



**GUIDELINES FOR
RESIDENCY CLASSIFICATION FOR FEE PAYING PURPOSES**

**HOW TO APPLY FOR RESIDENCY CLASSIFICATION
FOR TUITION PURPOSES**

**IMPORTANT POINTS ABOUT
RESIDENCY CLASSIFICATION**

**TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES**

RESIDENCY CLASSIFICATION APPLICATION FORM

Priority dates for residency applications

Fall Semester	-	July 1
Spring Semester	-	November 1
Summer Term	-	May 1

Effective: Summer 2019

NOTE: This document supersedes previous residency classification documentation published and distributed by The Admissions Office prior to June 2019.

HOW TO APPLY FOR RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

The Admissions Office determines initial residency classification for fee paying purpose(s), of the applicants, based on the information supplied on the Application for Admissions. The determinations are based on the regulations and guidelines established by the Tennessee State University Board of Trustees. In accordance with these regulations, all individuals' domiciled (residents) are classified as in-state. All individuals not domiciled (nonresident) are classified as out-of-state. If, for some reason, an appeal of the initial residency classification for fee payment purpose is requested, the individual is responsible for filing a Residency Classification Application and providing supporting documents for the appropriate semester. The following are some instructions to assist you in completing the application filing process:

- Read all of the sections of this document "**Guidelines for Residency Reclassification for Fee Paying Purposes**", to determine if you qualify for residency reclassification.
- Prepare ahead of time to be sure you meet the required deadlines. All complete application packets are reviewed in the order they are received.
- You must be admitted or eligible to enroll in classes before your residency application will be processed for the semester.
- Please read and complete applicable sections of the residency application and attach all requested supporting documents pertinent to your individual residency claim.
- Answer all questions, and sign the application; the application cannot be processed without your signature.
- Undergraduate students should return the completed application and support documents to the
*Office of Undergraduate Admissions,
Tennessee State University, PO Box 9609,
3500 John A. Merritt Blvd,
Nashville, TN 37209-1561.*
- Only complete applications will be processed; **all requested supporting documents must be attached to the application at the time of submission**; incomplete documentation with your application will delay and prevent the review of your application. You must receive official notification of residency reclassification from this office; the completion of the application form is not an approval.
- All credentials submitted in support of this application become official records of the University.
- Applications are not accepted after the deadline(s). Individuals wishing to appeal the deadline date must submit with the complete residency application, including supporting documents, a written letter of appeal seeking permission to be considered for receipt and submission of a late application.

Priority dates for residency applications: Fall - July 1; Spring - November 1; Summer - May 1.

The deadline for submitting the application and supporting documentation is the last day to register for classes without penalty.

Note: Submission of a completed application does not guarantee approval of in-state classification for fee paying purposes

RETAIN THIS SECTION FOR YOUR RECORDS

IMPORTANT POINTS ABOUT RESIDENCY CLASSIFICATION

The Tennessee State University Board of Trustees has established regulations governing the determination of whether students are classified in-state or out-of-state for fees, tuition and for admission purpose. Outlined below are some important points you need to know about the residency classification regulations and procedures.

