

# **The University of Chattanooga**

## **Residency Classification Appeals Procedure**

All residence classification appeals must be submitted to the Office of Admissions no later than 5:00 p.m. by the fifth day of class for the fall and spring terms and 5:00 p.m. the last day to register for each summer term.

Last day to appeal residency:

First Five Week Summer Session May 7, 2009

Second Five Week Summer Session June 9, 2009

Third Five Week Summer Session July 10, 2009

First 7 ½ Week Summer Session May 11, 2009

Second 7 ½ Week Summer Session June 26, 2009

Fall Semester 2008 August 21, 2009

Spring Semester 2010 January 8, 2010

The Director of Admissions serves as the primary classification officer for undergraduate students enrolled at The University of Tennessee at Chattanooga. Residence classification appeals should be made in writing (on the appropriate form which can be obtained from the Admission Office) to the Director of Admissions, 203 Guerry Hall. Appeals should include appropriate evidence to support the student's establishment of domicile in the state of Tennessee. The decision of the Director of Admission may be appealed to the Residency Appeals Committee by making this request in writing to the committee chairman.

The chairman of the committee will schedule a hearing to review the student's request. Following the hearing, the committee will make a decision on the appeal. The student may be present at the committee hearing and may bring to the hearing any materials or the other individuals (including legal counsel) that he or she believes will support the appeal.

The student may appeal the committee's decision to the Chancellor of UTC in writing. The student has the right to appeal the Chancellor's decision to the President of the University of Tennessee in writing. Final appeals are decided by The Board of Trustees of The University of Tennessee.

Attachment: Residency Classification Regulations

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# The University of Tennessee at CHATTANOOGA

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## Undergraduate Application for In-State Classification

Effective Semester \_\_\_\_\_

*Return to: The University of Tennessee at Chattanooga  
Undergraduate Admissions  
Dept 5105  
615 McCallie Avenue  
Chattanooga, TN 37403*

In accordance with the rules adopted by both the Board of Trustees of The University of Tennessee and the board of Regents, individuals domiciled in the State of Tennessee are classified as in-state residents. All individuals not having a domicile in Tennessee are classified as out-of-state. In determining whether a student is domiciled in Tennessee all pertinent evidence is considered by the University. Presence or absence of any particular item(s) of evidence will not automatically result in an in-state or out-of-state classification.

In order that we may have full information with which to determine your classification for admission and fee purposes, please complete and return this application to the above address. You may wish to attach supportive materials (letters, photocopies of documents, etc.), particularly at the places marked "Documentation."

All decisions regarding classification for fee and admission purposes are made in accordance with Regulations for Classifying Students In-state and Out-of-state for the Purpose of Paying College or University Fees and Tuition and for Admission Purposes. (Copy available in each of the campus offices of Admissions and Records).

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*Please type or print legibly in black ink.*

### PERSONAL INFORMATION

1. Name \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

2. Student Identification Number (Social Security Number) \_\_\_\_\_

3. Present Address \_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)

4. Permanent Address \_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)

5. Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

6. Date of Birth \_\_\_\_\_  
(Month) (Day) (Year)

7. Place of Birth \_\_\_\_\_  
(City) (State)

8. Have you been domiciled\* in Tennessee continuously since birth? Yes \_\_\_ No \_\_\_  
If no, date you began your most recent domicile in Tennessee? \_\_\_\_\_  
Address at time you began your most recent domicile

\_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)

What is the reason for coming to Tennessee to establish your most recent domicile?

\_\_\_\_\_  
\_\_\_\_\_

9. High School(s) attended \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name) (City) (State) (Dates of Attendance)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name) (City) (State) (Dates of Attendance)

10. All colleges and universities attended (other than The University of Tennessee)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name) (City) (State) (Dates of Attendance)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name) (City) (State) (Dates of Attendance)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name) (City) (State) (Dates of Attendance)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name) (City) (State) (Dates of Attendance)

(If more, attach separate sheet)

11. Have you previously attended the University of Tennessee?

Campus	Dates of Attendance
UT at Chattanooga	from _____ to _____
UT Center for the Health Sciences	from _____ to _____
UT at Knoxville	from _____ to _____
UT at Martin	from _____ to _____

12. Have you ever been classified as an in-state resident by a state-aided institution in Tennessee? Yes \_\_\_ No \_\_\_ If yes, please give details \_\_\_\_\_

\_\_\_\_\_

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### CITIZENSHIP

13. Are you a Citizen of the U.S.? Yes \_\_\_ No \_\_\_ If no, what is your status in this country (e.g., type of visa)? \_\_\_\_\_

14. Are you registered to vote? Yes \_\_\_ No \_\_\_ If yes, what state are you registered? \_\_\_\_\_

15. Have you filed state or federal income tax form for the previous year? Yes \_\_\_ No \_\_\_ If yes, what address was given as residence? \_\_\_\_\_  
(Street & Number)

\_\_\_\_\_  
(City) (State) (Zip Code)  
(Documentation: Photocopy of address section of form(s).)

