

Residency Classification Application

The rules of the University of Tennessee require that out-of-state students pay out-of-state tuition. In order to be classified in-state, a student must provide evidence that he or she is "domiciled" in Tennessee. Domicile is defined as a person's "true, fixed and permanent home," and is determined by looking at a number of factors. The primary factor is evidence that a person intends to make Tennessee his or her home on a permanent basis. Typically, a student who only comes to Tennessee to attend the University is not granted Tennessee residence. The initial residency classification is determined by information provided on the application for admission.

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

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.

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 a 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 is no longer in the care, custody and control of his or her parent.
5. "Parent" shall mean a person's father or mother. If there is a nonparental guardian or legal custodian of an unemancipated person, the "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 institutions 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. Enrollment shall 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.

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/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 legal spouse of a student classified as "in-state" shall also be classified "in-state."

Out-of-State Students Who Are Not Required to Pay Out-of-State Tuition.

1. A person who is domiciled in the Kentucky counties of Fulton, Hickman or Graves shall be classified "out-of-state" and shall not be required to pay out-of-state tuition at The University of Tennessee at Martin if qualified for admission. This exemption is on condition that Murray State University continues to admit Tennessee residents from selected Tennessee counties to enroll at that institution without out-of-state tuition.
2. 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 shall be continuous.
3. 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.
4. 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 own state, of equal distance to said non-resident's bona fide place of residence.
5. A person whose domicile is in Mississippi County, Arkansas, or either Dunklin County or Pemiscot County, Missouri, and who is admitted to Dyersburg State Community College shall not be required to pay out-of-state tuition.

6. 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 TCA 49-8-102).
7. Part-time students who are not domiciled in this state but who are employed full-time (30-40 hours/week) 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.
8. 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.
9. Any dependent child not domiciled in Tennessee who qualifies and is selected to receive a scholarship under the Dependent Children Scholarship Act (TCA 49-4-704) because his or her parent is a law enforcement officer, fire fighter, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of employment shall be classified "out-of-state" but shall not be required to pay out-of-state tuition.
10. Students not domiciled in Tennessee but are selected to participate in specified institutional undergraduate Honors Programs shall be classified "out-of-state" but shall not be required to pay out-of-state tuition.

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 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/she 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.

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.

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 classification officer on or before the last day of registration of that quarter or semester.

Adopted by the University of Tennessee in sessions held on the following dates: 12/13/74, 2/21/75, 3/21/86, 9/16/88, 6/29/90, 6/24/94, 1/18/96.

Guidelines for Residency Appeals Process

1. Complete the appeals form completely and thoroughly. The more information a student provides, the easier it is to make a residency classification determination.
2. Attach a copy of the following information:
 - a. Tennessee driver's license
 - b. Tennessee vehicle registration card
 - c. Tennessee voter registration card
 - d. Statement from Tennessee employer
3. Explain fully why you believe you should be classified as an in-state student.
4. If you have questions about the process, please contact the Admissions Office.
5. Return the form and documents to: Office of Admissions

200 Hall Moody Administration Building
Martin, Tennessee 38238

12. Have you ever been classified as an in-state resident by a state-aided institution in Tennessee? _____ Yes _____ No
If so, please give details _____

CITIZENSHIP

13. Are you a Citizen of the U.S.A.? _____ Yes _____ No
If NO, what is your status in the country (e.g., type of visa)? _____

14. Are you registered to vote? _____ Yes _____ No
If YES, in what state are you registered to vote? _____ (Documentation: Photocopy of your voter registration card.)

15. Have you filed a state or federal income tax form for the previous year? _____ Yes _____ No
If YES, what address was given as the residence? _____
Street & Number _____ City _____ State _____ Zip code _____

(Documentation: Photocopy of address section of form[s].)

EMPLOYMENT

(Documentation: Letter from employer which verifies the below information.)

16. Are you presently employed? _____ Yes _____ No _____ Hours worked per week
If YES, employer's name _____
Employer's address _____
Date of Employment _____ Job Title _____

FINANCIAL SUPPORT

17. List every source from which you received more than approximately ten percent (10%) of your total support or income during the past twelve months.

MARITAL

18. Are you legally _____ married _____ single
If legally married, spouse's name _____
Last name _____ First name _____ Middle name _____

19. Has legal spouse been domiciled in Tennessee continuously since birth? _____ Yes _____ No
If NO, when did legal spouse begin his/her most recent domicile in Tennessee? _____
Month _____ Year _____

20. Is legal spouse employed full time? _____ Yes _____ No 21. How long has s/he been in present position? _____
Month _____ Year _____

22. His/her employer in Tennessee _____ Is legal spouse a UT Martin student? _____ Yes _____ No
For what reasons did legal spouse come to Tennessee to establish most recent domicile?

PARENTAL INFORMATION

23. Parent's name _____
Last name _____ First name _____ Middle name _____

24. Parent's address _____
Street & Number _____ City _____ State _____ Zip code _____

25. Parent's name _____
Last name _____ First name _____ Middle name _____

26. Parent's address _____
Street & Number _____ City _____ State _____ Zip code _____

27. Do you have a legally appointed guardian? _____ Yes _____ No
If YES, guardian's name _____
Last name _____ First name _____ Middle name _____

Guardian's address _____
Street & Number _____ City _____ State _____ Zip code _____

28. If your parent(s)/guardian is not presently domiciled in Tennessee, has s/he been previously domiciled in Tennessee? _____ Yes _____ No
If YES, give previous Tennessee address _____
Street & Number _____ City _____ State _____ Zip code _____

Date of previous domicile in Tennessee from _____ to _____

29. If parent(s)/guardian is not presently domiciled in Tennessee, but was domiciled here in the past, state reason for leaving _____

30. Did either parent or your guardian claim you as a dependent on his/her most recent income tax return? _____ Yes _____ No
(Documentation: Photocopy of address and dependent sections of tax form.)

MILITARY

31. Have you served in active military service? _____ Yes _____ No
If YES, from what state did you enter service? _____ Date of entry into service _____ Date of discharge _____
State in which you were discharged _____ Home of Record as listed on D.D. Form 214 _____
(Documentation: Photocopy of D.D. Form 214.)

AUTOMOBILE

32. Do you have a driver's license? _____ Yes _____ No
If YES, what state issued the license? _____ Driver's License Number _____
(Documentation: Photocopy of license.)

33. Do you own an automobile? _____ Yes _____ No If YES, in what state is your automobile registered? _____
Automobile License Number _____ (Documentation: Photocopy of automobile registration.)

REAL ESTATE

34. Do you own the dwelling in which you live? _____ Yes _____ No If YES, date of purchase _____
(Documentation: Photocopy of bill of sale, mortgage papers, or other public record.)

OTHER IN-STATE CLASSIFICATION

35. Have you been classified, for tuition or fee purposes, as an in-state resident of any other state? _____ Yes _____ No
If YES, date classification was made and by whom _____

OTHER INFORMATION

36. Provide any further information which you wish to offer in support of your application _____

TO BE COMPLETED BY ALL APPLICANTS — (Must be notarized)

My signature below is to certify the correctness and completeness of the information supplied. It further indicates that I understand that UT Martin may contact any of the persons 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 an in-state student for fee and admission purposes and I may be required to withdraw from UT Martin.

Date _____ Signature of Applicant _____

State of _____ County of _____ Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public _____ My Commission Expires _____

PLEASE DO NOT WRITE BELOW THIS LINE

Determination: _____ Resident _____ Non-Resident

By _____ Date _____

Special Conditions _____

THE UNIVERSITY of TENNESSEE **UT**
MARTIN

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