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Information and Application for In-State Residency Classification

How do I apply for in-state residency?

- Fill out the "Residency Application" & submit to the Office of Admissions.
 - Include recommended documentation. (See below)
- Satisfy EVEA -TN Eligibility Verification for Entitlements Act. EVEA requires that a student be either a US Citizen or lawfully present to receive state benefits.
 - Include a copy of valid TN Driver's License (not temporary).
 - **Don't have a TN Driver's License?** See pages 6-7.

What is the deadline for submitting the Residency Application?

- 10 days before your tuition payment is due for the term.

How do I know if I've been approved for in-state tuition?

- The Admissions Office will contact you as soon as your application is reviewed!

(Undocumented aliens cannot qualify for in-state tuition, regardless of length of residence in Tennessee.)

Documents considered for residency

Please submit: (One item from Group A) **or** (Two items from group B) **or** (One item from Group B and Two items from Group C).

Group A

- Proof of receiving a State benefit (i.e. TennCare, Disability, etc.)
- Current mortgage or deed for property in TN
- Proof of current classification as in-state for fee purposes at another TN higher education institution
- Military orders assigning person to TN

Group B

- Proof of full-time employment in TN
- Proof of multiple part-time employment positions equal to full-time employment (35 hour or more)
- Current lease for a residence in TN
 - If not listed on the lease, provide a notarized letter from leaseholder regarding residence arrangements.
- Federal tax return showing a TN residence from most recent tax year.
- Current enrollment of a Pre-K through 12th grade dependent in a TN public or private school

Group C

- Valid TN driver's license (not-temporary) or valid State ID
- Valid TN vehicle registration
- Valid TN voter's registration
- DD214 showing TN as the home of record

Other documentation may be considered at the institution's discretion provided it complies with TBR Policy 3:05:01:00. Please note that submission of documentation does not guarantee in-state tuition.

Residency Application
Columbia State Community College

Applicants living in Tennessee for less than one year must provide information that supports their claim of residency. Residents, by definition, are those persons who have moved to Tennessee to establish domicile (a place you intend to stay) and have means of support for themselves and/or their family.

Residency application for **Fall** **Spring** **Summer** **20**_____

Social Security Number _____ Home phone _____ Work phone _____

A. GENERAL INFORMATION

- Full legal name _____
- Address _____
- Length of time at this address ____Years ____Months **Own** **Rent** **Other** _____
- If less than one year, please indicate all previous addresses for one year period:
 Address _____ From ____ To ____
 Address _____ From ____ To ____
- Date of Birth _____ Place of Birth _____
- Are you registered to vote in Tennessee? **Yes** **No**
- Are you a citizen of the U.S.? **Yes** **No** If NO, permanent resident or Visa type _____

B. AUTOMOBILE

- Driver's license: State _____ Date Issued _____
- Auto registration: State _____ Expiration Date _____

C. MILITARY

- Have you served or do you presently serve as an active member of the U.S. Military? **Yes** **No**
 Date of entry _____ Date of separation from active duty _____

D. PARENTAL INFORMATION – (if applicable)

- Did either parent or guardian claim you as a dependent on his/her most recent tax return?
Yes No

- Father's name _____

Father's address _____

- Mother's name _____

Mother's address _____
(if different than Father's)

- Do you have a legally appointed guardian? **Yes No**

If yes, guardian's name _____

Address _____

E. EMPLOYMENT

- Are you presently employed? **Yes No**

If YES, part-time full-time? Number of hours per week: ____

Start Date: _____ Phone number: _____

Employer's name _____

Employer's address _____

F. MARITAL

Marital status: **Single Married Divorced**

Spouse's Name _____

Is your spouse employed full-time? **Yes No**

Name of spouse's employer _____

Address of spouse's employer _____

G. EXPLANATION OF RESIDENCY REQUEST

What is the basis for your claim to qualify for in-state tuition benefits while enrolled at Columbia State Community College? Please provide detailed information about any previous history in Tennessee, family connections, and any special circumstances that may exist. Please specify which regulation applies to your specific situation. (use attached regulations)

My signature below is to certify to the correctness and completeness of the information supplied. It further indicates that I understand that the College may contact any of the persons referred to above for the purposes 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 College.

