

### **III:01:03 RESIDENCY CLASSIFICATION FOR TUITION PURPOSES**

#### **INTRODUCTION**

This policy has been developed to comply with Tennessee Board of Regents policy 3:05:01:00, 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.

#### **GENERAL POLICY**

The College will follow Tennessee Board of Regents policy 3:05:01:00 as a basis for residency classification decisions.

##### *Initial Classification*

Information on residency classification will be published in the College Catalog.

Initial residency classification will be determined based on information submitted by the applicant on the Application for Admission.

If an applicant is classified as out-of state, the applicant will be notified by the Office of Admissions and an Application for In-State Classification will be mailed to the applicant.

##### *Requests to Change Initial Classification*

Applications for In-State Classification should be submitted to the Office of Admissions to be reviewed by the applicant's admissions advisor.

All questions must be answered on the Application for In-State Classification for it to be considered complete. Applications submitted without supporting documentation will not be considered until supporting documentation is provided. The Office of Admissions may request various supporting documents throughout the reclassification process.

Applications for In-State Classification should be submitted and all supporting documentation received fourteen (14) days prior to the first day of class for the semester to which the applicant is seeking admission. It is the student's responsibility to provide all requested documentation by the deadline.

Applications for In-State Classification will be considered in the order in which they are received.

Applications for In-State Classification received after the deadline will be accepted but will not be given priority status.

Applicants who apply for admission after the deadline may submit an Application for In-State Classification prior to the end of the Drop/Add period.

Any in-process residency classification applications which are incomplete as of the census date for that term will not be used to classify an applicant as in-state for that term unless the student requesting reclassification is applying only for a late starting session.

Applicants applying only for a late starting session(s) must submit their residency reclassification application prior to the first day of classes for the earliest start date of the late starting session(s) in which they are enrolled to be considered for in-state fees.

Applicants will be notified in writing by their admissions advisor the result of their Application for In-State Classification.

#### *Appeals to Decisions Rendered from Requests to Change Initial Classification*

Appeals to the residency classification decision must be submitted in writing to the Director of Admissions and received in the Office of Admissions within ten (10) days of the classification notification letter being mailed from the admissions advisor to the student requesting reclassification. Applicants will be notified in writing by the Director of Admissions the result of their appeal.

Applicants wishing to appeal the decision of the Director of Admissions must submit an appeal to the Vice President of Student Services within ten (10) days of the classification notification letter being mailed from the Director of Admissions to the student requesting reclassification. Applicants will be notified in writing by the Vice President of Student Services the result of their appeal.

Applicants wishing to appeal the decision of the Vice President of Student Services must submit an appeal to the College President within ten (10) days of the classification notification letter being mailed from the Vice President of Student Services to the student requesting reclassification. Applicants will be notified in writing by the President's Office the result of their appeal.

Appeals are subject to the same rules and deadlines as the initial Application for In-State Classification.

#### *Residency Reclassification*

Requests for reclassification by an enrolled student will follow Tennessee Board of Regents policy 3:05:01:00.

#### *Effective Date for Changes in Classification*

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 a change in classification is sought and obtained unless application for reclassification is made on or before the last day of registration for the earliest start date of classes for the term/session in which the student is enrolled.

Source: SBR Meetings, December 13, 1974; February 21, 1975, March 21, 1986, September 16, 1988; June 29, 1990; June 24, 1994; March 30, 2001; December 7, 2001; December 5, 2003; June 30, 2006.

VSCC Source: Former II:09:16, July 23, 1997, President; Former III:01:08, November 30, 2007, President; November 18, 2008, President