



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

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

**IMPORTANT POINTS ABOUT  
RESIDENCY CLASSIFICATION**

**TENNESSEE BOARD OF REGENTS  
REGULATIONS**

**RESIDENCY CLASSIFICATION APPLICATION FORM**

**Deadline dates for residency applications:**

<b>Spring Semester</b>	-	<b>November 1</b>
<b>Summer Semester</b>	-	<b>April 1</b>
<b>Fall Semester</b>	-	<b>August 1</b>

**Effective: Summer 2010**

**NOTE: This document supersedes previous residency classification documentation published and distributed by The Admissions Office prior to March 2010.**

## 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 Board of Regents. 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.

**Note:** Graduate students should return the completed application and support documents to the *School of Graduate Studies and Research, Tennessee State University, PO Box 9584, 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.

**Deadline dates for residency applications: Spring Semester –November 1; Summer Semester-April 1; Fall Semester –August 1**

**NOTE: Submission of the residency application and documentation does not guarantee approval of in- state residency for fee paying purposes.**

**RETAIN THIS SECTION FOR YOUR RECORDS**

## **IMPORTANT POINTS ABOUT RESIDENCY CLASSIFICATION**

The Tennessee Board of Regents 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 Board of Regents 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 School of Graduate Studies & Research 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.

Individual 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.

**Deadline dates for residency applications: Spring Semester –November 1; Summer Semester- April 1; Fall Semester –August 1 ;**

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

Type of documents required for support of the residency application are listed below 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(if active military duty)

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**Tennessee Board of Regents' Regulations  
for Classifying Students' In-State/Out-of-State  
For the Purpose of Paying College or University Fees and Tuition and for Admissions Purposes**

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## **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, December 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.

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**RETAIN THIS SECTION FOR YOUR RECORDS**



RESIDENCY CLASSIFICATION APPLICATION GRADUATE STUDENTS

Please read the Tennessee Board of Regents Regulations listed in the Guidelines and all of the questions carefully before completing the application. You may leave blank the questions that are not relevant to your situation.

This application and accompanying documentation must be submitted on or before the deadline date for the term for which residency is sought.

Deadline dates for residency applications: Spring Semester - November 1, Summer Semester - April 1, Fall Semester - August 1

NOTE: Submission of the residency application and documentation does not guarantee approval of in-state residency for fee paying purposes.

Please type.

SECTION 1: 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

Home Number: [ ] Work Number: [ ]

Primary e-mail address [ ] Cell phone number [ ]

GENERAL STUDENT INFORMATION

Full Name: Last [ ] First [ ] Middle [ ]

Date of Birth: [ ] Place of Birth [ ] City [ ] State [ ]

Present Mailing Address: [ ] Street/Number [ ] City [ ] State [ ] Zip Code [ ]

Length of domicile at this address: [ ] Years [ ] Months [ ] Rent [ ] Own [ ] (Documentation: photocopy of deed, lease, or other public record)

If you have been domiciled at the above address for less than one year, provide your previous address below:

[ ] Street/Number [ ] City [ ] State [ ] Zip Code [ ]

Length of domicile at this address: [ ] Years [ ] Months [ ] Rent [ ] Own [ ] (Documentation: photocopy of deed, lease, or other public record)

Permanent Mailing Address: [ ] Street/Number [ ] City [ ] State [ ] Zip Code [ ]

Length of domicile at this address: [ ] Years [ ] Months [ ] Rent [ ] Own [ ] (Documentation: photocopy of deed, lease, or other public record)

If you have been domiciled at the above address for less than one year, provide your previous address:

[ ] Street/Number [ ] City [ ] State [ ] Zip Code [ ]

Length of domicile at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months  Rent  Own  
(Documentation: photocopy of deed, lease, or other public record)

Have you been domiciled in Tennessee continuously since birth? Yes  No  If no, state your reason for coming to Tennessee. \_\_\_\_\_

Have you attended another institution of higher learning in Tennessee?  Yes  No

If yes, give the name of the institution and dates attended

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 give reasons as to why. \_\_\_\_\_ Please attach a letter from this institution on their letterhead verifying your statement.

