

RESIDENCY FOR TUITION PURPOSES

POLICY STATEMENT

In Arizona, as in all other states, tuition at the State's publicly-supported universities is lower for in-state resident students than for out-of-state non-resident students. This reflects the fact that state universities are supported financially by the state's taxpayers. The rules outlined in this policy for determining classification or reclassification as a resident or non-resident for tuition purposes reflect Arizona law and Arizona Board of Regents ("ABOR") policy. At the time of their admission, Northern Arizona University classifies all students as either a resident or non-resident. Students must be admitted and properly registered for classes using the tuition classification initially determined by the University prior to petitioning for residency reclassification for that term.

REASON FOR THIS POLICY

Effectively implementing Arizona law and Arizona Board of Regents policy regarding residency for tuition purposes furthers the University's mission of student success and access.

ENTITIES AFFECTED BY THIS POLICY

- Center for International Education
- Graduate College
- Office of Scholarships and Financial Aid
- Office of the Registrar
- Office of Undergraduate Admissions and Orientation
- Residency Classification Appeal Committee
- Student and Departmental Account Services
- Student Service Center
- Veteran and Military Services

WHO SHOULD KNOW THIS POLICY

- Residency classification officers and appeal committee members
- Students seeking to establish Arizona residency for tuition purposes

DEFINITIONS

Continuous Attendance: enrollment at an educational institution in Arizona, including a public university, community college or high school, as a full-time student for an entire and uninterrupted academic year from the beginning of the period for which Continuous Attendance is claimed. An individual need not attend summer sessions or other intersessions beyond the traditional academic year in order to maintain Continuous Attendance.

Domicile: an individual's true, fixed and permanent home and place of habitation. It is the place where the individual lives, intends to remain, and to which the individual intends to return when leaving without intending to establish a new Domicile elsewhere.

Emancipated Individual: a person who is neither under a legal duty of service to their parent(s) nor entitled to the support of their parent(s).

Independent Student: an individual who is a United States citizen, a legal resident, or is otherwise lawfully in the United States, has been continuously present in Arizona for reasons other than education for the twelve-month (12) period immediately prior to the applicable Last Day of Registration, is financially independent, and has severed ties to the individual's former state of residency.

Last Day of Registration: the final day of regular registration for credit for a semester, term, or session (as applicable) as published by the Office of the Registrar or as determined by the Executive Director of the Student Service Center.

POLICY

A. Initial Classification

In accordance with Arizona law (A.R.S. §15-1801, *et. seq.*) and ABOR Policy 4-203, the University classifies all newly admitted students as either in-state residents or non-residents for tuition purposes based upon the information they provide. Submission of a variety of completed residency classification forms may be required.

B. Citizenship or Lawful Immigration Status

In accordance with Arizona law (A.R.S. §15-1803) and ABOR Policy 4-102, a person who is not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state resident for tuition purposes.

C. Petitioning for Residency Reclassification

1. An individual who has been classified as a non-resident and believes they are a resident may apply for reclassification. New students must properly register for classes using the tuition classification initially determined by the University prior to petitioning for reclassification for that term. Continuing students may petition for reclassification for a future term once they are registered for that future term. View the [Residency Reclassification Procedure](#) for more information.
2. The individual is responsible for establishing by objective evidence all factors necessary to provide the basis for reclassification as a resident for tuition purposes. The University may request written sworn statements from the individual and/or the individual's parent(s), guardian(s), or spouse.
3. The deadline to submit a petition for reclassification or affidavit is the Last Day of Registration, or for certain exceptions outlined in Section I, the end of the semester, term, or session. Students who fail to submit a petition or affidavit within the allowable timeframe waive their right to gain reclassification as an in-state resident for that semester, term, or session.
4. Once all pertinent materials have been received, the University will review and evaluate the submitted information and will make a determination in a timely manner. The University will consider all oral or written evidence submitted by the petitioner, including the content of any discussions or correspondence exchanged with the student, and any other relevant information obtained from any reliable source.
5. Students whose petitions for residency reclassification are denied may petition for reclassification for future terms. To successfully petition for reclassification, a student must submit the following materials:
 - a. All completed forms that the University may require that accurately and truthfully provide the requested information; and
 - b. All supporting evidence or documentation necessary to meet the student's evidentiary burden as described in Section E for demonstrating their Arizona residency.
6. The University shall provide prompt notice of residency reclassification determinations to enrolled students via their official NAU electronic mail addresses and by certified mail sent to the individual's current address on file with the University. The University will deem the electronic notification to have

been delivered to and received by the intended recipient on the day of transmission. Students are responsible for accessing their electronic communications in a timely manner.