The Tennessee Eligibility Verification for Entitlements Act requires an applicant for state financial aid to complete and sign the following statement:

I swear or affirm under penalty of perjury under the laws of the state of Tennessee that: (check one)

I am a United States Citizen; or

I am an alien lawfully present in the United States

I understand that this statement is required by Tennessee law because I have applied for a public benefit. I understand that Tennessee law requires me to provide documentation verifying the status indicated above prior to receipt of this public benefit. I understand that knowingly and willfully making a false, fictitious, or fraudulent statement or presentation shall subject me to liability under the Tennessee False Claims Act, Tennessee Code Annotated 4-18-101 et seq. I understand that if I am found to have made a false or misleading statement my admission may be rescinded or I may be disciplined by Columbia State Community College.

Signature _____ Date _____

****Applications must be signed and dated.****

Policy for Classifying Students In-State & Out-of-State for Paying College Fees & Tuition & for Admission Purposes: 3.05.01.00

Purpose

It is the intent that the public institutions of higher education in the State of Tennessee shall apply uniform rules, as described in this policy 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.

Definitions

Public higher educational institution - shall mean a community college or college of applied technology supported by appropriations made by the Legislature of this State.

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.

Domicile - shall mean a person's true, fixed, and permanent home and place of habitation; it is the place where they intend to remain, and to which one expects to return when they leave without intending to establish a new domicile elsewhere. Undocumented aliens cannot establish domicile in Tennessee, regardless of length of residence in Tennessee.

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."

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 on such un-emancipated person.

Continuous enrollment - shall mean enrollment at a public higher educational 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 intersessions beyond the normal academic year in order that 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.

Policy/Guideline

Rules for Determination of Status

Every person having domicile in this State shall be classified "in-state" for fee and tuition purposes and for admission purposes.

Every person not having domicile in this State shall be classified "out-of-state" for said purposes.

The domicile of an un-emancipated person is that of their parent, except as provided in subsection E.

Un-emancipated students of divorced parents shall be classified "in-state" when one parent, regardless of custodial status, is domiciled in Tennessee, except as provided in subsection E.

A student is classified "in-state" for fee and tuition purposes if the student is a citizen of the United States (regardless of their parent or guardian citizenship status), has resided in Tennessee for at least one (1) year immediately prior to admission and has:

- Graduated from a Tennessee public secondary school;
- Graduated from a private secondary school that is located in this state; or
- Earned a Tennessee high school equivalency diploma.

The spouse of a student classified as "in-state" shall also be classified as "in-state", subject to the requirements of T.C.A. § 4-58-101 et seq.

Out-of-State Students who are Not Required to Pay Out-of-State Tuition

- An un-emancipated, currently enrolled student shall be reclassified out-of-state should their 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 enrollment at a public higher educational institution or institutions shall be continuous.
- A person whose domicile is in Mississippi County, Arkansas, or either Dunklin County, New Madrid County, or Pemiscot County, Missouri and who is admitted to Dyersburg State Community College shall not be required to pay out-of-state tuition.
- 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)
- Students originally admitted to a TBR community college authorized to grant a border county waiver of out-of-state tuition are not entitled to that waiver at any other TBR institution.
- Part-time students who are not domiciled in this State but who are employed full-time in the State 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.
- 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)
- 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.
- 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.

Military and Veterans

- 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 Fort Campbell, Kentucky 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 they are currently enrolled, shall not be required to pay out-of-state tuition if their parent thereafter is transferred on military orders.
- Part-time students who are stationed at Fort Campbell shall be classified out-of-state but shall not be required to pay out-of-state tuition.
- 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 spouses who are stationed in this State primarily for educational purposes.
- Veterans, active duty military personnel, reservists, members of the national guard, and ROTC program cadets, regardless of residence and regardless of whether using Veterans Administration benefits, will be classified as in-state when enrolled at a TBR institution.
- A veteran or other individual eligible to receive educational benefits administered by the United States Department of Veterans Affairs, through any provision of the United States Code, shall not be required to pay out-of-state tuition or any out-of-state fee, when the veteran or other individual is:
 - Enrolled in any public institution of higher education in this state;
 - Utilizing such benefits at the enrolling institution; and
 - Living in this state, regardless of the individual's formal state of residency. (T.C.A. § 49-7-1304.)

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.

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.

Evidence to be Considered for Establishment of Domicile

If a person asserts that they have established domicile in this State, they have the burden of proving that they have 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 they believe will sustain the 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.

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 institution by which a student may appeal the initial classification.

Effective Date for Reclassification

If a student classified out-of-state applies for in-state classification and is subsequently so classified, the in-state classification shall be effective as of the date on which reclassification was sought.

Out-of-state tuition will be charged for any trimester 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 trimester or semester.

Statutes

T.C.A. § 49-8-203; All Federal and State statutes, codes, rules and regulations referenced in this policy.

