

Students do not have to apply for In-State residency for tuition purposes if you:

1. Live on campus in a UCA residence hall or a UCA apartment which are : Bear Village, Erbach, Georgetown, Oak Tree, Stadium Park, Torreyson and Western Heights apartments. This includes UCA leased sorority houses.

At this time, students wishing to live in a fraternity house will have to apply and submit all documentation to become an Arkansas resident to not pay out-of-state tuition. Fraternity houses are not considered any part of UCA Housing.

2. If you are from one of these bordering counties in the states listed below when you applied to UCA:

Louisiana

- a. Claiborne Parish*
- b. Morehouse Parish*
- c. Union Parish*
- d. Webster Parish*

Mississippi

- a. Bolivar County*
- b. Coahoma County*
- c. Desota County*
- d. Tunica County*

Missouri

- a. Barry County*
- b. Dunklin County*
- c. Howell County*
- d. McDonald County*
- e. Oregon County*
- f. Ozark County*
- g. Pemiscot County*
- h. Ripley County*
- i. Taney County*

Oklahoma

- a. Adair County*
- b. Delaware County*
- c. Le Flore County*
- d. McCurtain County*
- e. Sequoyah County*

Tennessee

- a. Dyer County*
- b. Lauderdale County*
- c. Shelby County*
- d. Tipton County*

Texas

- a. Bowie County
- b. Cass County

University of Central Arkansas

Application for Residency Classification as an In-State Domiciliary

Students seeking reclassification as an in-state domiciliary may use the following guide to evaluate the proper documents needed for consideration and the timeline associated with the process.

| Unmarried Student Under Age 24 | Married Student | Unmarried Student Age 24 and Over |
|--|--|--|
| <ul style="list-style-type: none"> • Copy of parents' Federal Tax Return showing student was not claimed as a dependent for previous year • Four (4) Good Faith Acts* • Copy of student's Federal Tax return for the previous year • Evidence of current financial support <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Evidence of physically residing in the state of Arkansas for at least six (6) consecutive months prior to the term requested for reclassification <u>and</u> provide one of the following: <ul style="list-style-type: none"> • Verification from employer of in-state work <u>or</u> a housing agreement (i.e., deed, lease, etc.) or • Proof of continuous on-campus enrollment at the University of Central Arkansas | <ul style="list-style-type: none"> • Marriage license/certificate • Four (4) Good Faith Acts* from student or, if student is new to the state, spouse if spouse has maintained residency for the past six (6) months <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Evidence of student or spouse physically residing in Arkansas for at least six (6) consecutive months prior to the term requested for reclassification and provide one of the following: <ul style="list-style-type: none"> • Verification from employer of in-state work <u>or</u> a housing agreement (i.e., deed, lease, etc.) or • Proof of continuous on-campus enrollment at the University of Central Arkansas | <ul style="list-style-type: none"> • Four (4) Good Faith Acts* <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Evidence of physically residing in the state of Arkansas for at least six (6) consecutive months prior to the term requested for reclassification and provide one of the following: <ul style="list-style-type: none"> • Verification from employer of in-state work <u>or</u> a housing agreement (i.e., deed, lease, etc.) or • Proof of continuous on-campus enrollment at the University of Central Arkansas |

***If one parent lives in Arkansas, four (4) Good Faith Acts of the parent may be submitted for consideration of reclassification. Also, if parents were relocated to Arkansas by an employer, four (4) Good Faith Acts and a letter of transfer from their employer may be submitted for consideration of reclassification.**

Good Faith Acts

Good Faith Acts must be established six (6) months prior to the beginning of the term for which the student is seeking reclassification.

Examples of Good Faith Acts include a State of Arkansas issued:

- Driver's License
- State Issued ID Card
- Vehicle Registration
- Voter's Registration
- State Tax Return
- Assessment of Real Property (Real Estate)
- Assessment of Personal Property (e.g., vehicle, boat, etc.)
- Establishment of Bank Account(s) (i.e., Letter from the bank stating the date on which the account was opened and last date of activity)

Process of Reclassification as an In-State Domiciliary

1. A student who knowingly gives erroneous information in an attempt to evade payment of out-of-state fees shall be subject to dismissal from the University.
2. The application for reclassification and all supporting materials must be received by the Registrar's Office no later than the fifth (5) day of classes for regular terms and the second (2) day of classes for summer terms. Applications submitted after the deadline will be considered for the following term.
3. Evaluation of applications may take a minimum of two (2) weeks. Results (i.e., approval, denial, or request for additional information) of the application will be communicated via email on students' UCA email account. If additional information is requested, students must provide documentation by the last day of classes of the term in which the petition was filed. If requested information is not received, the student must reapply for reclassification in a future term with all required documentation.
4. All tuition and fee payments are due by the final deadline specified by Student Accounts. **Students seeking reclassification are expected to pay their entire bill even if a favorable decision is expected.** If a favorable decision is rendered after the final payment deadline, the out-of-state fees paid will be refunded. Out-of-state tuition/fees may not be deferred while awaiting a decision for reclassification or appeals.
5. If an unfavorable decision is received, students may appeal their decision with the Academic Adjustments and Appeals Committee. Additional information or documents in support of one's request may be submitted to the Registrar's Office for appeal purposes.

