

IMPORTANT: It is advisable to file this application at least one month prior to enrollment.

**APPLICATION FOR DETERMINATION OF ALABAMA RESIDENCY FOR TUITION PURPOSES
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

Full Legal Name _____ **Student ID No.** _____
(Please print) **Last** **First** **Middle** **Maiden Surname**

PART I. BASIS FOR RESIDENCY CLAIM

A. **Guidelines.** **BEFORE COMPLETING THIS FORM**, read carefully the *UAH Residency Guidelines* on the back page.

B. **Basis for Claim.** After reading the Guidelines, check the box below that describes your circumstances.

1. **A “resident student” is one who, at the time of registration, is not a “minor” and:**

- is a resident of the state of Alabama, under the definition set out in the Guidelines, and has been a resident of the state for at least 1 year immediately preceding the date of registration at any institution of higher education in Alabama.
- is a full-time, non-temporary* employee of UAH, or is the spouse of such an employee.
- is employed as a graduate assistant or fellow at UAH with at least a 0.5 FTE (half-time) appointment.
- has full-time, non-temporary* employment within the state of Alabama or is the spouse of such an employee.
- is an out-of-state active duty or retired military veteran who is a resident of any county not in Alabama but within 90 miles of the UAH campus.
- is a member of the U.S military on full-time active duty stationed in Alabama under orders for duties other than for attending school, or is the spouse of such a member.
- is a member of the Alabama National Guard, has been a member for at least 2 years immediately preceding the date of registration at UAH, and continues to be such a member while enrolled at UAH.
- is a veteran of the U.S. Armed Forces who lives in Alabama and who:
 - has served on active duty continuously for at least 2 years and has received an honorable discharge (as verified by Department of Defense Form 214) within 5 years of registration at UAH.
 - is currently serving in a reserve component of the U.S. Armed Forces (as verified by documentation from his/her commanding officer).
 - has been assigned a service-connected disability by the U.S. Department of Veteran Affairs.

2. **A “resident student” is also one who, at the time of registration, is a “minor”** and whose supporting person(s):**

- is a resident of the State of Alabama, under the definition set out in the Guidelines, and has been a resident of the state for at least 1 year immediately preceding the date of the student’s registration.
- is a full-time, non-temporary* employee of UAH.
- has full-time, non-temporary* employment within the state of Alabama.
- is a member of the U.S. military on full-time active duty stationed in Alabama under orders for duties other than attending school.

* “Non- temporary” means the full-time employment is on-going, not seasonal or for a specific period of time or for the express purpose of financing one’s college education.

** (or under the age of 24 if a full-time student for at least 5 months of the year)

Provide a written statement in the space provided below to explain further, as appropriate, the basis for your claim to be classified as an Alabama resident under UAH Guidelines. Attach an additional sheet if more space is needed.

PART II. SUPPORTING INFORMATION

A. General Information

Current mailing address (if different from permanent) _____ Phone # _____

Length of time at this address: _____ years _____ months Own ___ Rent ___ Other _____

If you have resided at the above address less than one year, provide your previous address:

Length of time at this address: _____ years _____ months Own ___ Rent ___ Other _____

Permanent legal address _____ Phone # _____

Length of time at this address: _____ years _____ months Own ___ Rent ___ Other _____

Name and relationship (if any) of owner if other than yourself _____

Date of Birth: _____ Place of Birth: _____

Month/Day/Year

City, County, State, Country

If not a U.S. resident: Visa type _____ Permanent Resident? _____ Resident Alien No. _____

(Documentation: photocopy of visa, "green card" or official evidence of pending permanent residency)

Please give the date and purpose for which you moved to Alabama. Date: _____

Purpose: _____

Name and location of high school attended _____

Since moving to Alabama, have you attended another college or university? Yes ___ No ___

If yes, give name of institution **and** dates attended _____

Previous semesters of attendance at UAH (if any) _____

Are you registered to vote in the U.S.? Yes ___ No ___ If yes, in which state are you registered? _____

Have you voted in Alabama? Yes ___ No ___ Year _____

(Documentation: Copy of voter registration if registered in Alabama)

B. Parental Information

Did either parent or guardian claim you as a dependent on his/her most recent income tax return? Yes ___ No ___

If no, skip to Section C.