- Residency classifications determinations are made pursuant to Tennessee State University Board of Trustees regulations. Completion of the application and submission of required documents DOES NOT guarantee that the applicant will qualify for reclassification as in-state state.
- To be considered a permanent resident for tuition purposes, you must prove through the submissions of official and/or legal documents that you are not merely living in Tennessee while attending Tennessee State University. Each applicant must show proof of domicile, for a period of 12 months immediately preceding the date of the application without being enrollment in an institution of higher education in Tennessee.
- No single document, including leases, deeds, employment verification, check stub, vehicle registration, voter registration card, will qualify you for residency for tuition purposes. Determination is made based on multiple factors and all documents submitted.
- Evidence that you are the financial dependent on an out-of state resident may disqualify you from residency classification. Students must demonstrate that they are financially and legally independent from any out-of-state resident.
- Financial hardship and length of enrollment at Tennessee State University are not factors to be considered for determining residency classification for fee paying purposes.
- All supportive documentation must be attached to the application form at the time of submission to **The Office of Undergraduate Admissions for review.**
- Individuals that are not US citizens or permanent resident aliens are ineligible for a permanent change in residency for fee paying purposes.
- Individuals seeking permanent change in residency who are dependent on their spouse, parent or legal guardian, which of whom are not a U.S. citizen must also provide a copy of their permanent resident card to be considered for a permanent change in residency status for fee paying purposes.
- Individuals granted in-state-status for fee paying purpose that work full-time at least 30-40 hours a week and attend school part-time, can register for as many as eleven (11) semester hours for undergraduate students, and eight (8) semester hours for graduate students. This approval is only granted for one semester and must be renewed each semester of continuous enrollment. The application and supporting documents must be submitted by the posted semester deadline.
- Type of documents required for support of the residency application include but not limited to the following:
 - copy of Tennessee property deed or lease
 - copy of Tennessee voter's registration
 - employment letter verifying full-time employment in Tennessee
 - copy of Tennessee driver's license
 - copy of Tennessee auto registration
 - letter from personnel officer stating home of record or DD-214

All supporting documentation become the property of the University and cannot be forwarded or returned.

Priority dates for residency applications: Fall - July 1; Spring - November 1; Summer - May 1.

The deadline for submitting the application and supporting documentation is the last day to register for classes without penalty (Late Fee).

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Tennessee State University Board of Trustees Regulations for Classifying Students' In-State/Out-of-State

For the Purpose of Paying College or University Fees and Tuition and for Admissions Purposes

I. Intent

It is the intent that the public institutions of higher education in the State of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified "in-state" or "out-of-state" for fees and tuition purposes and for admission purposes.

II. Definitions - Wherever used in these regulations:

1. "Public Higher Educational Institution" shall mean a university or community college supported by appropriations made by the legislature of this state.
2. "Residence" shall mean continuous physical presence and maintenance of a dwelling place within this state, provided that absence from the state for short periods of time shall not affect the establishment of a residence.
3. "Domicile" shall mean a person's true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.
4. "Emancipated person" shall mean a person who has attained the age of eighteen years, and whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed "emancipated person".
5. "Parent" shall mean a person's father or mother. If there is a non parental guardian or legal custodian of an un-emancipated person, then "parent" shall mean such guardian or legal custodian; provided, that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student in such un-emancipated person.
6. "Continuous enrollment" shall mean enrollment at a public higher education institution or institution of this state as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer sessions or other such inter-sessions beyond the normal academic year in order that his or her enrollment be deemed continuous, notwithstanding lapses in enrollment occasioned solely by the scheduling of the commencement and or/termination of the academic years, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.

III. Rules for Determination of Status

1. Every person having his or her domicile in the State shall be classified "in-state" for fee and tuition purposes and for admission purposes.

2. Every person not having his or her domicile in this state shall be classified "out-of-state" for said purposes.
3. The domicile of an unemancipated person is that of his or her parent. Unemancipated students of divorced parents shall be classified "in-state" when one parent, regardless of custodial status, is domiciled in Tennessee.
4. The spouse of a student classified as "in-state" shall also be classified "in-state."

