



# Tennessee TECH

## Application Process for In-State Classification

### Classification for Fee-Paying Purposes

The primary factors in determining in-state classification for fee-paying purposes are 1) intent and 2) domicile. Your application will be reviewed by the committee to determine two things: we need to know why you moved to Tennessee (intent) and whether or not you have established a permanent residence in Tennessee (domicile). Your application must pass both the intent and the domicile review in order for you to be classified in-state.

### Frequently Asked Questions about Classification

#### **What do you need to know about my intent and why is it important?**

Tennessee Tech policy states that a person cannot qualify for in-state fees if he or she came to Tennessee for the primary purpose of attending college. For example, if you moved to Tennessee and immediately enrolled at Tech as a full-time student, you are presumed to have moved to Tennessee for the primary purpose of attending college and you will not be eligible for in-state fees. The presumption is a student cannot acquire domicile in this state while enrolled as a full-time student.

#### **What do you need to know about my domicile?**

First, we will need to know if you are considered as a dependent of your parents or receive any type of support from your parents. As an unmarried, undergraduate student under the age of 25, you may be considered a dependent for residency purposes. You may be considered a dependent if your parents claimed you as a dependent on their most recent tax return or if you have received significant financial support from your parents in the past year (such as rent money, car insurance, etc). If you are a dependent, then you may be classified according to your parents' domicile. For instance, if you are a dependent and your parents live in Texas, you will be classified as out-of-state for fee-paying purposes. If you are 18 years of age or older and your parents have not claimed you as a dependent and they are no longer under any legal obligation to support you (with the exception of health insurance), you may qualify to be considered emancipated.

Emancipated students must provide proof of their Tennessee domicile. This proof must establish that you did not move to Tennessee for the purpose of attending college and that you are making Tennessee your permanent home.

### **How can I qualify to pay in-state fees at Tennessee Technological University?**

In general, you must be able to prove that you live in the state of Tennessee year-round and intend to make it your home for the foreseeable future, regardless of your academic status. You must be able to prove intent and domicile by completing our Undergraduate Residency Application process and providing the appropriate supplemental documentation. Our trained in-state classification officers will review your application and render a decision based on the information you have provided.

### **What if I was transferred by my job to Tennessee? Or what if my parent or spouse was transferred?**

In most cases, if you can prove you were transferred from one full-time position with a company to another, you will be classified as in-state. The job must be full-time and must be with the same company. In most cases, the same holds true if your parent or spouse was transferred.

### **What if my spouse is already classified as in-state?**

The spouse of a student already classified as in-state will also be classified as in-state upon completing the classification application and submitting appropriate documentation.

### **Can I be reclassified mid-semester?**

No, residency classifications cannot be changed once the semester begins. Reclassification requests submitted and approved mid-semester will be for the following semester. A majority of the time, reclassifications are not retroactive.

### **What if I am in the military or was recently discharged from the armed services?**

If you can produce a copy of your orders proving a reassignment to Tennessee or provide us a copy of your DD214 with Tennessee listed as your mailing address after separation, and it continues to be Tennessee at the time you apply for residency, you will be classified as in-state.

### **What if my parent(s)/spouse is in the military and we are stationed outside of Tennessee, but our permanent residence is Tennessee?**

A person who lives out-of-state with a military parent or spouse could be eligible for in-state classification if the parent or spouse's Leave Earning Statement (LES) states Tennessee as their permanent residence.

### **What if I am an international student?**

First you must establish intent to live permanently in the state of Tennessee. In other words, you must prove that you did not come to Tennessee for the primary purpose of attending college. Therefore, students in the United States on temporary visas, including F-1 and H-3 visas, will not be able to meet the standard of proving Tennessee domicile since they are not legally permitted to make the United States, or Tennessee, their permanent home. Undocumented aliens cannot establish domicile in Tennessee regardless of their length of stay in the state.

### **What if I am claimed by my parents as a dependent?**

If you are claimed as a dependent by your parents on their federal income tax return and they are residents of another state, you CANNOT be classified as in-state for fee-paying purposes. However, if your parents are divorced and one parent lives in Tennessee, you may be eligible for in-state classification regardless of who claims you on an income tax return.

### **What if none of the above applies to me?**

You may want to consider our full-time/part-time program to reduce your tuition costs. Students who work a full-time job (or a combination of part-time jobs totaling 30 hours or more a week) and are registered for 11 credit hours or less a semester qualify for this tuition-reduction program. After completing the application and submitting signed letters from each employer on letterhead documenting

start date, hours worked per week, and the likelihood the job will continue throughout the semester, students enrolled in this program will receive in-state rates for at least two consecutive semesters. At the end of the calendar year, the student is then eligible to apply for permanent in-state classification. The same rules and regulations apply to students who have completed the full-time/part-time program as for in-state classification.

While this document is intended to provide as much information as possible about Tennessee Technological University's policy on classification for fee paying purposes, it is neither comprehensive nor inclusive. Please review the *Tennessee Tech University Regulations for Classifying Students In-State or Out-of-State for the Purpose of Paying College or University Fee and Tuition for Admission Purposes* (included with the application) before completing the TTU Residency Application. Completing the application does not guarantee in-state status. Your application and accompanying pertinent documentation must be reviewed by the Admissions Residency Classification Committee.

**Priority Dates:**

In order for the Residency Classification Committee to have sufficient time to review, approve, and process the reclassification request, applications and supporting documents must be received by the priority date. (Items submitted after the priority date are not guaranteed to be reviewed before the start of the semester.)

*Reclassification for Spring Semester: December 1<sup>st</sup>*

*Reclassification for Summer Semester: May 1<sup>st</sup>*

*Reclassification for Fall Semester: August 1<sup>st</sup>*

Additional questions may be directed to: Residency Officer at [admissions@tntech.edu](mailto:admissions@tntech.edu)