D. General

Subject to the requirements outlined in Section B, full-time students do not lose residency status while in Continuous Attendance toward the degree for which they are enrolled, provided however, that certain means of establishing and maintaining residency classification for tuition purposes require renewal each term, as outlined in Section I. A matriculated student's residency classification is transferable from one Arizona university to another. Un-emancipated persons who remain in Arizona when the parent, who had been domiciled in this state, removes from this state do not lose residency status while in Continuous Attendance toward the degree for which they are enrolled. Once established, residency for tuition purposes is not lost due only to the student's receipt of funds from a source outside of Arizona.

E. Standard of Evidence

Residency classification must be established by a preponderance of the evidence. This means that based upon all the available objective evidence and its probable truth or accuracy, the University's residency classification officer or Residency Classification Appeal Committee is able to determine that it is more likely than not that an individual is an Arizona resident for tuition purposes or otherwise qualifies for in-state tuition rates. Residency classification officers and the Residency Classification Appeal Committee have sole discretion for evaluating residency classification evidence and for assessing its credibility, validity, or determinative value.

F. Falsification

Any student found to have intentionally made a false or misleading statement or to have deliberately submitted false or misleading information or materials concerning a petition for residency classification for tuition purposes with the intent to deceive is subject to dismissal from the University and will be held responsible for the payment of any tuition amounts that would have been charged but for the false or misleading statement. Such misconduct may impact a student's ability to attend any Arizona university administered by the Arizona Board of Regents. Falsification of residency information does not include honest errors or mistakes made in good faith when providing requested information, even if such information is later shown to be false or erroneous.

G. Establishing Residency as an Independent Student

Except as otherwise provided for in this policy, to establish residency for tuition purposes, an individual must:

1. Provide objective evidence of continuous presence in Arizona for the twelve (12) months immediately preceding the applicable Last Day of Registration, and
2. Provide objective evidence of intent to be an Arizona resident for tuition purposes by demonstrating the severance of ties to the individual's former state of residency (if any). Such intent will be evaluated solely by the University's residency classification officer or Residency Classification Appeal Committee, who may consider any relevant evidence, including but not limited to, the information or material described below. No one factor is determinative. Original or certified copies of documentation may be required.
 - a. Objective evidence of financial independence as indicated by:
 - i. Place of employment and proof of earnings;
 - ii. Other sources of support;
 - iii. Proof of filing Arizona income tax returns;
 - iv. Residence claimed on federal income tax returns of applicant and/or applicant's parents;
 - v. Veteran status, and

- vi. Whether the applicant is claimed as a dependent for income tax purposes by a parent or other individual for two years immediately preceding the request for classification as an in-state resident.
 - b. The state in which the applicant's motor vehicle is registered.
 - c. The source of the payment of the applicant's vehicle insurance.
 - d. Date of issuance and state issuing the applicant's driver's license or identification card.
 - e. Employment history.
 - f. The transfer of major banking services to Arizona.
 - g. Applications for loans, scholarships, grants-in-aid, or other such assistance.
 - h. Voter registration.
 - i. Prior educational institutions attended and domicile information held by same.
 - j. Marital status and work record of registrant and spouse.
 - k. Change in permanent address on all pertinent records.
 - l. State where applicant registered with the Selective Service.
 - m. Military records.
 - n. Ownership of real property.
 - o. All other materials of whatever kind or source which may have bearing on determining an applicant's true Domicile or state of residency.
3. Evidence of intent to be an Arizona resident for tuition purposes shall be weighed under the presumption that a non-resident student's presence in Arizona is primarily for the purpose of education and not to establish Domicile, and that decisions of an individual as to their intent to establish Domicile are generally made after the completion of their education. Statements of intent to establish Arizona residency shall be weighed in light of the fact that the student knows that they will realize a substantial reduction in tuition by being classified as an in-state resident.
 4. Evidence indicating intent must exist at the beginning of and be maintained throughout the twelve-month (12) period of continuous presence needed to establish in-state residency. Acts or events such as not maintaining an Arizona Domicile that occur less than twelve (12) months before the applicable Last Day of Registration may be considered as evidence of a lack of intent to become an Arizona resident for tuition purposes. If an individual is absent from Arizona for more than thirty (30) days, the individual must provide objective evidence that they retained their Arizona Domicile.