IV. OUT-OF-STATE STUDENTS WHO ARE NOT REQUIRED TO PAY OUT-OF-STATE TUITION

1. An un-emancipated, currently enrolled student shall be reclassified out-of-state should his or her parent, having theretofore been domiciled in the State, remove from the State. However, such student shall not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as his or her enrollment at a public higher educational institution or institutions shall be continuous.
2. An un-emancipated person whose parent is not domiciled in this State but is a member of the armed forces and stationed in this State or at Fort Campbell pursuant to military orders shall be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he or she is currently enrolled, shall not be required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.
3. A person whose domicile is in a county of another state lying immediately adjacent to Montgomery County, or whose place of residence is within thirty (30) miles of Austin Peay State University shall be classified out-of-state but shall not be required to pay out-of-state tuition at Austin Peay State University.
4. A person whose domicile is in Mississippi County, Arkansas, or either Dunlin County or Pemiscot County, Missouri and who is admitted to Dyersburg State Community College shall not be required to pay out-of-state tuition.
5. A person, who is not domiciled in Tennessee, but has a bona fide place of residence in a county which is adjacent to the Tennessee state line and which is also within a 30 mile radius (as determined by THEC) of a city containing a two year TBR institution, shall be classified out-of-state, but admitted without tuition. The two year institution may admit only up to three percent (3%) of the full-time equivalent attendance of the institution without tuition. (THEC may adjust the number of the non-residents admitted pursuant to this section every three (3) years.) (See T.C.A. 49-8-102)
6. Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in the State by more than one employer, resulting in the equivalent of full-time employment.
7. Military personnel and their spouses stationed in the State of Tennessee who would be classified out-of-state in accordance

with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition. This provision shall not apply to military personnel and their spouses who are stationed in this State primarily for educational purposes.

8. Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment shall not be required to pay out-of-state tuition. (T.C.A. § 49-4-704)
9. Active-duty military personnel who begin working on a college degree at a TBR institution while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degrees, can continue to completion of the degrees at that same institution without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.
10. Students who participate in a study abroad program, when the course/courses in the study abroad program is/are the only course/courses for which the student is registered during that term, shall not be required to pay out-of-state tuition.
11. Students who are awarded tuition waiver scholarships for participation in bona fide campus performance-based programs, according to established guidelines, shall not be required to pay out-of-state tuition.

V. HONORS PROGRAMS

Each institution will establish policies regarding out-of-state tuition scholarships for students selected for admissions into formal honors programs at the institution.

VI. PRESUMPTION

Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this State while enrolled as a full-time student at any public or private higher educational institution in this State, as such status is defined by such institution.

VII. EVIDENCE TO BE CONSIDERED FOR ESTABLISHMENT OF DOMICILE

If a person asserts that he or she has established domicile in this State he or she has the burden of proving that he or she has done so. Such a person is entitled to provide to the public higher educational institution by which he seeks to be classified or reclassified in-state, any and all evidence which he or she believes will sustain his or her burden of proof. Said institution will consider any and all evidence provided to it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

VIII. APPEAL

The classification officer of each public higher educational institution shall be responsible for initially classifying students "in-state" or "out-of-state". Appropriate procedures shall be established by each such institution by which a student may appeal his or her initial classification.

IX. EFFECTIVE DATE FOR RECLASSIFICATION

If a student classified out-of-state applies for in-state classification and is subsequently so classified, his or her in-state classification shall be effective as of the date on which reclassification was sought. However, out-of-state tuition will be charged for any quarter or semester during which reclassification is sought and obtained unless application for reclassification is made to the admissions officer on or before the last day of registration of that quarter or semester.

X. EFFECTIVE DATE

These regulations supersede all regulations concerning classification of persons for fees and tuition and admission purposes previously adopted by the State Board of Regents, and having been approved by the Governor, become effective July 1, 1983, or upon their becoming effective pursuant to the provisions of T.C.A. Section 4-5-101 et seq. as amended.

Source: SBR Meetings, November 13, 1974; February 21, 1975, March 21, 1986, September 16, 1988; June 29, 1990; June 24, 1994; March 30, 2001; December 7, 2001; December 5, 2003; June 30, 2006.

