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.
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.

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".

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 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 5. Presumption. Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not have a legal obligation to support or maintain such deemed "emancipated person.

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 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 recategorization was sought. However, out-of-state tuition will be charged for any semester during which recategorization is sought and obtained unless application for recategorization 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 __________________________________________________________

Columbia State Community College is a TBR institution and is an affirmative action and equal opportunity employer committed to the education of a nonracially identifiable student body.
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.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

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.