Application

Student Information

Name: _____ UCA ID#: _____
(Last Name, First Name, Middle Initial)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Date of Birth: _____

I am requesting to be reclassified beginning _____

UCA Email Address: _____ Fall Spring Summer (year)
@cub.uca.edu

Citizenship

I am a _____ Visa Type: _____ Have you declared intent to
(If applicable) become a US Citizen?

Marital Status

I am _____ Spouse's Name: _____ Is your spouse an Arkansas
(If applicable) resident?

Parent Information*

*Only complete this section if you are single and under 24 years of age

Are you applying for residency based upon your parent(s)?

Father's Name: _____
(Last Name, First Name, Middle Initial)

Address: _____

City: _____ State: _____ Zip Code: _____

Mother's Name: _____
(Last Name, First Name, Middle Initial)

Address: _____

City: _____ State: _____ Zip Code: _____

My parents are

Guardian's Name: _____
(Last Name, First Name, Middle Initial)

Address: _____

City: _____ State: _____ Zip Code: _____

Date guardianship began: _____ Legal Informal
(Month/Day/Year)

Financial Information

What are the sources of your support? Please list all sources of income and the percentage they constitute within your overall income.

How will your sources of support change while you attend the University?

Residence in Arkansas

From where did you relocate to Arkansas? _____

I have resided in the State of Arkansas since: _____
(Month/Day/Year)

Please list all addresses at which you have continuously resided within Arkansas.

Good Faith Acts

All documentation submitted with the application may be photocopies and must clearly display the date of each action. Copies of the following Good Faith Acts are attached:

I am also providing: _____
(Use if item is not listed in the above list)

I certify that all information made in this application are complete and true. Any misrepresentation of facts could be just cause for dismissal from the University.

Signature

Date

Regulations

The purpose of these rules is to enable the administrative officers of the University of Central Arkansas to comply with the law in classifying students for the purposes of paying fees as either “in-state” or “out-of-state” so as to accord fairness and equity to the students of the University and to Arkansas taxpayers from unfounded claims advanced for the purpose of evading payment of proper charges for educational services.

No student shall be admitted to the University of Central Arkansas and be classified as an *in-state* student for student fee purposes unless he or she is a bona fide domiciliary of Arkansas and has resided in this state in that status for at least six consecutive months prior to the beginning of the term or semester for which the fees are to be paid.

An *out-of-state* student enrolled for a full or substantially full program of courses or credits at an educational institution is considered to be in Arkansas primarily for the purpose of attending school and not for the purpose of establishing in good faith a true, fixed, and permanent home constituting an Arkansas domicile. Continued presence in Arkansas during vacation periods or during a period or periods when not enrolled in an educational institution, where any one such period does not extend for at least six continuous months, shall not justify reclassification to an *in-state* student status.

Initial classification as an *out-of-state* student shall not prejudice the right of that student to be reclassified thereafter for following semesters or terms of enrollment as an *in-state* student, provided he/she has actually acquired a bona fide Arkansas domicile and has resided in Arkansas thereafter for six continuous months’ duration as such domiciliary prior to his/her reclassification by the University. In a similar manner, an in-state student shall be reclassified for future semesters and terms where his/her domicile is moved to some other state. For University purposes, a local domicile, together with residing here as such for six continuous months or more, is acquired through Arkansas coming to be one’s home and residence as distinguished from a temporary sojourn in Arkansas as a student and involves the probability of remaining in Arkansas beyond graduation. The single fact of presence in Arkansas for at least six continuous months of attendance as a student enrolled in the University of Central Arkansas or in any other colleges or universities in Arkansas neither constitutes nor necessarily precludes the acquisition of a basis for reclassification, but is a factor to be considered.

The responsibility for registering under the proper classification for this purpose is placed upon the student and it is the duty of each student at each time of registration, if there be any question of his/her proper classification or reclassification for fee purposes, to raise the question of his/her status with the Office of the Registrar in order to have such question settled by the Registrar. Any classification initially on enrolling and on re-enrolling in the University or any reclassification made or concurred in by the Registrar may be appealed for review and determination to the Academic Adjustments and Appeals Committee. Written notice of such appeals procedures shall be provided to each student raising the question of his/her status with the Registrar.