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**EMPLOYMENT** (Documentation: Letter from employer which verifies the below information.)

16. Are you presently employed? Yes \_\_\_ No \_\_\_ If yes, employer's name \_\_\_\_\_  
Employer's address \_\_\_\_\_  
Date of Employment \_\_\_\_\_ Job Title \_\_\_\_\_  
Hours worked per week \_\_\_\_\_ If appropriate, percentage of on-the-job time is spent out-of-state? \_\_\_\_\_

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**FINANCIAL SUPPORT**

17. List every source from which you received more than approximately ten percent (10 %) of your support or income during the past twelve months? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**MARITAL**

18. Married \_\_\_ Single \_\_\_ If married, spouse's name \_\_\_\_\_  
(Last) (First) (Middle)

19. Has spouse been domiciled in Tennessee continuously since birth? Yes \_\_\_ No \_\_\_ If no, when did spouse begin his/her most recent domicile in Tennessee?  
\_\_\_\_\_  
(Month/Year)

For what reasons did spouse come to Tennessee to establish most recent domicile? \_\_\_\_\_  
\_\_\_\_\_

20. Is spouse employed full-time? Yes \_\_\_ No \_\_\_ How long in present position? \_\_\_\_\_

21. Is spouse's employment in Tennessee? Yes \_\_\_ No \_\_\_ Employers name \_\_\_\_\_

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**PARENTAL INFORMATION**

22. Father's name \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

23. Father's address \_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)

24. Mother's name \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

25. Mother's address \_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)

26. Do you have a legally appointed guardian? Yes \_\_\_ No \_\_\_

If yes, guardian's name \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

27. Guardian's address \_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)

28. If your parent(s) or guardian is not presently domiciled in Tennessee, has he/she previously been domiciled in Tennessee? Yes \_\_\_ No \_\_\_ If yes, give previous Tennessee address

\_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)  
Dates of previous domicile in Tennessee: from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

29. Did either parent or your guardian claim you as a dependant on his/her most recent income tax return? Yes \_\_\_ No \_\_\_

(Documentation: Photocopy of address & dependent section of tax form.)

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### MILITARY

30. Have you ever served in active military service? Yes \_\_\_ No \_\_\_  
If yes, state entered service \_\_\_\_\_ Date of entry into service \_\_\_\_\_

State in which you were discharged \_\_\_\_\_ Date of discharge \_\_\_\_\_

Home of Record as listed on D.D. form 214 \_\_\_\_\_  
(Documentation: Photocopy of D.D. Form 214)

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### AUTOMOBILE

31. Do you have a driver's license? Yes \_\_\_ No \_\_\_ If yes, what state \_\_\_\_\_  
(Documentation: Photocopy of license)

32. Do you own an automobile? Yes \_\_\_ No \_\_\_ If yes, what state is it registered \_\_\_\_\_  
Automobile License Number \_\_\_\_\_  
(Documentation: Photocopy of auto registration)

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### REAL ESTATE

33. Do you own the dwelling in which you live? Yes \_\_\_ No \_\_\_  
If yes, date of purchase \_\_\_\_\_  
(Documentation: Photocopy of bill of sale, or mortgage papers, or other public record.)

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### OTHER IN-STATE CLASSIFICATION

34. Have you ever been classified, for tuition or fee purposes, as an in-state resident of any other state? Yes \_\_\_ No \_\_\_ If yes, date classification was made and by whom \_\_\_\_\_

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**OTHER INFORMATION**

35. Provide any further information in which you wish to offer in support of your application \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**TO BE COMPLETED BY ALL APPLICANTS**

My signature below is to certify to the correctness and completeness of the information supplied. It further indicates that I understand that the University of Tennessee may contact any of the persons referred to above for the purpose 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 an in-state student for fee and admission purposes and I may be required to withdraw from the University of Tennessee.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_  
State of \_\_\_\_\_ County of \_\_\_\_\_  
Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_

*Please do not write below this line*

Determination: Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Special Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Please do not write below this line**

Determination: Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_  
By: \_\_\_\_\_  
(Name) (Date)

Special Conditions: \_\_\_\_\_

**RULES  
OF  
THE UNIVERSITY OF TENNESSEE  
(ALL CAMPUSES)**

**CHAPTER 1720-1-1  
RESIDENCY CLASSIFICATION  
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**1720-1-1-.01 INTENT.**

(1) 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.

