



INSTITUTE OF TECHNOLOGY

# Application for Residence Classification

## for Tuition Purposes

Please review the attached policy. If you believe you qualify for residential reclassification, please complete this form and return to the Registrar's Office.

Name \_\_\_\_\_ ate \_\_\_\_\_

Present Address permanent home or domicile \_\_\_\_\_

Local Address \_\_\_\_\_

Have lived at the following addresses provide information for most recent years

From	To	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of arrival in Oklahoma month \_\_\_\_\_ Year \_\_\_\_\_ Date of birth \_\_\_\_\_ Age of birth \_\_\_\_\_

Explain the specific reason for entering the state of Oklahoma use back of form if necessary

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

Have you attended OSU previous year? Yes \_\_\_\_\_ No \_\_\_\_\_ State \_\_\_\_\_

Was non resident tuition charged? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you receive a non resident tuition/fee waiver? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you attended college other than OSU? Yes \_\_\_\_\_ No \_\_\_\_\_

What college/ where? \_\_\_\_\_

When? dates \_\_\_\_\_

Was non resident tuition charged? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you receive a non resident tuition/fee waiver? Yes \_\_\_\_\_ No \_\_\_\_\_

Did your parents claim you as a dependent for federal income tax purposes the preceding year?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes complete the following

Does your parent's own real property in the state of Oklahoma? Yes \_\_\_\_\_ No \_\_\_\_\_

Is your parent's a resident of the state of Oklahoma? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes when did your parent's move to the state of Oklahoma? \_\_\_\_\_

Parent's Occupation \_\_\_\_\_ Business Address \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent's Home/ Mailing Address \_\_\_\_\_

If you have been employed in the state of Oklahoma complete the following

Employer Name \_\_\_\_\_ Address \_\_\_\_\_

Dates of employment from \_\_\_\_\_ to \_\_\_\_\_

If you have been in the armed services complete the following Date of discharge \_\_\_\_\_

City/State discharged \_\_\_\_\_ Name of record \_\_\_\_\_

Are you a dependent of an active duty service member? Yes \_\_\_\_ No \_\_\_\_

Do you own real property in the state of Oklahoma? Yes \_\_\_\_ No \_\_\_\_

If yes give description/type \_\_\_\_\_

Where? \_\_\_\_\_

Have you paid Oklahoma state taxes? Yes \_\_\_\_ No \_\_\_\_ Most recent year(s) ? \_\_\_\_\_

Give any other reason you think non resident tuition should not be charged Explain in detail \_\_\_\_\_

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

I hereby declare under the penalties of perjury and the criminal laws of Oklahoma relating to the obtaining of property under false pretenses that the statements contained in the above and foregoing application for residence classification have been examined by me and to the best of my knowledge and belief every statement made therein is true correct and complete and made in good faith for the purpose of inducing the officials of this institution to grant me residence classification in order that I may obtain the privilege of paying resident fees as a student at such institution rather than the higher fees for out of state tuition charge charged at students who are not residents in good faith of the State of Oklahoma hereby authorize this institution its officers agents and employees or any of them to investigate the truth of any statements made in this application and consent that any person possessing information touching on the facts herein stated may reveal such information to the officers agents or employees of said institution for the uses and purposes herein stated

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

### 3.18.2 Definitions

The following words and terms, when used in the Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

**“Domicile”** is a person's true, fixed, permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components -- residence and the intent to remain. When these two occur, there is domicile.

**“Full-Time Student”** is an undergraduate student enrolled in a minimum of 12 credit hours per semester in an academic year or a minimum of six credit hours in a summer session. A full-time graduate student is one enrolled in a minimum of nine credit hours per semester or as required by the institution.

**“Independent person”** is one who is responsible for his or her own care, custody, and support.

**“In-state”** status is a classification for a postsecondary student who has lived continuously in Oklahoma for at least 12 months not primarily as a postsecondary student and has established domicile in Oklahoma or meets requirements associated with in-state status including sections 3.18.4, 3.18.7 and 3.18.9. Students classified upon admission as in-state are eligible to apply for state scholarship and financial aid programs.

### 3.18.3 Principles

The burden of proof to establish in-state status shall be upon the student. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the appropriate administrative official(s) consistent with this policy. Mere assertion by a student such as checking “In-State” on the application for admission is insufficient. The appropriate administrative official must review relevant documents, consider the policy principles and procedures, circumstances, and documentation to determine in-state status. While no set criteria, documentation, or set of circumstances can be used for this purpose, the principles outlined below guide the process.

- A. Attendance at a postsecondary educational institution, albeit a continuous and long-term experience, does not establish in-state status. Therefore, a student neither gains nor loses in-state status solely by such attendance.
- B. Students attending an Oklahoma college or university may perform many objective acts, some of which are required by law (i.e. payment of taxes), and all of which are customarily done by some out-of-state students who do not intend to remain in Oklahoma after graduation, but are situational and necessary and/or voluntary (i.e. registering to vote, obtaining a driver's license). Such acts and/or declarations alone are insufficient evidence of intent to remain in Oklahoma beyond the college experience.
- C. An out-of-state student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.
- D. An individual is not deemed to have acquired in-state status until he or she has been in the state for at least a year primarily as a permanent resident and not primarily as a student and has established domicile. Likewise, an individual classified as in-state shall not be reclassified as out-of-state until 12 months after leaving Oklahoma to live in another state.
- E. Unless residency has been established in another state, an individual who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for two years prior to graduation from high school will be eligible for in-state status and as allowed in 3.18.7 and 3.18.8.
- F. Each spouse in a family shall establish his or her own status on a separate basis. Exceptions include the following: when an out-of-state status individual marries a person with in-state status, the out-of-state individual may be considered in-state after documentation of the marriage and proof of domicile are satisfied without the 12 month domiciliary waiting period, and as provided in sections 3.18.7 or 3.18.8.
- G. Initial classification as out-of-state shall not prejudice the right of a person to be reclassified thereafter for following semesters or terms of enrollment as in-state provided that he or she establish domicile as defined in this policy. Institutions must establish procedures for students to appeal out-of-state status classification.
- H. Institutions may, but are not required, to waive out-of-state tuition (also known as Nonresident Tuition Waiver) in accordance with current State Regents' Tuition and Fees policy 4.18.5.B that allows any institution in the State System to waive a portion of the out-of-state tuition which amount shall not exceed the difference between out-of-state tuition and the amount paid by in-state students.
- I. When a student transfers from one institution to another, the institution to which the student transfers is not bound by the in-state/out-of-state classification previously determined and may request documentation to determine the student's in-state/out-of-state status.

### 3.18.4 Dependent and Independent Persons

- A. The legal residence of a dependent person is the postsecondary student's parents or the residence of the parent who has legal custody or the parent with whom the student habitually resides. If the student is under the care of those other than the parents, the legal residence is that of the student's legal guardian.

- B. In-state/out-of-state classifications of postsecondary students with extenuating circumstances (e.g., divorced parents with joint custody when one parent or legal guardian lives out-of-state and/or claimed as a dependent on a tax return, etc.) may be considered on a case-by-case basis. Guidance for administrative officers charged with classifying students will be provided in the procedures manual.
- C. A dependent person may establish independent person status through circumstances including, marriage, formal court action, abandonment by parents, etc. To qualify, a dependent person must have completely separated from the parental or guardian domicile and prove that such separation is complete and permanent. Additionally, the individual must provide evidence that they are responsible for their housing and living expenses. Mere absence from the parental or guardian domicile is not proof of its complete abandonment. If an applicant can provide adequate and satisfactory evidence of independent status and domicile, they may be granted in-state status.
- D. If an independent person can provide evidence of coming to Oklahoma to establish domicile, the applicant may be granted in-state status at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

### 3.18.7 Uniformed Services and Other Military Service/Training

The following section is compliant with 38 U.S.C, Section 3679(c) and 70, O.S., Section 3247.