A student from outside of Arkansas shall have the burden of establishing by proof any claim that he or she is entitled to be treated as an *in-state* student for fee purposes, and evidence to that effect must be presented in writing. Mere self-serving claims of local domicile and duration of stay are of little weight. A student who knowingly gives erroneous information in an attempt to evade payment of out-of-state fees shall be subject to dismissal from the University.

In determining proper classification and reclassifications of students for fee purposes, the following rules and definitions shall be used for guidance:

- (1) *Domicile–in-state* student means that Arkansas is the legal home and place of permanent living of such student for all purposes, and that intention to make one’s permanent home here

has been manifested objectively by good faith acts, and that mere physical presence here is alone insufficient. In this sense, domicile is the equivalent of a legal residence. The rule requires that a domiciliary of Arkansas be also physically present in such domiciliary status in Arkansas for at least six continuous months prior to recognition of the status for fee purposes.

(2) For purposes where the student's status is dependent upon the domicile and place of residing of his/her parent or parents, the definition in (1) above shall govern the determination of domicile of the parents. Neither the mere fact of presence in Arkansas with his/her children while the latter are attending the University or some other educational institution or institutions in Arkansas, nor the mere ownership of property located in Arkansas is sufficient proof of such local domicile and place of residing, but are to be considered together with all pertinent circumstances.

(3) The domicile and legal residence of a minor student is the same as: (a) that of the parents or surviving parent; or (b) that of the parent to whom custody of the minor has been awarded by a divorce or other judicial decree; or (c) that of the parent with whom the minor in fact makes his home, if there has been a separation of parents without a judicial award of custody; or (d) that of adoptive parent, where there has been a legal adoption, even though the natural parents or parent be living; or (e) that of a "natural" guardian, such as a grandparent or other close relative with whom the minor, in fact, makes his home, where the parents are dead or have abandoned the minor.

(4) Appointment of a guardian in a state outside of Arkansas will attribute the domicile of the minor student to that of his/her out-of-state guardian. Establishment of guardianship or adoption for the purpose of evading fees will not be recognized.

(5) A minor emancipated by the law of his domicile or on reaching the legal age of majority has the power that any adult has to acquire a different domicile and different place of residing; however, his prior domicile or origin continues until he clearly establishes a new one. Marriage constitutes emancipation of minors, both male and female.

(6) For either an adult or an emancipated minor to acquire a domicile in this state, he must have permanently left his parental home, must have established a legal home (domicile) of permanent character in Arkansas other than for attendance in school here and resided for six continuous months as an Arkansas domiciliary, and must have no present definite intent of removing from there as of a certain time.

(7) Determination of local domicile shall be based on a review of all pertinent factors and circumstances that collectively may reasonably be deemed to objectively manifest a state of mind regarding domicile.

(8) Students living in the states bordering Arkansas who receive mail at an Arkansas post office are not domiciliaries of Arkansas.

(9) A student who is a veteran, dependent of a veteran, member of the armed forces, spouse of a member of the armed forces, or a dependent of a member of the armed forces stationed in the state of Arkansas pursuant to military orders, shall be entitled to classification as *in-state* students for fee paying purposes.

(10) A student is a UCA graduate who is a dues-paying member of the UCA Alumni Association or the child or grandchild, are age 26 or under, of a UCA graduate who is a dues-paying member of the UCA Alumni Association. Go to the web-site below to complete alumni waiver. <https://uca.edu/alumni/files/2017/01/Fee-Waiver-Form.pdf>

Check-sheet

Please use this check-sheet in making sure all documents are included in packet before submitting to the Registrar's office. If any of the required nine (9) documents are not included with your application, your In-State residency request will be denied.

Required Arkansas In-State Residency Documentation for Unmarried Student under Age 24:

___ Copy of parents' Federal Tax Return showing student was not claimed as dependent for previous year

___ Copy of student's Federal Tax return for the previous year

___ Evidence of current financial support

Four (4) Good Faith Acts issued in Arkansas*:

___ Driver's License

___ State Tax Return

___ State issued ID card

___ Assessment of Real Property (Real Estate)

___ Vehicle Registration

___ Assessment of Personal Property (vehicle, boat, etc.)

___ Voter's Registration

___ Establishment of Bank Account (letter from bank stating date on which account was opened and last date of activity)

AND

___ Evidence of physically residing in the state of Arkansas for at least six (6) consecutive months prior to the term requested for reclassification

AND provide **ONE** of the following:

___ Verification from employer of in-state work or a housing agreement (deed, lease, UCA housing)

___ Proof of continuous on-campus enrollment at the University of Central Arkansas

*If one parent lives in Arkansas, four (4) Good Faith Acts of the parent may be submitted for consideration of reclassification. Also, if parents were relocated to Arkansas by an employer, four (4) Good Faith Acts and a letter of transfer from their employer may be submitted for consideration of reclassification.