If yes, his/her name _____ Most recent year claimed _____ In what state? _____

(Documentation: Copy of page in most recent tax return listing dependents)

Father's name _____ Father's Address _____

Mother's name _____ Mother's address (if different from Father's) _____

Are your parents divorced? Yes ___ No ___

Do you have a **legally** appointed guardian? Yes ___ No ___

If yes, guardian's full name _____ Guardian's address _____

(Documentation: Copy of Guardianship papers)

C. Marital Information (If single, skip to Section D.)

Spouse's name _____ Date of Marriage ___/___/_____

(Documentation: copy of marriage certificate)

Is your spouse currently enrolled at UAH? Yes ___ No ___

When did your spouse begin his/her most recent residence in Alabama? Month _____ Year _____

Is your spouse a U.S. citizen? Yes ___ No ___ If no, is spouse a permanent resident? _____ or visa type _____

D. Employment

Are you presently employed in Alabama? Yes ___ No ___ Hours worked per week? _____ Starting date ___/___/___

Title/Position _____

Is this position considered full time and permanent (of an indefinite duration) by your employer? Yes ___ No ___

Employer _____ Employer's Phone # _____

Employer's location _____

(Documentation: original copy of letter from employer on official stationery, verifying the above information)

Is your spouse (or parent, if you are a minor) employed in Alabama? Yes ___ No ___ If yes, part time ___ full time ___

Title/Position _____ Is this position considered full time and permanent? Yes ___ No ___

Employer _____ Employer's Phone # _____

Employer's location _____

Starting date ___/___/___ Hours worked per week? _____

(Documentation: original copy of letter from employer on official stationery, verifying the above information and copy of marriage certificate)

F. Automobile

Do you have a driver's license? Yes ___ No ___ If yes, what state issued the license? _____

(Documentation: Copy of the license if Alabama)

Do you own an automobile? Yes ___ No ___ If yes, in what state is your automobile registered? _____

(Documentation: Copy of registration if Alabama)

Is your car insured in Alabama? Name of company _____ Policy # _____

(Documentation: Copy of insurance card if in Alabama)

PART III. CERTIFICATION AND SIGNATURE

By my signature below I am certifying to the correctness and completeness of all information provided herein. I understand that the University may contact any of the individuals identified for the purpose of obtaining additional, pertinent information. I further understand that any false information provided by me herein may disqualify me from being considered a resident of Alabama for tuition purposes and may subject me to disciplinary charges under the University's Student Code of Conduct.

I do further certify that, if seeking a determination of Alabama residency by checking the first box under B.1. on page 1, the Alabama address provided herein is my actual residence, that I intend to remain in the State of Alabama indefinitely, and that I possess more substantial connections with the State of Alabama than with any other state.

Signature _____

Date _____

This application must be signed to be processed.

Return completed application and any documentation to Charger Central, UC 118. Your application will be reviewed and a decision letter mailed to you in a timely manner.

FOR OFFICIAL USE ONLY:

Approved ___ Denied ___

Semester Effective _____

Approved by/Date _____

UAH Residency Guidelines

A. **Introduction.** All students registering at The University of Alabama in Huntsville (UAH) who do not demonstrate, by presenting satisfactory evidence, that they are “resident students” will pay a “non-resident student” tuition. “Non-resident student” tuition will be at least twice the amount of “resident student” tuition. The residency classification of students will be made at the time of their initial registration and will continue unchanged through all subsequent registrations until satisfactory evidence to the contrary is submitted at the time of any subsequent registration. An application for Reclassification of Residence must be submitted to the Office of the Assistant Provost for Enrollment Services prior to the first day of classes for the term requested.

B. **Demonstrating Alabama Residency.** A **resident student**, for the purposes of this policy, is one who has established residency in Alabama and has maintained that status for **at least one year** immediately prior to the date of registration. The policy of the Board of Trustees of The University of Alabama on non-resident tuition states that “residence” refers to that “*single location at which a person resides with the intent of remaining there indefinitely as evidenced by more substantial connections with that place than with any other place.*” Students seeking to demonstrate that they are Alabama residents must certify to three facts: 1.) that an address or location within Alabama is their residence, 2.) that they intend to remain there indefinitely, and 3.) that they have “*more substantial connections*” with Alabama than with any other state.

