



Office of Admissions  
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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 12<sup>th</sup> 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 \_\_\_\_\_  
If on active duty, what is your legal state of residence as maintained by your branch of service? \_\_\_\_  
Full address given at time of discharge of release (mailing address on DD-214):313001

Address: \_\_\_\_\_

\_\_\_\_\_

**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)

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*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 wilfully 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.\****

## **Regulations for Classifying Students In-State or Out-Of-State For the Purpose of Paying Fees and Tuition**

### **Paragraph 1. 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.

### **Paragraph 2. 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/she intends to remain, and to which he/she expects to return when he/she leaves without intending to establish a new domicile elsewhere. **Undocumented aliens cannot establish domicile in Tennessee, regardless of length of residence in Tennessee.**
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 on such unemancipated person.
6. "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 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.

### **Paragraph 3. Rules for Determination of Status.**

1. Every person having his or her domicile in this 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".

### **Paragraph 4. Out-of-State Who Are Not Required to Pay Out-of-State Tuition.**

1. An unemancipated, currently enrolled student shall be reclassified out-of-state should his or her parents, having therefore 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 unemancipated 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. Provided, however, that there be no teacher college or normal school within the non-resident's bona fide place of residence.
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 TN, 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 3% of the full-time equivalent attendance of the institution without tuition.

6. Part-time students who are not domiciled in the 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 under the Dependent Children Scholarship Act (TCA 49-4-704) because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally permanently disabled while performing duties within the scope of their employment shall not be required to pay out-of-state tuition.

9. Students who are selected to participate in the institutions' Honors Program.

10. Active-duty military personnel who begin working on a college degree at a TBR institution while stationed in TN or at Fort Campbell, KY 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 course for credit each 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 12 months.

11. Students who participate in a study abroad program, when the courses in the study abroad program are the only courses for which the student is registered during that term, shall not be required to pay out-of-state tuition.

12. 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.

### **Paragraph 5. 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.

### **Paragraph 6. 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.

### **Paragraph 7. 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.

### **Paragraph 8. 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 semester during which reclassification is sought and obtained unless application for reclassification is made to the Admissions office on or before the last day of registration of that semester.

### **Paragraph 9. 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: **TCA 0240-2-2**; SBR Meetings: 12/13/74, 2/21/75, 3/21/86, 9/16/88, 6/29/90, 6/24/94, 3/30/01, and 12/7/01.

## **Tennessee Eligibility Verification for Entitlements Act (EVEA)**

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### **OVERVIEW**

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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?**

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#### **U. S. CITIZEN /ALIEN LAWFULLY PRESENT – FAFSA**

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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”).

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#### **U.S. CITIZEN – NO FAFSA**

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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

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**ALIEN LAWFULLY PRESENT – NO FAFSA**

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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)

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**VERIFICATION DOCUMENTATION NOT NEEDED**

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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*