H. Emancipated Individuals

Emancipated individuals not yet eighteen years of age who apply for classification as in-state residents for tuition purposes must establish that:

1. They are not living with a parent; and
2. There has been a complete severance of the parental relationship to all legal rights and liabilities, including but not limited to care, custody, control, and service.

I. Alternative Means of Establishing Residency

Subject to the requirements outlined in Section B, in-state residency status for tuition purposes may also be established by qualifying under one of the following categories.

1. Dependent Child. The individual is domiciled in Arizona and:
 - a. The Domicile of one or both of the individual's parents (or legal guardian) is in Arizona; and
 - b. One or both of the individual's parents (or legal guardian) are entitled to claim the individual as a dependent child for federal income tax purposes (whether or not either parent or legal guardian actually claims the individual as a dependent child).
2. Spouse. The individual is domiciled in Arizona and provides objective evidence that:
 - a. The individual's spouse has established Domicile in Arizona for at least twelve (12) months immediately preceding the applicable Last Day of Registration, and the spouse has demonstrated financial independence; and
 - b. The individual's spouse is entitled to claim the individual as an exemption for federal and state tax purposes.
3. Transferred Employee. The individual is domiciled in Arizona and is:
 - a. Employed by an employer which transferred the individual to Arizona for employment purposes (as used here, "transferred" means the individual was reassigned by their employer to a location in Arizona fewer than twelve (12) months prior to the applicable Last Day of Registration, is not self-employed or employed in a family-owned business not previously operating in Arizona, and can provide proof of payment or reimbursement of moving expenses by the employer); or
 - b. The spouse of such an employee; or
 - c. An employee of an Arizona employer who is taking not more than six credit hours solely through electronic course delivery at employer-sanctioned sites in Arizona, when the employer is required to pay additional site fees or transmission costs.
4. Public School Teacher or Teacher Aid. The individual is domiciled in Arizona and an employee of a public school district in Arizona and is under contract to teach on a full-time basis, or is employed as a full-time noncertified classroom aide at a public school within that district. For purposes of this section, the individual is eligible to pay in-state tuition only for courses necessary to complete the requirements for certification by the State Board of Education to teach in a public school district in Arizona. No member of the individual's family is eligible for classification as an in-state student pursuant to this section, although they may qualify under other exceptions. The Public School Teacher or Teacher Aid alternative means of establishing residency must be renewed each term. Further, when implementing this section, Northern Arizona University:
 - a. Shall establish uniform procedures to determine whether courses taken by a teacher or classroom aide qualify under this section;
 - b. Shall consider charter schools as public schools consistent with Arizona statutes; and
 - c. May apply this section to teachers and classroom aides from private schools where those private schools require that teachers hold Arizona teacher certification.
5. Active Military Stationed Within Arizona. The individual is a member of the armed forces of the United States stationed in Arizona pursuant to military orders or is the spouse or dependent child of that individual who is a member of the armed forces of the United States stationed in Arizona pursuant to military orders at the time the individual, spouse, or dependent child is accepted for admission.
6. Active Military Stationed Outside Arizona. The individual is a member of the armed forces of the United States stationed outside of Arizona pursuant to military orders or is the spouse or dependent child of

that individual and the individual claimed Arizona as their legal residence for at least twelve (12) consecutive months prior to the applicable Last Day of Registration for the term in question. The individual claiming residency status under this section is required to:

- a. Provide a copy of the military form DD-2058 which verifies his or her state of legal residence; and
- b. If applicable, provide evidence of having filed an Arizona Resident Income Tax Return with the Arizona Department of Revenue for the prior tax year on all income from all sources.

7. Veteran or Retired Military. The individual meets one of the following requirements:

- a. The individual holds an honorable discharge from the uniformed services of the United States from either active duty or reserve or National Guard status, or has retired from active duty or reserve or National Guard status. Such an individual shall be granted immediate classification as an in-state student and, while continuously enrolled, will not lose in-state student classification if the individual has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this subsection, includes at least one of the following:
 - i. Registration to vote in Arizona.
 - ii. An Arizona driver license.
 - iii. Arizona motor vehicle registration.
 - iv. Employment history in Arizona.
 - v. Transfer of major banking services to Arizona.
 - vi. Change of permanent address on all pertinent records.
 - vii. Other materials of whatever kind or source relevant to domicile or residency status.
- b. An individual who meets any of the requirements prescribed below in Subsection (I)(7)(c) shall be granted immediate classification as an in-state student and does not lose in-state student classification if the individual has demonstrated objective evidence of intent to be an Arizona resident that, for the purposes of this subsection, includes at least one of the following:
 - i. Registration to vote in Arizona.
 - ii. An Arizona driver license.
 - iii. Arizona motor vehicle registration.
 - iv. Employment history in Arizona.
 - v. Transfer of major banking services to Arizona.
 - vi. Change of permanent address on all pertinent records.
 - vii. Other materials of whatever kind or source relevant to domicile or residency status.
- c. Pursuant to the Veterans Access, Choice and Accountability Act of 2014 or other applicable law, an individual who meets any of the following requirements is entitled to immediate classification as an in-state student if that individual has demonstrated objective evidence of intent to be an Arizona resident as prescribed above in Subsection (I)(7)(b):
 - i. The individual is a veteran as defined in Title 38 of the United States Code who, while using educational assistance under 38 United States Code chapter 30 or 33, enrolls

within three (3) years after the veteran's discharge from active duty service of ninety or more days or who remains continuously enrolled beyond the three-year period following the discharge of the veteran.

- ii. The individual does not meet the requirements prescribed in (iii) or (iv) of this subsection and, while using educational assistance under 38 United States Code chapter 30 or 33, enrolls within three years after the veteran's discharge from active duty service of ninety or more days or remains continuously enrolled beyond the three-year period following the discharge of the veteran.
 - iii. The individual enrolls while using benefits under the marine gunnery Sergeant John David Fry Scholarship prescribed in 38 United States Code section 3311(b)(9).
 - iv. The individual, while using transferred post-911 G.I. Bill benefits pursuant to 38 United States Code section 3319 during a time in which the transferor is a member of the uniformed services serving on active duty, enrolls at the University.
 - v. The individual is otherwise described in 38 United States Code section 3679(c), which includes individuals using education assistance under 38 United States Code chapters 30, 31, and 33.
8. Member of Recognized Native American Indian Tribe. The individual is an enrolled member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies wholly or partially in Arizona and extends into another state and is a resident of the reservation. For purposes of residency classification, enrollment as a tribal member in a federally recognized Arizona tribe will be sufficient to establish residency for tuition purposes. The eligible tribes are:
- Ak Chin Indian Community of Maricopa
 - Cocopah Tribe of Arizona
 - Colorado River Indian Tribes of the Colorado River Indian Reservation
 - Fort McDowell Yavapai Nation
 - Fort Mojave Indian Tribe
 - Gila River Indian Community
 - Havasupai Tribe
 - Hopi Tribe
 - Hualapai Indian Tribe
 - Kaibab Band of Paiute Indians
 - Navajo Nation
 - Pascua Yaqui Tribe
 - Pueblo of Zuni
 - Quechan Tribe
 - Salt River Pima-Maricopa Indian Community
 - San Carlos Apache Tribe
 - San Juan Southern Paiute Tribe
 - Tohono O'odham Nation
 - Tonto Apache Tribe
 - White Mountain Apache Tribe
 - Yavapai-Apache Nation
 - Yavapai-Prescott Tribe
9. Good Neighbor. The individual is domiciled within 75 miles of the Arizona border in Clark County, Nevada or Washington or Kane Counties, Utah or in San Bernardino, Imperial, or Riverside Counties in California, including the cities of Needles, Blythe, El Centro, Brawley, and Winter Haven and is enrolling in a total of no more than six credit hours per semester offered in Mohave, La Paz, or Yuma Counties, Arizona by the University; or the individual is domiciled within 75 miles of the Arizona border in Grant, Hidalgo, or Luna Counties in New Mexico and is enrolling in a total of no more than six (6) credit hours per semester offered by the University in Cochise County, Arizona. A minimum of three (3) of these six credit hours must be taken in-person at one of the following Northern Arizona University locations: NAU-

Yuma or Mohave Community College. The Good Neighbor alternative means of establishing residency must be renewed each term.

