

RESIDENCY APPLICATION INSTRUCTIONS

NOTE: ALL applicable sections must be completed for your residency application to be processed. If any applicable items are not completed, your admission to APSU will be delayed until you complete the missing items.

1. Please **print** clearly. Complete **all** sections of the Application for Residency.
2. When listing length of residency (permanent and previous), please list **both** the month and year.
3. Provide copies of all pertinent documents that support your in-state residency request. For example (but not limited to): drivers license, automobile registration, voter's registration, deeds to property, renter's lease, etc.
 - (A) Military personnel stationed outside Tennessee must also provide the following:
 1. Home of Record or State of Legal Residency
 2. Tax status
 3. Leave and Earnings Statement
 - (B) Retired military personnel must also provide the following:
 1. DD214 (Member Copy 4)
 2. Final LES
4. Please understand that your application for residency will **not** be processed until **all** items on the application are **completely** filled in and copies of all supporting documents are provided with the application.

PLEASE NOTE:

The granting of in-state status is determined by Tennessee Board of Regents regulations. Completion of this form and submission of required documents DOES NOT guarantee in-state status.



APPLICATION FOR RESIDENCY
Austin Peay State University
Office of Admissions
P.O. Box 4548
Clarksville, TN 37044

GENERAL INFORMATION

Residency application for: ___ Fall ___ Spring ___ Summer I ___ Summer II Year: 20___

___ New Student ___ Readmit: Last Enrolled _____ ___ Graduate ___ Undergraduate

Full Legal Name _____ Student ID No. _____
Last First Middle

Present Address _____
Street City State Zip Code

Phone Number () _____

Permanent Address _____
Street City State Zip Code

Phone Number () _____

Length of residency at permanent address _____ ___ Rent ___ Own

If less than one year, please indicate all previous addresses for a one-year period:

From ___ To ___ Address _____
mo/yr mo/yr Street City State Zip Code

From ___ To ___ Address _____
mo/yr mo/yr Street City State Zip Code

Purpose for move to Tennessee _____

Date of Birth _____ Place of Birth _____

PLEASE PROVIDE COPIES OF THE FOLLOWING THREE (3) ITEMS:

Driver's License No. _____ State _____ Date Issued _____

Automobile Registrations No. _____ State _____ Date Issued _____

Voter's Registration Card _____ State _____ Date Issued _____

Are you a U.S. Citizen? ___ Yes ___ No

1. If you are an emancipated person, please explain why you moved to Tennessee and your future intentions.

2. If you are not an emancipated person, please have your parent, legal guardian, or legal custodian complete the following and explain why they moved to Tennessee and their future intentions.

PARENTAL INFORMATION

FATHER

Father's Full Name _____
Last First Middle

His Permanent Address _____
Street City State Zip Code

Father's Occupation _____ Place of Employment _____

Did your father claim you as a dependent on his most recent income tax return? ___Yes ___No

If your father is now living in Tennessee, how long has he been living here? _____

If your father has moved from Tennessee, give the date of departure. _____

If the reason for his being temporarily out of state is due to military service, please secure a COPY of his service record indicating his permanent address and attach it to this form.

MOTHER

Mother's Full Name _____
Last First Middle

Her Permanent Address _____
Street City State Zip Code

Mother's Occupation _____ Place of Employment _____

Did your mother claim you as a dependent on her most recent income tax return? Yes No

If your mother is now living in Tennessee, how long has she been living here? _____

If your mother has moved from Tennessee, give the date of departure _____

If the reason for her being temporarily out of state is due to military service, please secure a COPY of her service record indicating her permanent address and attach it to this form.

If remarried, what is her previous name? _____

GUARDIAN INFORMATION (if other than your parents)

Do you have a legally appointed guardian? Yes No

If **YES**, please give name and address of guardian and **ATTACH A COPY OF THE GUARDIANSHIP PAPERS**. Also attach the guardian's notarized statement of support.

Guardian's Name _____
Last First Middle

Guardian's Address _____
Street City State Zip Code

CERTIFICATION

I certify that I am the full means of support for (students name) while he/she is attending Austin Peay State University.

Signature _____ Date _____

(If legal guardian or legal custodian, please attach a copy of the court order indicating this fact.)

VETERAN INFORMATION

If you have been in active military service, in what state did you enter the service?

What is your home of record? _____

Date of Entry _____ Discharge Date _____

***Please submit a copy of your DD214 (Member Copy 4)**

EMPLOYMENT INFORMATION

***Employment within the past twelve months must be verified by a letter from the employer, on company letterhead, stating date employment began and the number of hours employed per week.**

Please indicate any full-time employment during the last three years and give names of employers, the locations, and date of employment.

<u>Employer</u>	<u>Location</u>	<u>Dates</u>
_____	_____	From _____ To _____ mo/yr mo/yr
_____	_____	From _____ To _____ mo/yr mo/yr

MARITAL INFORMATION

Date of Marriage _____ Place of Marriage _____

Spouse's Name _____
Last First Middle

His/Her employer in Tennessee _____ Location _____
Provide letter from employer, on company letterhead, stating the date employment began and number of hours employed per week.

Explanation of Residency Request—What is the basis for your claim to be a resident for fee paying purposes while attending Austin Peay State University? You should provide detailed information on previous history in Tennessee, family connections, and special circumstances that may exist. Attach additional sheets if necessary.

My signature below certifies the correctness and completeness of the information supplied. It further indicates that I understand that the University may contact any of the persons referred to above for the purpose of obtaining additional pertinent information, and that any false information provided in the foregoing statements will disqualify me from being considered a resident of Tennessee and it may lead to disciplinary action and/or dismissal from the University.

Signature of Applicant _____ Date _____

_____ **PLEASE DO NOT WRITE BELOW THIS LINE** _____

Determination: In-State _____ Out-of-State _____

Signature _____ Date _____

Comments _____

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.

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.
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 confirming 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.
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.
4. The domicile of a married person shall be determined independent of the domicile of the spouse.

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 parents, having theretofore been domiciled in the State, remove from the State. However, such student shall not be required to pay out-of-state tuition so long as his or her

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 on or before the last day of registration of that semester.

2. enrollment at the public higher educational institution or institutions shall be continuous.
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 own state, of equal distance to said non-resident's bona fide place of residence.
4. Part-time students who are not domiciled in this 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.
5. 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.

Paragraph 5 **Presumptions** - 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 which he or she believes will sustain his or her burden of proof. Said institution will consider any and all evidence provided to be concerning such claim of domicile but will not treat any particular type of 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.

CHECK LIST

- _____ Driver's License
- _____ Automobile Registration
- _____ Voter's Registration
- _____ Property Deed
- _____ Renter's Lease
- _____ DD214 (Member Copy 4)
- _____ Leave and Earnings Statement (LES)
- _____ Employer's Letter (on letterhead)
- _____ Other:

Initials: