

## **UAH Residency Guidelines**

**A. Introduction.** All students registering at The University of Alabama in Huntsville (UAH) who do not establish that they are “resident students” shall pay a “non-resident student” tuition, which shall be at least twice the amount of “resident student” tuition. Classification of students as “non-resident” at UAH shall be made at the time of their initial registration and shall continue unchanged through all subsequent registrations until satisfactory evidence to the contrary is submitted at the time of any subsequent registration. An Alabama Residency Claim Form must be submitted to the Office of the Vice President for Student Affairs prior to the last day of registration 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 last day of registration for the appropriate semester. 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 under penalty for perjury 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, ultimate determination of that status 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 nonresident.** 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

**C. Demonstrating Alabama Residency - Alternative Approach.** A student who does not qualify for classification as a resident student under the foregoing requirements may qualify if he/she meets **any** of the requirements stated in the following guidelines at the time of registration:

**1. The student is not a “minor” or “dependent child” and:**

- a. is a full-time, non-temporary employee of UAH, or is the spouse of such an employee
- b. is employed as a graduate assistant or fellow at UAH
- c. has full-time, non-temporary employment within the state of Alabama or can verify such employment beginning not more than 90 days after registration at UAH, or is the spouse of such an employee
- d. is a resident, and has been a resident for at least 1 year immediately preceding the last day of registration for the semester at UAH, of Bedford, Coffee, Franklin, Giles, Lawrence, Lincoln, Marion, Marshall, or Moore counties in Tennessee.

**2. The student is a “minor” or “dependent child” and his/her “supporting person(s)” satisfies any of the conditions stated in C.1. above (the “date of registration” being understood to refer to the student’s registration date).**

**3. Rules for Veterans and U.S. Service Members of the uniformed services, including Army, Navy, Air Force, Marine Corps and Coast Guard and commissioned officers of NOAA and the PHS). For purposes of admission and tuition and fees, the term “resident student” includes one who at the time of registration, satisfies one of the following:**

- a. Military personnel on active duty, along with his/her spouse and dependent child(ren), who is either stationed in Alabama for reasons other than attending school, or stationed outside of the state and whose State of Residence on their Leave and Earnings Statement (LES) is Alabama.
- b. \_\_\_ Has been a member of the Alabama National Guard for at least two years immediately preceding the academic term in which the student qualifies for resident tuition, and continues to be a member of the Alabama National Guard while enrolled at UAH.
- c. \_\_\_ Is an out-of-state active duty or Veteran Service Member who is a resident of any county within ninety miles of the UAH Campus.
- d. A Veteran Service Member who is a resident of Alabama and satisfies at least one of the following conditions:
  - \_\_\_ Has served on active duty for a continuous period of time, not less than two years, and has received a verified honorable discharge within five years of enrolling in an Alabama public institution of higher education;
  - \_\_\_ Is currently serving in a reserve component of the Armed Forces of the U.S., as verified by a memo from his/her commanding officer;
  - \_\_\_ Has been assigned a service-connected disability by the U.S. Department of Veterans Affairs.
- e. A Veteran authorized to receive any one or more of the following educational benefits whose authorizing law requires such educational classification as a condition of receiving such benefits:
  - \_\_\_ Educational benefits provided for under the Post-9/11 GI-Bill or Montgomery GI-Bill programs received by the veteran or the spouse and dependent(s) of an active or Veteran Service Member who is living in the State of Alabama while enrolled; and
  - \_\_\_ Supplemental Educational Assistance Benefits provided to any members of the Alabama National Guard, regardless of his/her state or residence, as provided for in the Code of Alabama.

**NOTE:** A student who has previously met the residency requirements for this section must continue to reside in Alabama while enrolled at UAH. If an individual provided for in this Section is released or discharged dishonorably, such release shall be grounds for revocation of resident status.

**D. Appeal.** The Vice President for Student Affairs 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 Provost/Executive 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 Associate Provost no later than fourteen (14) days after the date of the initial decision of the Vice President for Student Affairs. 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.

11/13/17

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

Full legal name \_\_\_\_\_ Student ID No.(A#) \_\_\_\_\_  
(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 which describes your circumstances. (REQUIRED)

**1. A "resident student" is one who, at the time of registration, is not a "minor" or "dependent child" and:**

- a. \_\_\_ 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 last day of registration for the appropriate semester at ANY institution of higher education in Alabama; or
- b. \_\_\_ is a full-time, non-temporary employee of UAH or is the spouse of such an employee; or
- c. \_\_\_ is employed as a graduate assistant or fellow at UAH; or
- d. \_\_\_ is able to verify full-time, permanent employment within the state of Alabama and shall commence said employment not more than 90 days after registration at UAH or is the spouse of such an employee; or
- e. \_\_\_ is a resident, and has been a resident for at least 1 year immediately preceding the last day of registration at UAH of Bedford, Coffee, Franklin, Giles, Lawrence, Lincoln, Marion, Marshall, or Moore counties in Tennessee.

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

- a. \_\_\_ is a resident 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 last day of registration for the appropriate semester; or
- b. \_\_\_ is a full-time, non-temporary employee of UAH; or
- c. \_\_\_ is able to verify full-time, permanent employment within the state of Alabama or can verify such employment beginning not more than 90 days after registration at UAH; or
- d. \_\_\_ is a resident, and has been a resident for at least 1 year immediately preceding the date of registration at UAH, of Bedford, Coffee, Franklin, Giles, Lawrence, Lincoln, Marion, Marshall, or Moore counties in Tennessee.

**3. Rules for Veterans and U.S. Service Members of the uniformed services, including Army, Navy, Air Force, Marine Corps and Coast Guard and commissioned officers of NOAA and the PHS. For purposes of admission and tuition and fees, the term "resident student" includes one who at the time of registration, satisfies one of the following:**

- a. \_\_\_ Military personnel on active duty, along with his/her spouse and dependent child(ren), who is either stationed in Alabama for reasons other than attending school, or stationed outside of the state and whose State of Residence on their Leave and Earnings Statement (LES) is Alabama.
- b. \_\_\_ Has been a member of the Alabama National Guard for at least two years immediately preceding the academic term in which the student qualifies for resident tuition, and continues to be a member of the Alabama National Guard while enrolled at UAH.
- c. \_\_\_ Is an out-of-state active duty or Veteran Service Member who is a resident of any county within ninety miles of the UAH Campus.
- d. A Veteran Service Member who is a resident of Alabama and satisfies at least one of the following conditions:  
\_\_\_ Has served on active duty for a continuous period of time, not less than two years, and has received a verified honorable discharge within five years of enrolling in an Alabama public institution of higher education;  
\_\_\_ Is currently serving in a reserve component of the Armed Forces of the U.S., as verified by a memorandum from his/her commanding officer;  
\_\_\_ Has been assigned a service-connected disability by the U.S. Department of Veterans Affairs.
- e. A Veteran authorized to receive any one or more of the following educational benefits whose authorizing law requires such educational classification as a condition of receiving such benefits:  
\_\_\_ Educational benefits provided for under the Post-9/11 GI-Bill or Montgomery GI-Bill programs or other federal law authorizing veteran' educational benefits received by the veteran or the spouse and dependent(s) of an active or Veteran Service Member who is living in the State of Alabama while enrolled; and  
\_\_\_ Supplemental Educational Assistance Benefits provided to any members of the Alabama National Guard, regardless of his/her state or residence, as provided for in the Code of Alabama.

**NOTE:** A student who has previously met the residency requirements for this section must continue to reside in Alabama while enrolled at UAH. If an individual provided for in this Section is released or discharged dishonorably, such release shall be grounds for revocation of resident status.

4. Provide a written statement in the space below to explain the basis for your claim to be classified as an Alabama resident under University Guidelines. You may attach an additional sheet if more space is needed. (REQUIRED)

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**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: \_\_\_\_\_

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

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

Purpose: \_\_\_\_\_

Name and location of high school from which you graduated \_\_\_\_\_

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? \_\_\_\_\_

**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 \_\_\_\_\_

**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 No. \_\_\_\_\_  
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 No. \_\_\_\_\_  
Employer's location \_\_\_\_\_  
Starting date \_\_\_/\_\_\_/\_\_\_ Hours worked per week? \_\_\_\_\_  
*(Documentation: original copy of letter from employer on official stationery, verifying the above information)*

**E. 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 appropriate documentation to UAH Vice President for Student Affairs, SSB 317, Huntsville, AL 35899 or email to [residency@uah.edu](mailto:residency@uah.edu).

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

**FOR OFFICIAL USE ONLY:**

Approved \_\_\_ Denied \_\_\_ Semester Effective \_\_\_\_\_ Approved by/Date \_\_\_\_\_