



ALABAMA COMMUNITY COLLEGE SYSTEM
CERTIFICATION OF ELIGIBILITY FOR IN-STATE RESIDENCY

Office of Admissions & Records

This form along with a legible copy of your supporting documentation may be emailed to admissions@gadsdenstate.edu

IMPORTANT: The petition process must be complete by the end of each full term add/drop period for the residency status and tuition rate change to become effective during the current term.

Student Name \_\_\_\_\_ SSN/Student ID \_\_\_\_\_
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_ Email \_\_\_\_\_

More information is required to supplement your application for admission and determine in-state residency. In order to qualify, you must complete this form and fall into ONE or more of the following categories:

I. Legal Resident of the State of Alabama

- I (or my non-estranged spouse) have lived in the State of Alabama for at least 12 continuous months immediately preceding my application for admission.
I am a dependent student and my parent/legal guardian has lived in the State of Alabama for at least 12 continuous months immediately preceding my application for admission.
I graduated from an Alabama High School or obtained a GED in the State of Alabama within three years of the date of my application for admission.
I have more substantial connections with the State of Alabama than with any other state.

Check all that apply where supporting documentation is being provided:

- Consideration of the location of high school graduation
Payment of Alabama state income taxes as a resident
Full-time employment in the state
Residency in the state of a spouse, parent(s), or children
Previous periods of residency in the state continuing for one year or more
Voter registration and voting in the state
Possession of state or local licenses to do business or practice a profession in the state
Ownership of personal property in the state, payment of state taxes on property, or possession of state license plates
Continuous physical presence in the state for a purpose other than attending school, excluding temporary absences for travel, military service, or temporary employment
Membership in religious, professional, business, civic or social organizations in the state
Maintenance of in-state checking and/or savings accounts, safe deposit boxes or investment accounts
In-state address shown on one or more of the following:
Selective service registration
Driver's license
Automobile title registration
Hunting and fishing licenses
Insurance policies
Stock and bond registrations
Last will and testament
Annuities or retirement plans

II. A Non-Resident Who Meets the Qualifications for In-State Tuition

I (or my supporting spouse or parent):

- am a member of the U.S. military on full-time active duty and stationed in Alabama under orders for duties other than attending school.
am an accredited member of a consular staff assigned to duties in Alabama.
have full-time employment in Alabama and will start said employment within 90 days of my registration.
am a full-time permanent employee of this institution.
reside in a county of a state which is within the 50-mile radius of the designated campus of this institution. This statement applies only to the residents of the following counties in Georgia: Carroll, Chattooga, Floyd, Haralson, Heard, Paulding, or Polk.

I agree to notify the college if there are any changes in the information submitted with this form. I understand that an out-of-state student cannot attain residency simply by attending school for 12 continuous months in the state of Alabama. I further certify that the address shown above is my residence, I intend to remain at this address indefinitely and I possess more substantial connections with Alabama than any other state.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Gadsden State Community College Residency Guidelines and Policy

### Residency Status

In accordance with the Code of Alabama Section 16-64 and ACCS, residency status is determined upon admission. In determining resident student status for the purpose of charging tuition, the burden of proof lies with the *applicant* for admission. In determining resident or nonresident classification, the primary issue is one of intent. **If a person is in Alabama primarily for the purpose of obtaining an education, that person shall be considered a nonresident student.** The institution may request proof that the applicant meets the stipulations for in-state residency. A student's residency status will be presumed for one full academic year of his/her most previous enrollment unless there is evidence that the student subsequently has abandoned resident status. A student failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

The petition process must be complete by the end of each full term and/drop period for the residency status and tuition rate change to become effective during the current term. If the petition process takes place after the add/drop period, the residency status change and tuition rate change will not become effective until the following term. Residency status cannot be changed retroactively.

### In-State Residency

The in-state tuition rate is established by the Alabama Community College System. In order to be eligible for in-state tuition as a resident student, an applicant must meet one of the following criteria:

1. Has resided in the State of Alabama for at least 12 continuous months ***immediately preceding application for admission.***
2. Is a minor whose parents, parent, or legal guardian has resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission. If the minor's parents are legally separated or divorced, residence will be determined by the residency of the parent to whom the court has granted custody
  - ***Minor Dependent:*** A single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama.
  - ***Supporting Person:*** Either or both parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased, or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.
3. Has graduated from an Alabama high school or has obtained a GED in the State of Alabama within three years of the date of his/her application for admission in accordance with the requirements set forth in the *Code of Alabama*.
4. An individual determination of eligibility for in-state tuition shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama and proof of primary residency in the State. This evaluation shall include but is not limited to the consideration of the following connections:
  - Payment of Alabama state income taxes as a resident.
  - Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
  - Full-time employment in the state.
  - Residence in the state of a spouse, parents, or children.
  - Previous periods of continuous residency in the state continuing for one year or more.
  - Voter registration and voting in the state continuing in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
  - Possession of state or local licenses to do business or practice a profession in the state.
  - Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
  - Continuous physical presence (non-transient or split-residency status) in the state **for a purpose other than attending school**, except for temporary absences for travel, military service, and temporary employment.

- Maintenance (continuing in the state that initially occurred at least one year prior to the initial registration) in the state of checking/savings accounts, safe deposit boxes, or investment accounts.
- 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, or retirement plans.

### **Non-Resident Student**

A non-resident student, one who does not meet the standard of having resided in the State of Alabama for at least 12 continuous months immediately preceding *application* for admission, shall be charged the instate tuition rate established by the State Board of Education if the student satisfies one of the following criteria, or, if the student is a dependent (as defined by the Internal Revenue Code), then the person supporting the student satisfies one of the following criteria under the following circumstances:

1. The student or the person(s) supporting the student is a full-time permanent employee of the institution at which the student is registering.
2. The student or the person(s) supporting the student can verify fulltime permanent employment in Alabama and will commence said employment within 90 days of registration.
3. The student or the person(s) supporting the student is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school, as required by ACT2013-423.
4. The student or the person(s) supporting the student is an accredited member of a consular staff assigned to duties in Alabama.
5. The student or the person(s) supporting students resides in one of the following Georgia counties: Carroll, Chattooga, Floyd, Haralson, Heard, Paulding, Polk.

### **Out-Of-State Residency**

The out-of-state tuition rate is determined by the Alabama Community College System. Any applicant for admission who does not meet the residency requirements for in-state tuition shall be charged tuition at 2.00 times the in- state tuition rate, rounded up to the nearest dollar.

Students initially classified as ineligible for resident tuition will retain that classification for 12 months and until they provide documentation that they are eligible for instate tuition. Requests for in-state tuition reclassification must be submitted to the Office of Admissions and Records, and the Registrar will determine whether or not a student is eligible to pay the in-state tuition rate. **An out-of-state student cannot attain resident student status simply by attending school for 12 months in Alabama.** International students must pay the out-of-state tuition rate.

It is the official policy of the Alabama Department of Postsecondary Education including all postsecondary institutions under the control of the Board, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.