

Application Procedures for Reclassification as a Resident Student

Residence Policy

The Indiana legislature, through state statute, has delegated to each of Indiana's postsecondary institutions, authority to determine when a person becomes eligible for resident student status for the purpose of paying tuition at the university. As an institution of higher education receiving state support, Indiana State University understands the need to differentiate between students enrolling whose permanent domicile is Indiana or elsewhere. Therefore, the Board of Trustees has established different tuition and fee rates for residents and non-residents.

Residence Classification for Fee-payment Purposes

The assessment of tuition and fees is based on students' residence classification prior to the first day of classes for that semester or term. This initial classification will remain for subsequent academic semesters or terms unless and until such classification is changed. An individual could be considered a legal resident by the state, but not qualify as a resident for tuition purposes at Indiana State University. Residence for tuition purposes is based on an individual's primary home, property ownership, or where taxes are paid.

A person can have only one domicile at a time. The Office of Admissions makes the initial determination of residence at the time of admission. Students classified as non-residents (those whose primary domicile lies outside Indiana) for the purpose of determining the rate of tuition may petition for in-state status, if they believe they have been incorrectly classified as nonresidents.

Students who believe their residence status has been incorrectly classified at the time of their admission, should contact the Office of Admission as soon as possible to verify their status. Normally, non-resident students who believe they qualify as residents or wish to be reclassified as residents before or at the time of their initial enrollment period, may do so by providing clear and convincing evidence that they have resided in Indiana for the 12 month period of time immediately preceding the first scheduled day of classes of the semester for which they are seeking residence classification. Students have the opportunity to appeal their classification both at the time of admission and anytime during their studies at Indiana State University. If an appeal is approved and a student is reclassified as a resident for fee-payment purposes, the change in status becomes effective with enrollment in the semester or term immediately following the semester or term in which the appeal was granted. A formal appeal process is in place and is described below along with instruction as to the appeal procedure. Note: Students who have been granted residence for tuition payment purposes, whether through admission or appeal, retain their residency without qualification.

*If a student who applies and is admitted as a first-time Indiana State University student does not enroll within 12 months, residence needs to be determined again.

Complete and return to the Office of the Registrar, Parsons Hall Room 009, the application for Classification as a Resident Student, along with all appropriate support documentation from the list below no later than ten days prior to the first day of scheduled classes for the semester for which residence is sought. The application is in an electronic format on the University's website at <http://www.indstate.edu/express/residency.htm> and may be downloaded for print purposes.

For full consideration, all required support documentation must be submitted within 14 days after the application is received in the Office of the Registrar. Decisions will be rendered in writing electronically to the student's school email address within two weeks of receipt of completed applications. Only written appeals will be considered. Decisions of the Appeals Committee are final.

Acceptable Documentation as Evidence of Residence in Indiana For Undergraduate Students:

(One from the two below)

- a. The residence of the student is other than that of the student's parent(s) or court appointed guardian and has been for at least 12 months prior to their initial enrollment (acceptable documentation: copy of lease agreement, monthly mortgage payment statement).
- b. The student has been dependent solely on his or her own income for at least 12 months prior to their initial enrollment and that the income was earned in the state of Indiana, (acceptable documentation: copies of employment stubs or paychecks).

and

(Two from the list below)

- a. a copy of the portion of the parent (s) or legal guardian's prior tax year return showing the student was not claimed as a dependent; or
- b. evidence that for the most recent year Indiana income tax and/or personal property tax was paid; or
- c. a copy of an Indiana driver's license, if the student is licensed to drive an automobile; or
- d. a copy of an Indiana automobile registration in the student name; or
- e. a copy of a current Indiana voter registration card; or
- f. proof of ownership of property, other than personal property (e.g., car, trailer, boat) in Indiana; or
- g. evidence that the applicant was both enrolled and considered a resident of Indiana by another accredited, public postsecondary institution in Indiana; or
- h. proof of marriage to a permanent resident of Indiana, including marriage license and three pieces of evidence from this list; or
- i. proof of admission to a licensed profession in Indiana and the date of admission.

Acceptable Documentation as Evidence of Residence in Indiana For Graduate Students:

(At least three from the list below)

- a. a copy of Indiana automobile registration; or
- b. a copy of Indiana driver's license; or
- c. a copy of an Indiana voter registration card; or
- d. a copy of most recent year state income tax forms; or
- e. a copy of rental agreement/lease or verification of mortgage in Indiana; or
- f. a copy of utility bills with Indiana address in applicant's name; or
- g. proof of marriage to a permanent resident of Indiana, including marriage license and three proof of evidence from this list.

Acceptable Documentation as Evidence of Residence in Indiana For Military:
(One from either classification)

Active Duty

- a. DEERS Statement—this will be required when the student is a spouse/dependent. This form lists the dependents of the military member
- b. Letter from commander or first sergeant
- c. Request and Authorization for Permanent Change of Station form
- d. Enlistment or Re-Enlistment contract
- e. Orders

Veteran

DD-214

Individuals and Entities Affected by This Policy

All students attending Indiana State University

Exclusions

University employees, their spouses and legal dependents, shall receive resident classification for tuition payment purpose during their employment.

Definitions

Active Duty Military

Serving in the United States Armed Forces as defined by Indiana code (i.e., the United States Air Force, Army, Coast Guard, Marine Corps, Navy, or the Guard/Reserves). Active military personnel and their spouses or dependents, who are serving in any state or abroad, are considered Indiana residents for tuition payment purposes.

Active duty students must complete application for Classification as a Resident Student, along with appropriate support documentation no later than ten days prior to the first day of scheduled classes for the semester for which residence is sought.

Chair of the Residence Appeal Committee

A member of the Residence Appeal Committee is appointed by the President, to serve as Chair of the committee.

Domicile

A person's permanent home. A person can have only one domicile at a time. Establishment of a new domicile requires demonstration that the former domicile is no longer the primary place of residence, and there is no immediate intent to return. Typically and usually regardless of age, a student's domicile is assumed to be that of his or her parent(s) until such time as the student becomes emancipated.

Emancipated and Emancipation

The surrender by parent(s) of the care and custody of the student, as well as the renunciation of parental responsibilities, including financial support and tax dependency. A student who is dependent upon his/her parent(s) for financial support or is a tax dependent will not be considered emancipated for the purpose of this policy regardless of the student's age.

Note: Normally, a student claiming to be emancipated will be requested to present satisfactory evidence that his or her parent(s) has neither contributed significantly to his or her support nor claimed him or her as a tax dependent in the most current tax year.

Indiana State University

The University is defined as the campus, its programs, all affiliations, or other entities of the University.

Parent

The biological or adoptive parent or court appointed legal guardian of a student who is less than 21 years of age. This term does not include an arrangement between a student and another person made for the primary purpose of 1) obtaining Indiana resident status under this or similar policy at an institution of higher education and/or 2) obtaining a high school education.

Predominant Purpose

Residence in the state of Indiana is generally assumed to mean for a predominant purpose other than to attend a postsecondary institution.

Residence Appeal Committee

A campus committee appointed at the discretion of the President or his/her designees, tasked with reviewing and making final decisions on appeals to residence classification for fee-payment purposes.

Residence

For the purposes of this policy, residence may be established when a student meets one the following criteria:

- A. A dependent student whose parent(s) or court appointed legal guardian maintains a primary domicile in Indiana. (Note: In a divorce when joint custody was awarded and one parent resides in Indiana, even though the dependent lives with a nonresident parent, the dependent is considered a resident.)
- B. An emancipated student whose domicile is in Indiana and who normally has lived in Indiana for at least the past 12 consecutive months directly preceding the first day of classes of the academic session for which residence classification is sought.
- C. An individual who is 24 years old at the time of admission and who can document Indiana residence.
- D. An individual who has been accepted for advance degree study at Indiana State University and who can document Indiana residence.
- E. At least quarter part Native American whose tribal affiliation is within the continental United States.

Student

For the purposes of this policy, a student is a person admitted to and enrolled at Indiana State University.

Veteran

Veterans and their dependents may be considered an Indiana resident for tuition purposes if the following conditions are met:

- The veteran was discharged no more than three years prior to enrollment, after a period of service of at least 90 days.
- The veteran is using VA education benefits under the Montgomery GI Bill (Chapter 30) or the Post 9/11 GI Bill (Chapter 33), or the dependent is using Chapter 33 benefits.
- The veteran resides in the state in which the institution is located while attending.
- As long as the individual begins attendance within the three-year window, he/she must continue to be charged in-state tuition rates as long as enrollment is continuous.

Veteran dependents also are eligible if the veteran was killed (KIA), declared missing in action (MIA) or a prisoner of war (POW). Eligibility should be documented by form DD-214. Veterans must complete the application for Classification as a Resident Student, along with all appropriate support documentation no later than ten days prior to the first day of scheduled classes for the semester for which residence is sought.

Note: Veterans who received any discharge other than honorable or who served less than one year or were unable to domicile in Indiana would not qualify themselves or their families for resident classification.

