3. For purposes of these regulations, a resident is defined as a student domiciled in the State of Michigan. A non-resident student is defined as one whose domicile is elsewhere. A student shall not be considered domiciled in Michigan unless he is in continuous physical residence in this state and intends to make Michigan his permanent home not only while in attendance at the University but indefinitely thereafter as well, and has no domicile or intent to be domiciled elsewhere.

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COLLEGE OF
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14 / GENERAL INFORMATION

Transfer students from other colleges or universities within the State of Michigan with approximately 55 or more semester hours of credit are eligible for scholarship aid. Transfer students from Michigan community colleges should consult with their counseling office for further information. All other transfer students should write to Office of the Assistant Dean, 259 West Engineering Building.

Because U.S. immigration laws restrict the employment opportunities of students from other countries, it is essential that all students from abroad be in a position to finance their education. A guarantee of total financial backing must be provided when making application for admission. Financial aid to non-U.S. citizens is, therefore, limited to short term loans for emergency situations only.

Applications for Engineering College scholarships for the spring, summer, and fall terms are accepted during the periods of January 15 to February 15. Applications for engineering scholarships for the following winter term are accepted from September 15 to October 15. Application forms can be obtained at the Engineering Dean's Office, 255 West Engineering Building. For more information call Engineering Scholarship Office (313) 763-2180.

Many of the scholarship funds are made available through the generosity of alumni and other friends of the College. There is no direct obligation to repay a scholarship but as recipients recognize their moral obligation to return gifts to the College scholarship fund according to their ability, other worthy students will likewise benefit.

A number of qualified undergraduates are employed each term as student assistants for assigned work in several departments. Loans and other university financial aids are administered by the Office of Financial Aid. Application should be made to that office for such assistance.

Graduate Students. Graduate students should apply to the departmental adviser for fellowships, to the Office of Financial Aid for long-term loans, or to the Engineering Scholarship Office for a Ford Foundation short-term loan.

Veterans and Social Security Benefits

Educational benefits are available to students who qualify under the several Public Laws providing benefits for veterans (or their children) and to orphans or children of a disabled parent who qualify under the Social Security Law. Questions may be referred to Assistant Dean's Office or The Office of Student Certification, LSA Building.

Fee Regulations, Expenses, Indebtedness

A nonrefundable fee of \$15 will be required of each applicant for admission to the University.

The fees for one full term for the 1980-81 academic year were as follows:

	<i>Michigan Resident</i>	<i>Non-resident</i>
Underclassmen	\$57 for first hour + \$57 for each additional hour	\$172 for first hour + \$172 for each additional hour
12-18 credit hours	\$682	\$2,060
Over 18 credit hours add	\$57 per credit hour	\$172 per credit hour

Upperclassmen (55 or more credit hours)	\$64 for first hour + \$64 for each additional hour	\$185 for first hour + \$185 for each additional hour
12-18 credit hours	\$768	\$2,218
Over 18 credit hours add	\$64 per credit hour	\$185 per credit hour

Students enrolled as special students or guest students in the College of Engineering will be assessed the upperclass fees.

The following guideline may be used for the total expenses:

Michigan resident (2 terms, academic year)	\$5,000
Non-Michigan U.S. citizen (2 terms, academic year)	\$8,000
Foreign (3 terms, calendar year)	\$11,000

Fees are subject to change at any time by the Board of Regents of the University.

Detailed information relating to fees, deposits, payments and refunds may be obtained in the Assistant Dean's Office and/or may be found in the first few pages of the Time Schedule.

Withdrawal. A student withdrawing after registration shall pay a disenrollment fee according to the rules in effect at the time of withdrawal as published in the Time Schedule for each term.

Indebtedness to the University. Proper observance of financial obligation is deemed an essential of good conduct, and students who are guilty of laxness in this regard to a degree incompatible with the general standards of conduct shall be liable to disciplinary action by proper University authorities. Students shall pay all accounts due the University in accordance with regulations set forth for such payments by the vice-president in charge of business and finance.

When a student's account shows indebtedness, academic credits are withheld, no transcript of academic record or diploma will be issued, nor will future registration be permitted.

Residence Regulations of The University of Michigan

1. Since normally a student comes to The University of Michigan for the primary or sole purpose of attending the University rather than to establish a domicile in Michigan, one who enrolls in the University as a non-resident shall continue to be so classified throughout his attendance as a student, unless and until he demonstrates that his previous domicile has been abandoned and a Michigan domicile established.

2. No student shall be eligible for classification as a resident unless he shall be domiciled in Michigan and has resided in Michigan continuously for not less than one year immediately preceding the first day of classes of the term for which classification is sought.

3. For purposes of these regulations, a resident is defined as a student domiciled in the State of Michigan. A non-resident student is defined as one whose domicile is elsewhere. A student shall not be considered domiciled in Michigan unless he is in continuous physical residence in this state and intends to make Michigan his permanent home, not only while in attendance at the University but indefinitely thereafter as well, and has no domicile or intent to be domiciled elsewhere.

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**LAW SCHOOL
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in each case to determine whether the applicant presents the equivalent of the specific requirements which have previously been stated. In determining the equivalence the following rules will be applied to applicants whose undergraduate work has been in foreign law rather than in the Anglo-American system. The applicant will be deemed to have the equivalent of the scholastic requirements for admission to a master's degree program if (a) the applicant has completed the formal education required for a license to practice law in the country in which the undergraduate law studies were pursued, (b) scholarship in law school has been superior, and (c) the applicant is capable of carrying on graduate work in this Law School as demonstrated by such further evidence as the admitting officer may require. Practical experience in a law-related career is also given weight in making admission decisions.

Foreign candidates should consult the following portions of the Bulletin for additional information: Curriculum for Students from Civil Law Countries, page 63; degree requirements M.C.L., page 66; International Center, page 83; and financial aid, page 94. Foreign students are advised to read the health insurance information under Fees and Expenses on page 93.

Fees and Expenses

Students are urged to make use of money orders or bank drafts to cover expenses. For the convenience of students, the Cashier's Office will accept money orders and bank drafts in payment of University fees. Personal checks will not be *cash*ed, but will be accepted for the exact amount of fees. All fees and fee regulations are subject to change at any time by the Regents of the University.

Regular Term Fees. For Michigan residents the fee currently is \$1,172 for each term; for non-residents, \$2,518 for each term. These fees entitle the student to the privileges of the Michigan Union and Michigan League. All fees are payable in accordance with regulations established by the Vice-President and Chief Financial Officer, providing only that said regulations may not defer payment of these fees beyond the end of the term in which they are assessed. Fees are payable prior to registration, at registration, or in installments during the term. The number and dates of the installments will be specified in advance for each term.

A program of study involving nine hours or less is considered a reduced program in the Law School, for which there is a special schedule of reduced fees. A Michigan resident who elects a reduced program will pay \$118 for each hour elected. Non-residents pay \$252 for each hour elected.

Students who withdraw immediately after the first day of classes must pay a disenrollment fee of \$50. Proportionally higher penalties are assessed later in the term.

Summer Term Fees. For Michigan residents the summer term fee for a full program (7 hours or more) is \$700; for non-residents the full program fee is \$1500. For a part-time summer program (less than 7 hours) Michigan residents must pay \$101 for each hour elected. Non-residents must pay \$216 for each hour elected.

Law School Fee. In addition to the above fees, each student must pay a Law School fee of approximately \$15 each term. The fee is proportionally reduced for the summer terms. This fee covers the preparation and issuance of special

and supplemental materials in the various courses and seminars throughout the term. It also includes membership in the Law School Students Association.

Foreign Students. It is suggested that foreign students purchase Student Group Health Insurance. The cost of this coverage (approximately \$43 per student), if elected, *must* be paid at time of registration. This coverage extends for a full twelve months.

Insurance to cover a student's dependents and to cover maternity costs may be purchased at an extra cost. The basic policy covers just the individual student.

Indebtedness to the University. Proper observance of financial obligation is deemed an essential of good conduct, and students who are guilty of laxness in this regard to a degree incompatible with the general standards of conduct shall be liable to disciplinary action by proper University authorities. Students shall pay for all accounts due the University in accordance with regulations set forth by the Vice-President and Chief Financial Officer.

Books. Casebooks for classwork cost about \$270 a year.

Financial Aid

The University of Michigan Law School administers a substantial financial aid program to assist students in meeting the costs of their legal education. This information will help students understand and make use of that program. Since it is impossible to constantly update these materials, students must keep in touch with the Law School Financial Aid Office for updates and deadline dates. Refer to the *Financial Aid Guide* for more detailed information.

Questions, comments and requests should be addressed to:

The University of Michigan Law School
Financial Aid Office
308 Hutchins Hall
Ann Arbor, MI 48109
(313) 764-5289

Types of Assistance and Eligibility Criteria

Law School Financial Assistance. Through the generous assistance of its alumni, other donors, the University and external sources, the Law School has developed a comprehensive program to provide financial assistance to those students who without such assistance would be unable to meet the basic costs of their legal education. The available resources are limited, and the program must operate on several principles and policies developed by the Law School Financial Aid Committee (consisting of students, faculty, deans, and the Financial Aid Officer) and adopted by the faculty:

1. Only students who clearly demonstrate financial need using the GAPSFAS uniform methodology will be assisted.
2. Students will hold expenses to a reasonable level.
3. Parents and spouses will contribute resources consistent with their personal means and other obligations.
4. A Student (and spouse) will rely first upon their own resources and available external assistance including a Guaranteed Student Loan.