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

If yes, indicate semester and year. Semester \_\_\_\_\_ Year \_\_\_\_\_

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## SECTION 2: CITIZENSHIP

Are you a Citizen of the U.S.? \_\_\_\_\_ If no, permanent resident \_\_\_\_\_ or visa type or Alien # \_\_\_\_\_  
(Documentation: photocopy of the proof of immigration documents i.e. visa residency card, etc.)

Date of issue: \_\_\_\_\_ Expires: \_\_\_\_\_

Are you registered to vote? Yes  No  If yes, what state are you registered? \_\_\_\_\_  
(Documentation: photocopy of voter's registration card)

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## SECTION 3: AUTOMOBILE

Do you have a driver's license? \_\_\_\_\_ If yes, what state issued the license? \_\_\_\_\_  
(Documentation: photocopy of license)

Driver's license number: \_\_\_\_\_ Do you own an automobile? \_\_\_\_\_

If yes, what state is the automobile registered? \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Documentation: photocopy of auto registration)

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## SECTION 4: EMPLOYMENT

(Documentation: If less than 12 months an original copy of letter from employer(s) on official stationery which verifies the information below. Also include a current pay check stub showing full-time hours between 30-40 hours per week if applying for Work-Rule)

Are you presently employed? \_\_\_\_\_

a. If yes, part-time  full-time

b. Cumulative number of hours worked each week: \_\_\_\_\_

Employer's name: \_\_\_\_\_ Phone no. \_\_\_\_\_

Employer's Location: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Is your spouse employed full-time? \_\_\_\_\_

If yes, how long has he/she been in present position? \_\_\_\_\_ Year \_\_\_\_\_ Months

Name and Address of spouse's employer: \_\_\_\_\_  
Employer Name City State

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## SECTION 5: INCOME TAX INFORMATION

For the last 2 years prior to the deadline, list the following information regarding federal income taxes (If necessary, attach a supplemental sheet.)

Income Tax Returns  
Federal:

Year(s) Filed

State (Indicate States):

(Documentation: photocopies of your most recent federal income tax return(s), and W-2 forms for the tax year ending within twelve (12) month period prior to the deadline of this application)

If you did not file income tax, indicate reason:

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

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### 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? \_\_\_\_\_
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? \_\_\_\_\_

**Documentation: photocopies of orders, LES (Leave Earnings Statement), and DD214 if retired Military)**

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### SECTION 7: PARENTAL INFORMATION

Did either parent or guardian claim you as dependent on his/her most recent income tax return? Yes  No  If yes, his/her name \_\_\_\_\_ What year? \_\_\_\_\_

**If no, skip this section.**

**(Documentation: photocopy of address and dependent sections of tax form)**

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

**(Documentation: photocopy of Court Order for the legal change for guardianship)**

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### SECTION 8: MARITAL STATUS

Spouse's name: \_\_\_\_\_  
Last First Middle

**(Documentation: photocopy of marriage certificate)**

Date of marriage: \_\_\_\_\_ Place of marriage \_\_\_\_\_  
City State

Is your spouse currently enrolled at TSU? \_\_\_\_\_



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 \_\_\_\_\_

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*Please type*

**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 Board of Regents Regulation for reclassification are listed on the front of this application, please specify which regulation applies to your specific situation. Attach additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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*

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**FOR OFFICE USE ONLY**

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**Please do not write below this line**

**WORK-RULE:** \_\_\_\_\_

**PERMANENT CHANGE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**DENIED:** \_\_\_\_\_

**DENIED:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**REQUESTED DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION SECTION!  
SCANNED OR FAX DOCUMENTS WILL NOT BE ACCEPTED!**

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