

RESIDENCY APPEALS 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): driver's 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.

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RESIDENCY APPEALS APPLICATION

Austin Peay State University
Office of the Registrar, P. O. Box 4448, 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 _____
Last First M

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 to 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 Registration No. _____ State _____ Date Issued _____

Voter's Registration Card _____ State _____ Date Issued _____

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

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

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'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 not living in Tennessee, how long had 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'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 his most recent income tax return?

Yes _____ No _____

If your mother is not living in Tennessee, how long had 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 was 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 Address _____
Street City State Zip Code

CERTIFICATION

I certify that I am have the full means of support for (student's 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)

VERTAN INFORMATION

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

What is your home of record? _____

Date of Entry _____ Discharge Date _____

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

EMPLOYMENT INFORMATION

Employment with the past twelve months must be verified by a letter from the employer on company letterhead stating the 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

Employer	Location	Dates	
_____	_____	From _____ mo/yr	To _____ mo/yr
_____	_____	From _____ mo/yr	To _____ 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 s 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 I

INTENT – It is meant that the public institutions of higher education in the State of Tennessee shall apply uniform rules, as described in these regulations and not otherwise determining whether students shall be classified “In-State” or “Out-of-State” for fees and tuition purposes.

Paragraph II

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 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 no circumstances indicating that such guardianship or custodianship was created primarily for the purpose of confirming the status of an in-state student on such an 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 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 III

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 IV

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 so long as his or her enrollment at the 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, 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 (3) 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. The provision shall not apply to military personnel and their spouses who are stationed in this state primarily for educational purposes.

Paragraph V

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.

Paragraph VI

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 burden of proof. Said institution will consider any and all evidence as conclusive evidence that domicile has or has not been established.

Paragraph VII

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 VIII

Effective date for Reclassification – If a student is classified as of “out-of-state” and 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.

--Revised 8/25/17

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: