

DETERMINATION OF RESIDENCE FOR TUITION PURPOSES

Residence for tuition purposes is determined by state law for state-supported colleges, and as such is subject to change by the Texas Legislature. Additional information may be obtained from the Office of Undergraduate Admissions. The following is a brief explanation of residence requirements under present law:

I. STUDENTS CLAIMED BY PARENT OR GUARDIAN FOR FEDERAL INCOME TAX PURPOSES

An individual (minor or 18 years of age or older) who is claimed as a dependent for federal income tax purposes by a parent or guardian the year of enrollment and the tax year prior to enrollment will have residency based on the residence of the parent or guardian and are considered dependent. Residence is based on one of the following circumstances:

- (a) The residence of the parent who has custody at the time of enrollment (upon divorce of parents),
- (b) The residence of the parent who has claimed the dependent for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment, or
- (c) The residence of the parent with whom the dependent has resided for the 12 months prior to enrollment.

II. STUDENTS NOT CLAIMED BY PARENTS OR GUARDIAN ON FEDERAL INCOME TAX (BASED ON SELF)

A student who is **not** claimed by a parent or a guardian as a dependent for federal income tax purposes during the tax year including the enrollment period and the previous tax year will have residency based upon himself/herself and are considered independent. Independent individuals 18 years of age or over who move into the state and **who are gainfully employed within the state for a period of 12 months prior to enrolling in an institution of higher education** are entitled to classification as residents. An individual who is self-employed or employed as a homemaker within the home may be considered gainfully employed for tuition purposes. Contact the Office of Undergraduate Admissions for more information regarding self-employment and homemaker status.

A student who has not been classified as a Texas resident for **the first four of the last five years** must provide the following documentation. Proof of residency will be required of any student who has resided in Texas less than 4 years.

If a student was gainfully employed **prior** to enrolling in an institution of higher education, a letter of employment is generally sufficient, but additional documentation may be requested.

- 1.) Letter from employer stating beginning and ending dates, number of hours worked per week and type work performed.

III. A STUDENT ENROLLED IN AN INSTITUTION BEFORE BEING GAINFULLY EMPLOYED IN THE STATE

If 12 months residence, however, can be shown not to have been for the purpose of establishing residence in the state but to have been for some other purpose (i.e., educational), the individuals are **not** entitled to be classified as residents. Students **enrolling in an institution of higher education prior to having resided in the state for 12 months immediately preceding time of enrollment** shall be classified as nonresidents for tuition purposes and must submit the following documents for **RECLASSIFICATION**:

1. Letter of Employment stating beginning and ending dates, number of hours worked per week and type work performed. (gainfully employed for 12 months while attending school)
2. Material to the determination of the establishment of a domicile in Texas is business or personal facts or actions unequivocally indicative of a fixed intention to reside permanently in the state. If **FOUR of the following actions have been taken at least 12 consecutive months prior to enrollment and continue to be in effect**, it is considered that a domicile in Texas has been established. Documentation of proof must be provided as follows:
 - (1) purchasing a residence and claiming it as a homestead,
 - (2) register to vote and voting in local elections,
 - (3) registering automobiles in Texas,
 - (4) maintaining a Texas driver's license,
 - (5) having wills or other legal documents that indicate residence in Texas,
 - (6) maintaining checking accounts, savings accounts or safe deposit boxes in Texas,
 - (7) having membership in professional organizations,
 - (8) establishing a business in Texas.

IV. MILITARY PERSONNEL AND/OR DEPENDENTS OF MILITARY PERSONNEL

Resident military personnel and their dependents are classified as residents, provided they maintain the Official Home of Record as Texas with the military service.

Nonresident military personnel must submit certification of active duty in Texas at each registration to be eligible for resident tuition rates. The Undergraduate Admissions Office must be contacted for an *Active Duty Military/Dependent Certification Form*. This form must be completed every Fall semester of enrollment.

Non-Resident Military personnel who have separated or retired from military service while stationed in Texas and intend to remain in Texas may be classified as residents provided certain actions are taken by the soldier one year prior to enrollment. Please contact the Office of Undergraduate Admissions for more information.

V. NON-RESIDENT ALIENS

An alien is considered to be a nonresident unless he/she is in the United States on an immigration visa. Students on immigration visas are classified in reference to resident status the same as United States Citizens. See sections I and/or II if student currently holds immigrant visas.

VI. RECLASSIFICATION OF NON-RESIDENT STATUS

A student classified as a nonresident retains that classification until he/she request reclassification in writing and provides proof of residence to the Admissions Office. Proof consists of items required in for Reclassification as listed in Section III. Application for reclassification must be submitted prior to the official census date of the relevant term. Contact Office of Undergraduate Admissions to obtain application.

**For additional information contact the Office of Undergraduate Admissions.
Tarleton State University – Main Campus – 1-800-687-8236 or (254) 968-9125**

Cindy Hess, Director of Admissions

hess@tarleton.edu

Tarleton State University – Central Texas – (254) 519-5435

Waltraud Nicholson, Admissions Coordinator

nicholson@tarleton.edu