

Application For Residency Classification



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1. Please fill out the residency application and return it, along with supporting documentation required under each section that applies to your individual residency claim, to the Office of Admissions. The Application for Residency Classification alone is not sufficient proof of residency - supporting documentation is **required**. Failure to provide documentation with your application will delay the review process. All documents submitted become the property of Nashville State and cannot be forwarded or returned. **MAKE A COPY OF THIS APPLICATION FOR YOUR PERSONAL RECORDS.**
 2. After your completed application and documentation are received, the Admissions Office will review the information within the context of the Tennessee Board of Regents regulations for residency classification. (attached) Once a decision has been made, you will be notified by mail of the decision.
 3. **Priority Date for Residency Applications: 14 days prior to the last day to register for the semester.** Due to the high volume of activity in our office immediately prior to and during registration periods, we cannot guarantee applications received or completed after the priority date will be processed prior to fee payment deadlines. Applications submitted after the priority date will be processed on a first-come, first served basis.. Any application submitted after the last day of registration will be considered for the next semester.
 4. Please read the Tennessee Board of Regents regulations attached to this application and all of the questions carefully before completing the application. You may leave blank the questions that are not relevant to your situation. Space is provided on the last page for you to elaborate further on your reasons for seeking in-state classification for fee-paying purposes. The more complete information and documents you provide, the more efficiently a decision will be made. **PLEASE PRINT LEGIBLY**

No student shall be deemed to have permanent residency classification by his/her mere presence in the state of Tennessee.

Office of Admissions
Nashville State Community College
120 White Bridge Road
Nashville, TN 37209
www.nsc.edu

Please indicate the year and semester for which you are seeking residency:

Fall _____ Spring _____ Summer _____

Social Security Number _____ - _____ - _____ Email Address _____

Home Phone (_____) _____ Work Phone (_____) _____

A. GENERAL INFORMATION

1. Full legal name _____
Last First Middle Maiden

2. a. Sex: Male Female b. Marital Status: Single Married

3. **Present** mailing address: _____
Street/Number City State Zip Code

a. Length of time at this address: _____ Years _____ Months

b. Do you: Own Rent

DOCUMENTATION REQUIRED: Photocopy of deed, lease, or other public record

c. If you have resided at the above address for less than one year, please provide your previous address:

Street/Number City State Zip Code

4. **Permanent** mailing address: _____
Street/Number City State Zip Code

a. Length of time at this address: _____ Years _____ Months

b. Do you: Own Rent

DOCUMENTATION REQUIRED: Photocopy of deed, lease, or other public record

5. Have you resided in Tennessee continuously since birth? Yes No

6. Date and place of birth: _____
Date City State Country

7. If you answered **NO** to question 5, please state when and why you moved to Tennessee.

8. Are you a citizen of the U.S.? Yes No

If **NO**: Permanent Resident Visa type _____

DOCUMENTATION REQUIRED: Photocopy of Permanent Resident Card or VISA

9. Do you currently attend or have you previously attended Nashville State Community College? Yes No

If yes, give dates: From _____ to _____

10. Has a state aided College/University in Tennessee ever classified you as an instate resident? Yes No

If so, give name of institution and dates attended: _____
(DOCUMENTATION REQUIRED: Letter from institution stating you were classified instate and when effective.

11. Are you registered to vote in the U.S.? Yes No If YES, in which state are you registered? _____
(DOCUMENTATION REQUIRED: Copy of voter's registration

B. AUTOMOBILE

1. Do you have a driver's license? Yes No If YES, what state issued the license? _____

License Number _____
(DOCUMENTATION REQUIRED: Copy of Driver's License

2. Do you own an automobile? Yes No If YES, in which state is it registered? _____
(DOCUMENTATION REQUIRED: Copy of Auto Registration)

C. PARENTAL INFORMATION

1. Did either parent claim you as a dependent on his/her most recent tax return? Yes No
If YES, his/her name: _____ What year? _____
(DOCUMENTATION REQUIRED: Copy of address and dependent section of tax return.)

2. Father's name _____
Last First Middle

3. Father's address _____
Street/Number City State Zip Code

4. Mother's name _____
Last First Middle

5. Mother's address: _____
Street/Number City State Zip Code

6. Are your parents divorced? Yes No

7. 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 Code

D. EMPLOYMENT INFORMATION

1. Are you currently employed? Yes No
a. If YES, Full time Part time b. Cumulative number of hours worked each week _____

Employer's Name _____ Phone: _____

Employer Address _____ Start Date ____/____/____

DOCUMENTATION REQUIRED: Original Letter from Employer, on letterhead and signed by supervisor, verifying the information you have listed.

2. Is your spouse employed? Full time Part time
If YES, how long has he/she been in present position? _____ Years _____ Months

Name and address of spouse's employer _____
Name City State

E. MILITARY

1. Have you served or do you presently serve as an active member of the U.S. Military? Yes No
2. Date of entry ____/____/____ Date of separation from active duty ____/____/____
3. If currently on active duty, what is your legal state of residence as maintained by your branch of service? _____
4. Address given at time of discharge from the military: _____

DOCUMENTATION REQUIRED: Copy of DD-214 To Show Home of Record and Separation Address

F. MARITAL

1. Spouse's name: _____
Last First Middle

DOCUMENTATION REQUIRED: Copy of Marriage Certificate

2. Date of Marriage ____/____/____ Place of Marriage _____
City State

3. Spouse's Social Security Number ____/____/____

4. Is your spouse currently enrolled at NSCC? Yes No
5. Has your spouse lived in Tennessee continuously since birth? Yes No

If NO, when and why did spouse move to Tennessee?? _____

6. Is your spouse a citizen of the U.S.? Yes No

If NO, is spouse a permanent resident? Yes No or Visa Type _____

G. FEDERAL TAXES:

***Each student is required to submit a copy of the most recent year's Federal Tax Return**

***ALL students, age 24 and under, are REQUIRED to submit a copy of parent(s) Federal Tax Return.**

H. EXPLANATION OF RESIDENCY REQUEST

What is the basis for your claim to be a resident for fee paying purposes while attending Nashville State Community College? You should provide detailed information about your history in TN, family connections, or any special circumstances that may apply. **Attach additional paper if needed.**

**Tennessee Board of Regents Regulations
For Classifying Students as In-State or Out-of-State
For the Purpose of Paying Fees and Tuition and for Admission Purposes**

SUBJECT: Regulations for Classifying Students In-State and Out-of-State for the purposes of Paying College or University Fees and Tuition and for Admission Purposes

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 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. **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 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.

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 as "in-state."

PARAGRAPH 4. OUT-OF-STATE STUDENTS 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 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 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), (4), and (5) do not apply to Nashville State Community College

- (6) Part-time students who are not domiciled in this state but 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 and 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 programs.
- (10) Active-duty military personnel who begin working on a college degree at a TBR institution while stationed at Fort Campbell or at Millington, and who are transferred or deployed prior to completing their degrees, can continue to completion of the degrees without being required to pay out-of-state tuition.
- (11) This provision deals with Study Abroad which is not applicable to Nashville State.
- (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 while 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 classifying 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 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 for that quarter or 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.