10. Doctoral Student. The individual is a doctoral graduate student who is a candidate for a degree, having completed all requirements for the degree except the dissertation, and who qualified as a resident student immediately prior to being eligible to begin a dissertation or equivalent capstone requirement.
11. Graduate Assistant. The individual is a graduate assistant or graduate associate whose assigned teaching or research responsibilities meet the guidelines established by the University for designation as a resident student. The Graduate Assistant alternative means of establishing residency must be renewed each term.
12. AmeriCorps or VISTA Service. The individual has participated in the AmeriCorps program or the Volunteers in Service to America ("VISTA") program for at least one year in Arizona.
13. Foreign-Born Domiciled in Arizona. Subject to the requirements outlined in Section B, an individual who does not hold a visa that requires the individual to maintain a foreign Domicile or that otherwise prohibits establishing Domicile in Arizona shall be classified as a resident if the individual can establish that on or before the applicable Last Day of Registration the individual satisfied one of the following criteria:
 - a. Meets the requirements for classification as a resident for tuition purposes; or
 - b. Qualifies as a resident refugee student by virtue of having been granted refugee status in accordance with all applicable laws of the United States and having met all other requirements for Domicile in Arizona; provided that in establishing Domicile, the individual must not hold a visa that prohibits establishing Domicile in Arizona.

J. Discounted Non-Resident Tuition Rate for Arizona High School Graduates

1. In accordance with ABOR Policy 4-202, a student who graduated from an Arizona high school, but who is not otherwise eligible for in-state resident tuition status, is eligible for a non-resident undergraduate tuition rate of 150% of the undergraduate resident tuition, if the following conditions are met:
 - a. The student has attended high school in Arizona for a minimum of three (3) years while physically present in Arizona and graduated from an Arizona high school (or attained the equivalent while physically present in Arizona for a minimum of three (3) years); and
 - b. The student is lawfully present in Arizona.
2. The non-resident rate for Arizona high school graduates applies to tuition for undergraduate students. This rate does not apply to differential tuition, or tuition for online, accelerated, or distributed programs.
3. For purposes of this section, "high school" is defined as grades 9-12. Completion of the 9th grade while physically present in Arizona, whether at an Arizona middle school or high school or equivalent, will count toward the Arizona high school attendance requirement. The three (3) years of Arizona high school attendance do not need to be consecutive.
4. A student who meets the requirements of this section will be eligible for the discounted non-resident undergraduate tuition rate regardless of when the student graduated from an Arizona high school.

K. Qualified Tuition Reduction Program

In accordance with ABOR Policy 6-902, all employees, spouses, and dependent children eligible to participate in the Qualified Tuition Reduction Program pay in-state resident tuition rates for credit hours taken in excess of the program's reduced tuition credit hour limits. Non-resident employees who become ineligible to participate in the Qualified Tuition Reduction Program due to their separation from the University no longer qualify to pay resident tuition rates. The University shall renew the status of non-resident employees as eligible to pay in-state tuition rates under the Qualified Tuition Reduction Program each semester.

L. National Student Exchange

As a member of the National Student Exchange, Northern Arizona University participates in this tuition-reciprocal program whereby out-of-state students may attend a host institution by paying in-state resident tuition rates to the host institution or normal tuition rates at their home institution. National Student Exchange students attending Northern Arizona University on this exchange basis are, therefore, eligible for in-state tuition rates.

M. Residency Classification Appeal Committee

The Residency Classification Appeal Committee consists of trained University officials appointed to annual terms by the President. Committee members may be reappointed by the President to successive terms. Residency classification officers shall not serve on the Residency Classification Appeal Committee. Three (3) members of the Committee shall conduct each appeal hearing. The Committee shall operate by simple majority vote. Except as specified herein or as otherwise required by applicable law or policy, the Committee shall determine its own operating rules and procedures for conducting residency classification appeal hearings.