- A. Active Uniformed Services The following shall be eligible for in-state status:
  - 1. Members of the uniformed services, along with their dependent children and spouse, who provide evidence that they are full-time active duty status of more than thirty (30) days in the uniformed services stationed in Oklahoma or temporarily present through military orders. Further, when members of the armed services are transferred out-of-state, the member, their spouse and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled.
  - 2. Regardless of the residency of the student, dependent children or spouse of a person who is currently serving as a member of the active uniformed services of the United States on full-time active duty status of more than thirty (30) days for whom Oklahoma is the home of record.
  - 3. A person who files with the institution within the State system at which he/she intends to register a letter of intent to establish residence in the state and who
    - a. is entitled to educational or training assistance under Section 3319 of Title 38 of the United States Code by virtue of a relationship to a person who is currently serving on active duty; and
    - b. resides in the state while enrolled in the institution, regardless of the student's formal state of residence state or the active service member's home of record.
  - 4. Former full-time active uniformed services personnel who remain in Oklahoma after their service may retain their in-state status without the 12 month requirement if they establish domicile as defined in this policy.
- B. Discharged or Released from Active Uniformed Service  
(Regardless of the Home of Record)

A student who files with the institution within the State System at which the student intends to register a letter of intent to establish residence in the state and who resides in the state while enrolled in the institution shall be eligible for in-state status (i.e., in-state tuition), regardless of the residency of the student or home of record, if the student:

- 1. Is a person who:
    - a. was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed service, and
    - b. is pursuing a course of education with educational assistance under Chapters 30 or 33 of Title 38 of the United States Code.
  - 2. Is a person who: a. is entitled to assistance under Section 3319 of Title 38 of the United States Code by virtue of a relationship to a person who was discharged or released from a period of not fewer than ninety (90) days of active duty uniformed services.
  - 3. Is a person who:
    - a. is entitled to assistance under Section 3311(b)(9) of Title 38 of the United States Code by virtue of a relationship to a person who died in the line of duty while serving in the active duty uniformed services.
  - 4. Is a person who: a. is pursuing a course of education with educational assistance under Chapter 31 of Title 38 of the United States Code.
- C. Discharged or Released from Active Uniformed Service  
(Oklahoma Home of Record)

Person, or dependent children or spouse of a person, who was discharged or released from a period of not fewer than ninety (90) days of active uniformed service, less than five (5) years before the date of enrollment in the course(s) concerned and for whom Oklahoma is the home of record.

- D. Military Reserve Member on Full-Time Active Duty

Regardless of the residency of the student, dependent children or a spouse of a person who is currently serving as a member of the military reserve on full-time active duty of more than thirty (30) days and for whom Oklahoma is the home of record shall be eligible for in-state status.

E. Reserve Officer Training Corps (ROTC)

A person who is participating in or has received a partial or full scholarship from the Air Force, Army, or the Navy/Marines ROTC shall be eligible for in-state status.

F. To be eligible for in-state status as provided in 3.18.7.A, 3.18.7.B, 3.18.7.C, 3.18.7.D, and 3.18.7.E and to maintain eligibility, the student shall:

1. Have secured admission to and enrolls full-time or part-time in a program of study; and
2. Satisfy admission and retention standards.

G. A student who meets the eligibility requirements for in-state status shall maintain in-state status if the student remains continuously enrolled at an institution within the State System after the student:

1. As described in 3.18.7.A or 3.18.7.D, is discharged or released from active duty service;
2. As described in 3.18.7.B.1, 3.18.7.B.2 or 3.18.7.C, exceeds the five-year period after being discharged or released from active duty uniformed service;
3. As described in 3.18.7.B.1 or 3.18.7.B.4 has exhausted education assistance provided under Chapter 30, 31 or 33 of Title 38 of the United States Code;
4. As described in 3.18.7.A.3 or 3.18.7.B.2 has exhausted education assistance provided under Section 3319 of Title 38 of the United States Code; or
5. As described in 3.18.7.B.3 has exhausted education assistance provided under Section 3311(b)(9) of Title 38 of the United States Code. 3.18.8 Full-Time Professional Practitioner or Worker A U.S. citizen or Lawful Permanent Resident who provides evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time, or work on a full-time basis shall be immediately classified as in-state status along with the individual's spouse and dependents without the 12 month domiciliary requirement so long as they continue in such full-time employment capacity or until such time that they independently establish in-state status as described in section 3.18.3 of this policy.

A full-time professional practitioner or worker who is temporarily assigned to another location but maintains domicile in Oklahoma shall be considered to have in-state status along with the practitioner's spouse and dependent children.

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