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1981-82**

tials and academic information are carefully evaluated in such an application. Successful completion of work elected as a non-degree student will be considered but does not ensure admission as a degree student. If admission as a degree student is granted, credit earned during enrollment as a non-degree student may be applied toward a degree; it is considered in-residence credit (see *Residence Policy* in Chapter VI) and earns honor points.

Students dismissed from the College for unsatisfactory academic performance may not enroll as non-degree students. No student previously enrolled in any unit of the University may be admitted to non-degree status until at least one full term has elapsed since the last term of enrollment; this policy applies only to degree candidates or former degree candidates who have not completed a degree. A student who has a degree from any unit of The University of Michigan is eligible to apply for non-degree status without the lapse of a full term. Non-degree status is neither intended to accommodate qualified degree applicants who apply after the deadline or after enrollment limits for a particular term have been reached nor is it ordinarily intended to accommodate high school students who wish to elect college-level courses.

Non-degree students who would like to discuss their academic plans are encouraged to contact the LSA Academic Counseling Office. Since academic counselors do not have access to academic records for non-degree students, a copy of any relevant transcripts (or other materials) should be brought to the counseling appointment. For information about College policies and procedures, non-degree students should use the resources of LSA Checkpoint (see Chapter V).

General Information for All Admitted Students

Enrollment Deposit. A newly-admitted student or a readmitted student returning to the College after an absence of more than one year (12 months) is required to pay a \$50 enrollment deposit in accordance with instructions provided by the Office of Undergraduate Admissions. Upon enrollment, this deposit is applied toward the tuition and fees for the term for which a student is admitted. Failure to enroll for *that* term of admission results in forfeiture of the entire \$50 deposit.

Questions and correspondence concerning the enrollment deposit should be directed to the Office of Undergraduate Admissions, 1220 Student Activities Building, The University of Michigan, Ann Arbor, Michigan 48109.

Undergraduate Tuition

The fees assessed by the University of Michigan are subject to change without notice by the Regents of the University. The fee information provided below is intended for general information purposes.

The tuition fee is a student's contribution to the costs of instruction and library services. In addition, a registration fee (\$18.00 for a full term and \$9.00 for a half term), a college government fee (\$0.50), a Health Services fee (\$33.50 for a full term and \$17.00 for a half term in 1980-81), and a student association fee (\$3.50 for a full term in 1980-81) are assessed. (The student association fee is refundable upon written request to the Student Accounts Office.) The tuition schedule is based on the number of credits elected during a specific term as well as on residency status (see *Residence Regulations* in this chapter) and class standing: *lower-division* (up to 54 credits toward a degree program) or *upper-division* (55 or more credits toward a degree program). The following tuition information is applicable only for undergraduates enrolled at The University of Michigan (Ann Arbor) during the 1980-81 academic year. Tuition fees for the 1981-82 academic

year are subject to change. Tuition for the 1980-81 academic year for a full program (12-18 credits) was \$682 per term for Michigan resident (lower-division) students; \$2060 per term for non-Michigan resident (lower-division) students; \$768 per term for Michigan resident (upper-division) students; and \$2218 per term for non-Michigan resident (upper-division) students.

The fee schedule for programs of less than 12 credits or more than 18 credits varies according to the specific number of credits elected, residency status, and lower/upper division status. Current fee schedule information is available from the Office of the Registrar. Term fees are payable prior to registration, at registration, or in three installments during a full term (two installments during a half term). The number and dates of installment payments are specified prior to the beginning of each term.

This fee information refers to tuition *only* and does not include the cost of housing, board, or personal incidental expenses. University housing rates are available from the University Housing Office. Information about average student expenses based on class-level, residency, marital status, and family size is available from the Office of Financial Aid.

Students are required to pay all accounts due the University in accordance with regulations set forth for such payments. Any student not meeting the terms of the financial obligations to the University is subject to disciplinary action initiated by appropriate University authorities. Students with a "financial hold" are not able to register or drop/add courses and cannot obtain a transcript of previous academic work.

Financial Assistance

New freshmen and transfer students can request consideration for financial aid by checking the appropriate item on the admissions application and following the instructions provided. Other degree-seeking students should contact the Office of Financial Aid for information regarding scholarships, grants, loans, and work-study employment. (See also *Military Officer Education Program* described in *Chapter III*.)

Orientation

The Orientation Program exists to make a student's entry into the University as smooth as possible. The Orientation Program provides students the opportunity to meet new friends and get special assistance as they become familiar with the University and its resources, talk with an academic counselor, plan a course of study, and register for classes. The Orientation Program serves students admitted to most schools and colleges of The University of Michigan. All new freshmen and transfer students, including transfer students from The University of Michigan-Dearborn and The University of Michigan-Flint, are required to participate in the Orientation Program in order to register. Cross-campus transfer students, non-degree students, and readmitted students are not required to participate although they are welcome to do so if they wish. All students admitted for a fall term may participate in a three-day orientation session in a residence hall on campus during the summer or in an alternate program scheduled just prior to the beginning of the fall term. Students entering the University during other terms participate in orientation immediately preceding the registration period at the beginning of the term. The Orientation Office sends complete information about these programs to students admitted for fall term in April and to students admitted for other terms about two weeks before the term begins.

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MEDICAL SCHOOL
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1982-83

MATRICULATION-STANDARD PROGRAM

Orientation

The first year of Medical School at Michigan begins during the last week of August. New students entering the first-year class will be sent information during the spring and summer prior to their enrollment. This information will give the dates for registration and the special orientation program, both of which take place at the end of the week preceding the first day of classes. The orientation program consists of presentations and tours to acquaint the students with the program and facilities of the School. All entering students are expected to attend Orientation. Qualifying examinations for some students wishing to apply for Advanced Placement in first-year courses may be given during the two-day period.

Registration

Registration in the Medical School. All students are required to register formally once each year. For first-year students, this includes a physical examination and the taking of class pictures.

Concurrent Registration in Two Schools. A student who desires to be registered concurrently in two schools or to pursue irregular course work designed permit candidacy for an advanced degree in addition to the M.D. must obtain permission of the Dean of the Medical School. Such double registration does not permit the student double credit for any course or program of study.

*Fees and Expenses**

The 1981-82 tuition fee for residents of the state of Michigan is \$4,092 per academic year. For nonresidents of the state of Michigan, the fee is \$7,880 per academic year.

Students are responsible for paying their fees in six equal installments at the end of September, October, November, January, February, and March. Lump-sum payment by term can be arranged if desired. Tuition rates usually change annually.

As mentioned in the statement of admission procedures, a \$100 deposit is required at the time of acceptance for admission to the School. This \$100 deposit will be applied to the tuition for the term in which the student has been admitted.

Laboratory Fees. A small breakage fee is required in some of the laboratory courses of the first two years.

Microscopes. Microscopes are furnished for use in the laboratories of the basic medical sciences. Students may wish to rent microscopes in the second year for work at home.

* The fees and charges imposed by the University, the conditions for admission, and the requirements for graduation are subject to change by the Regents without notice.

Health Insurance. Student group health insurance is open to all students as described under Student Facilities. Information packets and applications for enrollment are available in the Medical School Office of Student Affairs, Room 2715 Furstenberg Center, The University of Michigan Medical School, Ann Arbor, Michigan 48109. For further information, foreign students should go to the International Center and U.S. citizens to the Michigan Student Assembly.

Books and Supplies. Basic texts and instructional materials will be specified by the respective departments for purchase by each student; approximately \$400-\$550 for freshmen and \$275-\$450 for the second year should be planned for this purpose.

Living Expenses. The cost of meals and lodging will vary according to the type of accommodation. For the unmarried student, living expenses for eight -nine months during each of the first and second years average approximately \$2,800 for room and board. More specific information concerning housing and the cost of living may be obtained from the Housing Information Office, 1011 Student Activities Building, The University of Michigan, Ann Arbor, Michigan 48109, or the Medical School Office of Financial Aid, 2722 Furstenberg Center.

Reduced Program Fees. A student whose curriculum is fewer than fourteen hours per University term will pay each term for each credit hour, as a resident \$147 and as a nonresident \$282.

Late Registration Fee. A late registration fee of \$15 will be assessed students who register after the end of the scheduled registration period.

Hold Credits. Students who owe money to the University will not be permitted to register until the debt is paid and a hold credit release obtained.

Residence Regulations of the University

The determination of resident status is not within the jurisdiction of the Medical School. The University Office of the Registrar administers the following regulations as of July 1974:

1. Since normally a student comes to The University of Michigan for the primary or sole purpose of attending the University rather than to establish a domicile in Michigan, one who enrolls in the University as a nonresident shall continue to be so classified throughout his attendance as a student, unless and until he demonstrates that his previous domicile has been abandoned and a Michigan domicile established.

2. No student shall be eligible for classification as a resident unless he shall be domiciled in Michigan and has resided in Michigan continuously for not less than one year immediately preceding the first day of classes of the term for which classification is sought.

3. For purposes of these regulations, a resident student is defined as a student domiciled in the state of Michigan. A nonresident student is defined as one whose domicile is elsewhere. A student shall not be considered domiciled in Michigan unless he is in continuous physical residence in this state and intends to make Michigan his permanent home, not only while in attendance at the University but indefinitely thereafter as well, and has no domicile or intent to be domiciled elsewhere.