N. Residency Reclassification Appeal Process

1. In accordance with ABOR Policy 4-205 and as outlined in the [Residency Reclassification Procedure](#), if an individual believes they have met the requirements to be classified as an in-state resident for tuition purposes and has been denied such classification, they may appeal their non-resident classification by submitting a [Non-Resident Classification Notice of Appeal](#) to the Student Service Center by the relevant deadlines published on its website. In no event will the University accept residency classification appeals later than thirty-five (35) calendar days from the applicable Last Day of Registration. Failure to file a completed and signed notice of appeal within the allowable timeframe shall constitute a waiver of the individual's right to appeal their residency classification for that term.
2. The Chair of the Residency Classification Appeals Committee shall schedule an appeal hearing within a reasonable time after receipt of a notice of appeal. In a manner consistent with the requirements outlined in Subsection C(6), the Chair of the Residency Classification Appeal Committee will prepare and transmit a written "Notice of Hearing" to the appellant no less than ten (10) business days prior to the scheduled hearing date that will include:
 - a. A statement of the date, time, location, and nature of the hearing;
 - b. Notice of the appellant's right to be assisted by an advisor, who may be an attorney hired at their own expense, and who may provide support in a manner that does not disrupt or unduly delay any Residency Classification Appeals Committee proceeding, or who may fully represent and present the appellant's case.
 - c. A copy of or hyperlink to this policy and its accompanying procedures;
 - d. The names of the Residency Classification Appeal Committee members who will hear the appeal;
 - e. The University business address of the Chair;
 - f. Notice of the appellant's right to review and make copies of all documents or information contained in the appellant's University residency file prior to the appeal hearing and the procedure doing so; and
 - g. Notice of the appellant's right to challenge the participation of any Residency Classification Appeal Committee member on the basis of bias or conflict of interest, and the deadline and procedure for doing so.
3. An appellant who cannot attend the hearing on the date scheduled due to extraordinary circumstances must notify the Residency Classification Appeal Committee Chair in writing. The Chair will determine whether to approve or deny the request to reschedule the appeal hearing.

4. No later than five (5) business days prior to the hearing, the appellant will provide the Residency Classification Appeal Committee Chair with the following information in writing:
 - a. Names of any witnesses and copies of any documents or a description of other evidence not yet provided to the University and made part of the appellant's residency file that the appellant wishes to present or examine at the appeal hearing; and
 - b. The name of the advisor, if any, and whether the advisor is an attorney who may present the appellant's case on their behalf.
5. An appellant may challenge the participation of any member of the Residency Classification Appeal Committee on the grounds of bias or conflict of interest by submitting a written statement to the Chair setting forth the basis for the challenge no later than five (5) business days prior to the hearing. The Chair will determine whether to sustain or deny the challenge. If the challenge is sustained, the Associate Vice President for Enrollment Management will appoint a replacement to serve on the panel. If a challenge is filed against the Chair, the Associate Vice President will rule on the challenge.
6. Should an appellant fail to appear at their scheduled appeal hearing without prior notice or authorization, the Residency Classification Appeal Committee may determine the matter on the basis of the available evidence. Failure to appear at a scheduled appeal hearing shall not provide a basis to request a rescheduled or additional appeal hearing.
7. The Residency Classification Appeal Committee may consider all evidence obtained from any reliable source that the Committee in its sole discretion deems relevant to a residency classification decision, provided however, that the evidence has first been made part of the appellant's residency file no later than five (5) business days prior to the appeal hearing date and was available for the appellant's review by this time. The Committee alone determines the credibility or weight of the available evidence.
8. The Chair will preside at the hearing and will rule on all procedural matters. Formal rules of evidence will not apply, although the Chair may exclude irrelevant, immaterial, or unduly repetitious information or testimony and will bar argumentative or belligerent questioning. The Chair may establish reasonable time limits for presentations and the examination of evidence.
9. In the absence of extraordinary circumstances as determined solely by the Chair, the University and the appellant may only call witnesses or introduce or consider evidence properly disclosed in accordance with the requirements outlined in Subsection N(4)(a) and Subsection N(2)(f).
10. If the Chair determines that extraordinary circumstances do justify the acceptance of evidence or testimony from witnesses not previously disclosed in accordance with the normal practice outlined in Subsection N(9), the Chair shall explain the Chair's rationale for doing so in the hearing record.
11. All Residency Classification Appeal Committee hearings shall be recorded by electronic device. The recording will be available for transcription in whole or in part upon request. The requestor will pay the cost of the transcript.
12. If an appellant is represented by an attorney for purposes of conducting the residency classification appeal hearing, the University may also be represented by an attorney.
13. Immediately following the conclusion of the hearing, the Residency Classification Appeal Committee members will carefully deliberate. Only the members of the Committee, and its legal advisor if any, may be present during the Committee's private deliberations, which will not be recorded or transcribed. The Committee may make its decision at the time of the hearing, or the Committee may take the matter under advisement, in which case the Committee shall decide the matter within ten (10) business days of the appeal hearing date.
14. In a manner consistent with Subsection C(6), the Residency Classification Appeal Committee Chair shall promptly transmit or cause to be transmitted written notice of the Committee's decision to the appellant.

