Office of Admission
1665 Hampshire Pike
Columbia, TN 38401

COLUMBIA STATE COMMUNITY COLLEGE

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Information and Application for In-State Residency Classification

How do I apply for in-state residency?

1. Fill out the "Residency Application" and submit to the Office of Admissions.
2. Include documentation from "Documents Considered for Residency" listed below.
3. Satisfy EVEA – TN Eligibility Verification for Entitlements Act. EVEA requires that a student be either a US Citizen or Permanent Resident to receive state benefits.
4. Include a copy of your valid Tennessee Driver License (not temporary)
5. *Don't have a Tennessee Driver License? See page 6-7*

What is the deadline for submitting a residency application?

The residency application deadline is 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 via email 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 State Benefit (i.e. TennCare, Disability, etc.)
- Current mortgage or deed for property in Tennessee
- Proof of classification as in-state for fee purposes at another Tennessee institution of higher education
- Military orders assigning person to Tennessee
- DD214 showing separation from service for the student in the past three years

Group B

- Verification on company letterhead of full-time employment in Tennessee
- Current lease for a residence in Tennessee
    - If the student is not listed on the lease, provide a notarized letter from the leaseholder regarding residence arrangements.
- Federal tax return showing a Tennessee residence from most recent tax year
- Current enrollment of a Pre-K through 12th grade dependent in Tennessee public or private school

Group C

- Valid non-temporary Tennessee driver's license or State ID
- Valid Tennessee vehicle registration
- Valid Tennessee voter's registration
- DD214 showing Tennessee 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

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 _____ Student A# _____ Phone # _____

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 a one-year period:

Address: _____ From: _____ To: _____

Date of Birth: _____ Place of Birth: _____

Are you registered to vote in Tennessee: ◯ Yes ◯ No

Are you a citizen of the US? Yes No If No, permanent resident? ◯ Yes or Visa Type_____

Automobile

Driver License State: _____ Date Issued: _____ Auto Registration State: _____ Exp Date: _____

Military

Have you served or do you 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 residency maintained by your branch of service? _____

Full address given at time of discharge of release (mailing address on DD-214):313001

Address: _____

Parental Information (if applicable)

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

Father's Name: _____ Mother's Name: _____

Below please list your father and mother's addresses only if different from your current address above.

Father's Address: _____

Mother's Address: _____

Do you have a legally appointed Guardian? ◯ Yes ◯ No

If yes, Guardian Name: _____

Guardian Address (if different than your own): _____

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: _____

Marital

Marital Status: ◯ Single ◯ Married ◯ Divorced ◯ Widow

Spouse's Name: _____ Is your spouse employed: ◯ Yes ◯ No

Name of Spouse's employer: _____

Address of Spouse's employer: _____

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).

_____

_____

_____

Signature

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

The Tennessee Eligibility Verification for Entitlements Act requires an applicant for state financial aid to complete 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 or 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 es 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: _____

Regulations for Classifying Students In-State or Out-Of-State

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 "instate" or "out-of-state" for fees and tuition purposes and for admission purposes.

Paragraph 2. Definitions

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 in Tennessee, provided that absence from the state for short periods of time shall not affect the established 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 unemancipated 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 domiciled in TN shall be classified "in-state" for fee, tuition and admission purposes.
2. Every person not having his or her domicile in TN shall be classified "out-of-state" for said purposes.
3. The domicile of an unemancipated person is that of his or her parents. Unemancipated students of divorced parents shall be classified "in-state" when one parent, regardless of custodial status, is domiciled in TN.
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 students shall not be required to pay out-of-state tuition nor be treated as out-of-state students 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 who is not domiciled in TN but has a bona fide place of residence in a county which is adjacent to the TN 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.

4. 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.
5. 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.
6. 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.
7. Students who are selected to participate in the institutions' Honors Program.
8. 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.
9. Students who participate in study abroad programs, when the courses in the program are the only courses for which the student is registered during that term, shall not be required to pay out-of-state tuition.
10. 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 they have established domicile in TN 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 their 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)

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:

1. A valid, non-temporary, TN driver license card (including a learner's permit or restricted driver license), or photo identification card,
2. A valid, non-temporary, driver license, or photo identification card (including a learner's permit or restricted driver license) issued by any U.S. state, if marked as a REAL ID
3. A United-States, government-issued certified birth certificate
4. A valid, unexpired U.S. passport
5. An official birth certificate issued by a U.S. State, jurisdiction, or territory; except for Puerto Rican birth certificates issued before July 1, 2010
6. A US certificate of birth abroad (DS-1350 or FS-545)
7. A report of birth abroad of a citizen of the U.S. (FS-240)
8. A certificate of citizenship (N560 or N561)
9. A certificate of naturalization (N550, N570 or N578)
10. A U.S. citizen identification card (1-197, 1-179)
11. Any successor document to items 1 -9 above
12. For incarcerated individuals, a memo from the TN Department of Corrections (TDOC) confirming verification of U.S. citizenship/lawful presence consistent with T.C.A. 4-58-101 et seq.

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. **To establish status as a qualified alien who is lawfully present in the U.S. (If not a U.S. citizen or do not possess a valid, non-temporary TN or Real ID driver license) you may present two (2) of the following items.**

Eligibility for in-state tuition is only provided to those who can supply proof of having initiated proceedings to become a permanent resident, become naturalized, or been approved for Asylum.

1. A valid, unexpired Permanent Resident Card
2. Valid, unexpired Foreign Passport with Visa Stamped "Processed for I-551" (Permanent U.S. Residence)
3. Permanent Resident Re-entry Permit (I-327)
4. Valid, unexpired Employment Authorization Card (EAD)
5. Visa permitting study at an institution of higher education in the U.S.
6. Arrival/Departure Record for visa classification permitting study at an institution of higher education in the U.S.
7. Notice of Approval of Status for visa classification permitting study at an institution of higher education in the U.S., with bottom I-94 portion attached (Form I-797)
8. Refugee travel document (I-571)
9. Asylum (I-94 stating asylum granted for period of 1 year to indefinitely)
10. Valid unexpired Foreign Passport with a valid Visa in a category that permits study at an institution of higher education
11. Any other document determined by the US Department of Homeland Security to be acceptable through the SAVE program to establish status as a qualified alien with lawful presence in the U.S. pursuant to 8 U.S.C. §1641(b).

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