RETAIN THIS SECTION FOR YOUR RECORDS



Undergraduate Application for Residency Classification

Return to: Tennessee State University Office of Undergraduate Admissions 3500 John A Merritt Blvd Nashville, TN 37209

In accordance with the rules adopted by the Tennessee State University Board of Trustees, individuals domiciled in the State of Tennessee are classified as in-state residents. All individual not having a domicile in Tennessee are classified as out-of-state. The student must provide proof domicile in Tennessee for a period of at least 12 consecutive months immediately preceding the first day of classes for the term in which reclassification is sought. It is presumed that no person may establish domicile in Tennessee solely by their presence in the state to attend an institution of higher learning.

Please read the Tennessee State University Regulations listed in the Guidelines and all of the questions carefully before completing the application. All questions appearing on this form must be answered.

Priority dates for residency applications: Fall - July 1; Spring - November 1; Summer - May 1. The deadline for submission of the application and supporting documentation is on or before the last day of regular registration.

PLEASE NOTE: Residency appeals are reviewed only after an admission decision has been made.

Please type or print legibly

SECTION 1: GENERAL STUDENT INFORMATION Work Rule Permanent Change

This residency application is for Fall Spring Summer Year: 20

Tennessee State University ID T# Current Status: Part-time Full-time

Full Legal Name: Last First Middle

Date of Birth: Place of Birth

Phone Number: Email Address

Present Address Street/Number City State Zip Code

Length of domicile at present address: Years Months Rent Own (Required Documentation: Copy of deed, mortgage, lease or other public record)

If less than one year, please indicate all previous addresses for a one-year period

From To Address Street/Number City State Zip Code

From To Address Street/Number City State Zip Code

Permanent Address: Street/Number City State Zip Code

Length of domicile at permanent address: Years Months Rent Own (Required Documentation: Copy of deed, mortgage, lease or other public record)

If less than one year, please indicate all previous addresses for a one-year period

From To Address Street/Number City State Zip Code

From To Address Street/Number City State Zip Code

Have you been domiciled in Tennessee continuously since birth? Yes _____ No _____

If **no**, please indicate your reason for moving to Tennessee _____

Have you attended another institution of higher learning in Tennessee? Yes ___ No ___ If **yes**, please list:

Name of the Institution: _____

Dates Attended: From _____ To _____

Name of the Institution: _____

Dates Attended: From _____ To _____

Have you ever been classified as an in-state resident by an institution in Tennessee? Yes _____ No _____

If **yes**, please indicate the reason why _____

(Required Documentation: Letter of verification the institution. Information should be on the institutional letterhead.)

Have you filed a residency application before at Tennessee State University? Yes _____ No _____

If **yes**, indicate the semester and year. Semester _____ Year _____

SECTION 2: CITIZENSHIP

Are you a Citizen of the U.S? _____ If no, are a Permanent Resident? _____ or visa type or Alien # _____

(Required Documentation: photocopy of the proof of immigration documents i.e. visa residency card, etc.)

Date of Issue: _____ Expiration Date: _____

Are you registered to vote? Yes _____ No _____ If **yes**, what state are you registered? _____

(Required Documentation: photocopy of voter's registration card)

SECTION 3: AUTOMOBILE

Do you have a driver's license? Yes _____ No _____

If **yes**, what state issued the license? _____ Date of Issue: _____

(Required Documentation: photocopy of license)

The current license is an original issue _____ a renewal from the state indicated above _____

Driver's license number: _____

Do you own an automobile? Yes _____ No _____

If **yes**, in what state is your automobile registered? _____ Date of Registration: _____

(Required Documentation: photocopy of automobile registration)

SECTION 4: EMPLOYMENT

(Required Documentation: Letter from employer which verifies the information below. This letter should indicate the permanency and the likelihood of continued employment)

Are you presently employed? Yes _____ No _____ If **yes**, please provide employers, name, address and phone number : _____

Starting Date of Employment: _____

Job Title: _____

Full-Time? _____ Part-Time? _____ Hours worked per week: _____

Is your spouse employed full-time? Yes _____ No _____ If **yes**, please provide employers, name, address and phone number : _____

How long has spouse been in present position? _____

SECTION 5: INCOME TAX

*(Required Documentation: IRS Tax Return Transcript and W-2 forms for the tax year(s) ending within twelve (12) month period prior to the deadline of this application. Copies of 1040 tax return forms are **not** acceptable.)*

Year Filed _____ State in which tax filed _____

If you did not file income tax, please indicate reason: _____
(Required Documentation: IRS Verification of Non-filing Letter)

If you filed in another state as a *non-resident*, and claimed Tennessee as your resident state please provide the tax information to support your claim.