Approvals & Revisions

TBR Meetings, December 13, 1974; February 21, 1975, March 21, 1986, December 16, 1988; June 29, 1990; June 24, 1994; March 30, 2001; December 7, 2001; December 5, 2003; June 30, 2006; June 20, 2014; Revised at TBR Board Meeting September 16, 2015. Ministerial change, January 11, 2018 by revision of T.C.A. § 49-7-1304 and Repeal of T.C.A. § 49-7-1305; Revised at Board Meeting September __, 2022.

Tennessee Eligibility Verification for Entitlements Act (EVEA)

OVERVIEW

The Tennessee legislature passed this act (TCA 4-58-101 et seq.) in 2012. All students applying for admission for terms beginning Spring 2013 and later are impacted. The EVEA requires state public institutions of higher education to verify that any person seeking a “state public benefit” must be either a “United States citizen” or “lawfully present” in the United States.

A “state benefit” includes in-state tuition, lottery scholarship, academic scholarship, common market, or any other form of tuition assistance or waiver funded with state-appropriated dollars. State benefit does not include tuition assistance funded privately, such as a scholarship from the institution’s foundation or a privately endowed scholarship.

This act does not affect your admissibility to Columbia State Community College; it only affects your fees to attend Columbia State Community College. “Deferred action” status does not satisfy the requirement of “lawful presence” under federal or state law. Individuals in “deferred action” status are not eligible for state benefits.

How do I satisfy EVEA?

U. S. CITIZEN /ALIEN LAWFULLY PRESENT – FAFSA

If you are applying to receive a state benefit, your citizenship or lawful presence may be verified in several ways. **The primary and recommended way to have your U. S. citizenship or eligible non-citizenship status verified is by completing a Free Application for Federal Student Aid (FAFSA).** This application data will be used to confirm U. S. citizenship or eligible non-citizenship status via the federal government (“Citizenship-Confirmed FASFA”).

U.S. CITIZEN – NO FAFSA

If you have **no plans of completing a FAFSA** but would like to receive a state benefit, there are several documents that you may submit to verify your U.S. citizenship. Please submit one of the following:

- A valid Tennessee driver license or photo identification license
 - A temporary Tennessee driver license, temporary identification license, or Out of State License is NOT acceptable
- A valid, unexpired, Permanent Resident Card (Form I-551) with ID picture
- A valid, unexpired U.S. passport
- A certificate of citizenship (N560 or N561)
- A certificate of naturalization (N550, N570, or N578)
- A U.S. citizen identification card (I-197, I-179)
- A valid unexpired Foreign Passport with visa stamped “Processed for I-551”
- A Non-Resident Alien Canadian Border Crossing Card
- A Permanent Resident Re-Entry Permit (I-327)
- A Refugee Travel Document (I-571)
- A valid unexpired Foreign Passport with valid visa in a category that permits students at an institution of higher education

ALIEN LAWFULLY PRESENT – NO FAFSA

If you have **no plans of completing a FAFSA or are not eligible to complete a FAFSA** but would like to receive a state benefit, there are several documents that you may submit to verify your status as an alien lawfully present in the United States. **Submit one of the following document together with a valid, government issued picture ID including a regular driver license, temporary driver license, government issued DL/ID card from any U.S. state, Employment Authorization Document (Form I-766):**

- Valid, unexpired Permanent Resident Card (Form I-551)
- An official birth certificate issued by a U.S. state, jurisdiction, or territory; except for Puerto Rican birth certificates issued before July 1, 2010.
- A U.S. government-issued certified birth certificate
- A U.S. certificate of birth abroad (DS-1350 or FS-545)
- A reprint of birth abroad of a citizen of the U.S. (FS-240)
- Arrival/Departure Record (Form I-94)
- Notice of Approval of Status with bottom I-94 portion attached (Form I-797)

VERIFICATION DOCUMENTATION NOT NEEDED

Applicants are **not** required to submit verification documentation to Columbia State if:

- You have not graduated from high school and are under 18 and are applying as dual enrollment students or academically talented/gifted students
- You are employed by Columbia State and have had their lawful presence verified through the federal E-Verify program (valid I-9 on file with Columbia State)
- Lawful presence has been verified through the federal Student and Exchange Visitor Information System (SEVIS) (e.g. J-1 and F-1 student visa holders)
- ***You are not interested in receiving a state benefit***

Upon receipt of final verification that indicates that an applicant is not a U.S. citizen or an alien lawfully present in the U.S., Columbia State Community College must terminate any recurring benefit. Columbia State Community College must also notify the TN Office of the General Counsel of any false, fictitious or fraudulent