Though satisfying the location and statement of intent requirements are essential, demonstrating residency will depend upon the **University’s evaluation** of the student’s connections with the state. No single connection or combination will automatically result in a finding of residency. Moreover, even if one or more connections with Alabama exist, a person who is in Alabama primarily for the purpose of obtaining an education will be considered a non-resident. The Board policy lists the following as connections that may be considered:

1. Payment of Alabama state income taxes as a resident
2. Ownership of a residence or other real property in the state and payment of state ad valorem taxes thereon.
3. Full-time employment (not temporary) in the state
4. Residence in the state of a spouse, parents, or children
5. Previous periods of residency in the state continuing for one year or more
6. Voter registration and voting in the state, especially registration occurring more than one year prior to the student’s initial registration
7. Possession of state or local licenses to do business or practice a profession in the state
8. Ownership of personal property (*e.g.*, automobile, boat, etc.) in the state and payment of state taxes thereon; possession of state license plates
9. Continuous physical presence in the state for a purpose other than attending school and except for temporary absences for travel, military service, temporary employment, etc.
10. Membership in religious, professional, business, civic, or social organizations in the state
11. Maintenance in the state of checking and savings accounts, safe deposit boxes, investment accounts, etc.
12. In-state address shown on selective service registration, driver’s license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, retirement plans, etc.
13. Location within the state of the high school from which the student graduated

As stated above, a student will be classified as an Alabama resident **only** if the student is able to show that **he/she became a resident one year or more prior to the date of registration** by identifying then-existing, sufficient connections with Alabama.

C. **Demonstrating Alabama Residency - Alternative Approach.** A student who does not qualify for classification as a resident student under the foregoing requirements may possibly qualify if he/she (or his/her supporting person in the case of a minor) meets **any one** of the following requirements at the time of registration:

1. Is a full-time, non-temporary employee at UAH, or is the spouse of such an employee
2. Is employed by UAH as a graduate student or fellow on at least a 0.5 FTE (half-time) basis
3. Is a full-time, non-temporary employee of some other employer within the state of Alabama, or can verify such employment beginning not more than 90 days after registration, or is the spouse of such employee
4. Is a resident of Bedford, Coffee, Franklin, Giles, Lawrence, Lincoln, Marion, Marshall, or Moore County in Tennessee and has been a resident of that County for at least one year preceding the date of registration. The requirements for a student to demonstrate that he/she is a “resident” of one of the foregoing counties shall be the same as set forth above with regard to demonstrating Alabama residency.
5. Is an out-of-state active duty or retired military veteran who is a resident of any (non-Alabama) county within 90 miles of the UAH campus
6. Is a member of the U.S. military on full-time active duty stationed in Alabama under orders for duties other than attending school, or is the spouse of a member.
7. Has been a member of the Alabama National Guard for at least 2 years immediately preceding the date of registration at UAH, and continues to be such a member while enrolled at UAH
8. Is a veteran of the U.S. Armed Forces who lives in Alabama and who:
 - has served on active duty continuously for at least 2 years and has received an honorable discharge (as verified by Department of Defense Form 214) within 5 years of registration at UAH
 - is currently serving in a reserve component of the U.S. Armed Forces (as verified by documentation from his/her commanding officer)
 - has been assigned a service-connected disability by the U.S. Department of Veteran Affairs

As used in these Guidelines, a “**minor**” refers to an individual who, because of age, lacks the capacity to contract under Alabama law. This means a single individual under age 19 and a married individual under age 18. A “**supporting person**” refers to either or both of the parents of a student, if they are living together; or, if the parents are divorced or living separately, then the parent providing the greater amount of financial support of the two (normally, the parent having legal custody). “**Non-temporary**” employment means employment that is on-going and not seasonal or for a specific period of time or for the express purpose of financing the student’s college education.

D. **Appeal.** The Assistant Provost for Enrollment Services will make the initial decision on an application for reclassification to resident student status. This decision may be appealed to the Residence Status Review Committee (made up of representatives appointed by the Vice President for Academic Affairs, the Vice President for Student Affairs, and the President of the Student Government Association). Notice of appeal must be in writing and must be delivered to the Office of the Associate Provost no later than fourteen (14) days after the date of the initial decision of the Assistant Provost for Enrollment Services. The decision of this Committee may be appealed to the President of the University, whose decision shall be final.

The foregoing Guidelines are a summary of the provisions of Rule 202 of The Board of Trustees of The University of Alabama (“Non-resident Tuition Policy”). This Rule constitutes the full statement of policy applicable to the residency classification of UAH students.