NOTE: A student cannot be domiciled in more than one (1) state. If you worked in the state of Tennessee and filed taxes, for whatever reasons, in ANOTHER state you forfeit your domicile in the state of Tennessee.

SECTION 6: MILITARY

Name of person(s) completing this section: _____

Relationship to Applicant for In-State Residency: _____

1. Are you a full-time member of the Armed Forces of the United States? Yes ___ No _____
2. Are you presently stationed in Tennessee? ___ If so, **where** _____
3. What was your entry date? _____ Separation Date _____
4. Are you presently residing in Tennessee? _____
5. Have you established Tennessee as your home of residency?

Required Documentation: Copy of orders, LES (Leave Earnings Statement), DD-214, State of Legal Residence Certificate)

SECTION 7: PARENTAL INFORMATION

Did either parent / guardian claim you as dependent on his/her most recent income tax return? Yes ___ No ___

If yes, please provide his/her name _____ What year? _____

(Required Documentation: Copy of address and dependent sections of IRS Tax Return Transcript)

Father's name: _____
Last First Middle

Father's Address: _____
Street/Number City State Zip

Mother's name: _____
Last First Middle

Mother's Address: _____
(If different than father's) Street/Number City State Zip

Are your parents divorced? Yes ___ No ___ Do you have a legally appointed Guardian? Yes ___ No ___

If yes, Guardian's name: _____
Last First Middle

Guardian's Address _____
Street/Number City State Zip

(Required Documentation: Copy of Court Order for legal change for guardianship)

SECTION 8: MARITAL STATUS

Spouse name: _____
Last First Middle

(Required Documentation: Copy of marriage certificate)

Date of marriage: _____ Place of marriage: _____
City State

Is spouse a citizen of the U.S.? enrolled at TSU? Yes ___ No ___

Has your spouse lived in Tennessee continuously since birth? Yes _____ No _____

If no, when did spouse establish his/her most recent residence in Tennessee? _____
Month Year

Is spouse a citizen of the U.S.? _____ If no, Permanent Resident? _____ or visa type or Alien _____

Please type of print legible

SECTION 9: BASIS FOR RESIDENCY RECLASSIFICATION REQUEST:

What is the basis for your claim to be a resident for fee-paying purposes while attending Tennessee State University? The Tennessee University Board of Trustees Regulations for reclassification are listed on the front of this application, please specify which regulation applies to your specific situation. Attach additional sheets if necessary.

SECTION 10: AFFIRMATION OF APPLICANT AND PARENT/SPOUSE/LEGAL GUARDIAN

I hereby swear and affirm that all information is provided in, and for this application is accurate and complete, and that all documents attached are true and unaltered copies of the original documents requested. It further indicates, that I understand that the University may contact any of the person(s) referred to in this application for the purpose of obtaining additional pertinent information; and that I further understand that any false information provided in the foregoing statements will disqualify me from being considered a resident of Tennessee and that I may be required to withdraw from the University.

Signature of Applicant

Date

**Note: Application must be signed and dated.
Required documents must be submitted with the application.
Submission of a residency application does not guarantee approval of in-state classification.**

FOR OFFICE USE ONLY. Please do not write below this line.

REQUEST FOR: PERMANENT CHANGE: _____ **WORK RULE :** _____

DECISION: APPROVED _____ **DENIED** _____

SIGNATURE _____ **DATE** _____

COMMENTS: _____