*Authority: Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5 and Public Acts of Tennessee, 1807, Chapter 64. Administrative History: Original rule filed November 23, 1976; effective December 23, 1976. Repeal and new rule filed May 27, 1986; effective August 12, 1986.*

**1720-1-1-.02 DEFINITIONS.** Wherever used in these regulations.

(1) “Public higher education 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 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 is no longer in the care, custody and control of his other parent.

(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 emancipated person.

(6) “Continuous enrollment” shall mean enrollment at a public higher educational institution or institutions of this State as a full-time student, as such term is defined by the governing body of said public higher education 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 inter-sessions beyond the normal academic year in order that his or her enrollment is deemed

(Rule 1720-1-.04, continued)

“continuous”. Enrollment shall 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.

**Authority:** *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5 and Public Acts of Tennessee, 1807, Chapter 64. Administrative History:* Original rule filed November 23, 1976; effective December 23, 1976. Repeal and new rule filed May 27, 1986; effective August 12, 1986. Amendment filed October 19, 1995; effective February 28, 1996.

#### **1720-1-1-.03 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.

**Authority:** *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5 and Public Acts of Tennessee 1807, Chapter 64. Administrative History:* Original rule filed November 23, 1976; effective December 23, 1976. Repeal and new rule filed May 27, 1986; effective August 12, 1986. Amendment October 19, 1995; effective February 28, 1996.

#### **1720-1-1-.04 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 parent, having theretofore 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, (Rule 1720-1-1-.04, continued) 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 nonresident’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-

(Rule 1720-1-.04, continued)

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.

(Rule 1720-1-.04, continued)

(5) Military personnel and their spouses stationed in the State of Tennessee who should 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.

(6) A person who is domiciled in the Kentucky counties of Fulton, Hickman, or Graves shall be classified out-of-state and shall not be required to pay out-of-state tuition at The University of Tennessee at Martin if qualified for admission. This exemption is on condition that Murray State University in Murray, Kentucky, continue to admit Tennessee residents from selected Tennessee counties to enroll at that institution without payment of out-of-state tuition.

(7) Any dependent child not domiciled in Tennessee but who qualifies and is selected to receive a scholarship under the "Dependent Children Scholarship Act" (T.C.A. § 49-4-704) because his or her parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of employment, shall be classified out-of-state but shall not be required to pay out-of-state tuition.

(8) The spouse of a student classified as "in-state" shall also be classified "in-state."

(9) Students not domiciled in Tennessee but who are selected to participate in specified institutional undergraduate Honors Programs shall be classified out-of-state but shall not be required to pay out-of-state tuition.

(10) 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 be classified out-of-state but shall not be required to pay out-of-state tuition.

(11) A person who is not domiciled in Tennessee, 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 and who is admitted to a two year TBR institution, shall be classified out-of-state, but shall not be required to pay out-of-state tuition. The two-year institution may admit only up to three percent (3%) of the full-time equivalent attendance of the institution without out-of-state tuition. (THEC may adjust the number of the non-residents admitted pursuant to this section every three (3) years.) (See T.C.A. § 49-8-102)

***Authority:** Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, Public Acts of Tennessee, 1807, Chapter 64. **Administrative History:** Original rule filed November 23, 1976; effective December 23, 1976. Repeal and new rule filed May 27, 1986; effective August 12, 1986. Amendment filed October 18, 1989; effective January 29, 1990. Amendment October 19, 1995; effective February 28, 1996.*

**1720-1-1-.05 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.

(Rule 1720-1-.04, continued)

***Authority:** Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5 and Public Acts of Tennessee, 1807, Chapter 64. **Administrative History:** Original rule filed November 23, 1976; effective December 23, 1976. Repeal and new rule filed May 27, 1986; effective August 12, 1986.*

**1720-1-1-.06 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.

**Authority:** *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5 and Public Acts of Tennessee, 1807, Chapter 64. Administrative History:* Original rule filed November 23, 1976; effective December 23, 1976. Repeal and new rule filed May 27, 1986; effective August 12, 1986.

**1720-1-1-.07 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.

**Authority:** *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5 and Public Acts of Tennessee, 1807, Chapter 64. Administrative History:* Original rule filed November 23, 1976; effective December 23, 1976. Repeal and new rule filed May 27, 1986; effective August 12, 1986.

**1720-1-1-.08 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 to the classification officer on or before the last day of regular registration of that quarter or semester.

**Authority:** *Public Acts of Tennessee, 1839-1840 Chapter 98, Section 5 and Public Acts of Tennessee, 1807, Chapter 64. Administrative History:* Original rule filed November 23, 1976; effective December 23, 1976. Repeal and new rule filed May 27, 1986; effective August 12, 1986.

**1720-1-1-.09 REPEALED.**

**Authority:** *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5 and Public Acts of Tennessee 1807. Administrative History:* Original rule filed November 23, 1976; effective December 23, 1976. Repeal filed May 27, 1986; effective August 12, 1986.