- a. If the Committee determines that the appellant should be classified as an Arizona resident for tuition purposes, it shall direct the residency classification officer to so classify the appellant and the University shall refund to the appellant the difference between the non-resident and resident tuition collected as a result of the nonresident classification for the current semester. If the appellant files to appeal the initial classification of residency (upon admission) within the first term of attendance and the appellant is successful in that appeal, any difference between the in-state and out-of-state application fee paid by the individual will also be refunded.
- b. If it is determined that the appellant is a non-resident, the written notice shall advise the appellant that i) no further appeal within the University is available; ii) the appellant may have the right to seek judicial review of the decision within thirty-five (35) calendar days pursuant to the Arizona Administrative Review Act (A.R.S. §12-901, *et seq.*); and iii) if the appellant wishes to consider pursuing such legal action, they should seek legal counsel.

RESPONSIBILITIES

Center for International Education: maintains the visa status of international students with a F1 or J1 visa or other visas that may expire while enrolled; manages domestic students participating in the National Student Exchange Program.

Graduate College: provides initial authorization and renewal of the Western Regional Graduate Program and Graduate Assistantship tuition rates.

Office of the Registrar: publishes Last Day of Registration dates; oversees Arizona Public Program Eligibility Proposition 300 requirements, the Western Undergraduate Exchange regional tuition-discount agreement, and University re-admission for former students.

Office of Scholarships and Financial Aid: re-calculates or re-awards scholarship and financial aid based on residency classifications or reclassifications.

Residency Classification Appeal Committee: conducts residency classification appeal hearings and determines their outcome in accordance with Arizona law and ABOR and University policy.

Residency Classification Officers: review and respond to residency classification petitions in accordance with Arizona law and ABOR and University policy.

Student Service Center: provides general information, support, and assistance regarding residency for tuition purpose; receives residency petitions and related documentation; supports Residency Classification Officers and the Residency Classification Appeals Committee and related processes.

Veteran and Military Services: accepts and tracks documentation for veteran residency exceptions and certifies veteran benefits.

PROCEDURES

[Residency Reclassification Procedure](#)

RELATED INFORMATION

Forms or Tools

[Citizen Verification](#)

[Non-Resident Classification Notice of Appeal](#)

Residency Reclassification Petition Forms:

[Active Military \(Or Dependent of\) Stationed Within or Outside Arizona](#)

[AmeriCorps or VISTA Affidavit](#)

[Arizona High School Graduate](#)

[Arizona Public School Teacher or Teacher Aid](#)

[Dependent Child Arizona Domicile Affidavit](#)

[Good Neighbor](#)

[Independent Student](#)

[Spouse Arizona Domicile Affidavit](#)

[Transferred Employee Arizona Domicile Affidavit](#)

[Residency Verification](#)

Cross-References

[Western Undergraduate Exchange Program](#)

[Western Regional Graduate Exchange Program](#)

[Yellow Ribbon Program](#)

Sources

[Arizona Board of Regents Policy 4-102](#)

[Arizona Board of Regents Policy 4-201](#)

[Arizona Board of Regents Policy 4-202](#)

[Arizona Board of Regents Policy 4-203](#)

[Arizona Board of Regents Policy 4-204](#)

[Arizona Board of Regents Policy 4-205](#)

[Arizona Board of Regents Policy 4-206](#)

[Arizona Board of Regents Policy 6-902](#)

[Arizona Revised Statutes §12-901, *et seq.*](#)

[Arizona Revised Statutes §15-1801, *et seq.*](#)

APPENDIX

[Frequently Asked Questions](#)