



# Columbia State

## COMMUNITY COLLEGE

Office of Admissions  
1665 Hampshire Pike  
Columbia, TN 38401

Phone: 931-540-2790  
Fax: 931-560-4125  
[www.columbiastate.edu](http://www.columbiastate.edu)

### APPLICATION FOR IN-STATE RESIDENCY CLASSIFICATION

Columbia State requires applicants who have not lived in the state for at least one calendar year to provide information that supports their claim of residency. Residents are those persons who have moved to Tennessee to establish a home and have means of support for themselves and/or their family.

Complete the Application for Residency and return to the above address. Answer all the questions. Provide the following documents (**if applicable**) to support the residency application. **Incomplete applications received without documentation WILL NOT be reviewed and out-of-state fees will be assessed until Tennessee residency has been determined.** These items are necessary to support the application and may or may not establish in-state residency.

- copy of Tennessee property deed or lease
- copy of Tennessee voter's registration
- copy of Tennessee driver's license
- copy of Tennessee auto registration
- letter from personnel officer stating home of record or DD-214 (if active military duty)
- copy of most recent Federal Income Tax form, showing legal dependence of a resident of Tennessee
- marriage certificate
- employment letter verifying full-time employment in Tennessee

***In order to receive in-state status for a specific term, the application and supporting documents must be received by the Office of Admissions at least 10 working days prior to the due date of tuition payment of the semester for which you applying.***

Due to the high volume of activity in our office immediately prior to and during registration, we cannot guarantee that applications received or completed will be processed prior to the fee-paying deadline. If residency status is determined after a term begins, it will be considered for the next term.

Once the completed application and documents are received, you will be notified if further information is required. Once all supporting information is received, you will be notified of your final residency status.

**PLEASE NOTE: SUBMISSION OF DOCUMENTATION DOES NOT GUARANTEE IN-STATE TUITION.**

## 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.
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 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 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: 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.

**COLUMBIA STATE COMMUNITY COLLEGE**  
**Residency Application**

Residency application for     Fall         Spring         Summer        20\_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Home phone \_\_\_\_\_    Work phone \_\_\_\_\_

**A. GENERAL INFORMATION**

1. Full legal name \_\_\_\_\_

2. Address \_\_\_\_\_

3. Length of time at this address \_\_\_\_ Years \_\_\_\_ Months     Own     Rent     Other \_\_\_\_\_

4. If less than one year, please indicate all previous addresses for one year period:

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

5. Date of Birth \_\_\_\_\_    Place of Birth \_\_\_\_\_

6. Are you registered to vote in Tennessee?     Yes     No

7. Are you a citizen of the U.S.?     Yes     No    If NO, permanent resident  or Visa type \_\_\_\_\_

**B. AUTOMOBILE**

8. Driver's license:        State \_\_\_\_\_        Date Issued \_\_\_\_\_

9. Auto registration:        State \_\_\_\_\_        Expiration Date \_\_\_\_\_

**C. MILITARY**

10. 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):  
\_\_\_\_\_

**D. PARENTAL INFORMATION**

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

12. Father's name \_\_\_\_\_

Father's address \_\_\_\_\_

13. Mother's name \_\_\_\_\_

Mother's address \_\_\_\_\_  
(if different than Father's)

14. Do you have a legally appointed guardian?     Yes     No  
If yes, guardian's name \_\_\_\_\_

address \_\_\_\_\_

**E. EMPLOYMENT**

15. 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**

16. Marital status:  Single  Married  Divorced

Spouse's Name \_\_\_\_\_

17. 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 be a resident for fee-paying purposes while attending Columbia State Community College? You should provide detailed information about your previous history in Tennessee, family connections, and any special circumstances that may exist. Using the attached regulations, please specify which regulation applies to your specific situation.

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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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*This application will not be processed unless signed and dated*