

RESIDENT TUITION CLASSIFICATION REQUEST FORM

Name: _____

SCSU ID: _____
(use SSN if you do not yet have an ID #)

E-Mail Address: _____

Telephone: _____

Residence(s) during the past 12 months:

Street Address	City	State	From/To (month & year)
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*****Have you resided in Minnesota for at least the past 12 months AND during that time NOT been in the state solely or primarily for the purposes of attending a college or university?*****
_____ YES _____ NO

If "YES", please attach supporting documentation that verifies your physical presence in the state for this time frame. Acceptable documentation would include: copies of an apartment/rental lease agreement OR home purchase agreement OR Minnesota State Income Tax Form for the year in question OR a letter from a Minnesota resident verifying that you resided with them during the past 12 months.

If "NO", please refer to the section below. Non-residents of Minnesota who meet one or more of the following conditions shall be charged the resident tuition rate.

- 1. Minnesota High School Graduates:** IF the student was a resident of Minnesota at the time of attendance AND the student plans to physically attend a Minnesota State College or University. (Online-only enrollment does NOT qualify). **Acceptable documentation would be:** Proof of graduation from a Minnesota high school via a copy of the high school transcript indicating a Minnesota address for the student while enrolled OR a copy of the Minnesota high school diploma AND proof of Minnesota residency during that time.
- 2. Military:** U.S. Military personnel serving on active duty assignment in Minnesota. VETERANS and their spouses and dependent children. **Acceptable documentation would be:** Verification of active duty or veteran status. For spouses and dependents, verification of their relationship to the veteran via a copy of marriage certificate or tax form(s) listing dependents.
- 3. Employment-Related Relocation:** Persons who were employed and were relocated to the state by the person's current employer. Persons who moved to the state for employment purposes and, before moving and before applying for admission to a public postsecondary institution, accepted a full-time job in the state, or students who are spouses or dependents of such persons. **Acceptable documentation would be:** A letter from the employer verifying full-time employment. For spouses or dependents, verification of your relationship to the employed person.

4. **Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.** For example, a Minnesota student who left the state to attend a college or university, and paid non-resident tuition and fee rates (or participated in a reciprocity agreement Minnesota has with that state) and is now returning to Minnesota. **Acceptable documentation would be:** Proof of non-resident or reciprocity payment to an out-of-state school. Other documentation related to brief absence from the state.
5. **Refugees and Asylees:** Students who are recognized as refugees or asylees by the Office of Refugee Resettlement or the United States Department of Health and Human Services. **Acceptable documentation would be:** Proof of Refugee or Asylee status via card issued by one of these entities.
6. **Other discretionary categories:** At St. Cloud State University, **Graduate Assistants, International Students, High Ability Students may qualify. Contact the Graduate Studies, Center for International Studies, or the Admissions Office respectively.**
7. **Appeal of Initial Residency Classification:** St. Cloud State University has the initial determination of a student's resident status determined by the Office of Records and Registration. An appeal of this determination may be made to the Office of Academic Affairs in AS 209. The Academic Affairs Official's decision shall be final. A student whose appeal is successful shall be charged the resident tuition rate retroactive to the beginning of the first term of enrollment where applicable.
8. **Migrant Farm Workers.** Students who have been in Minnesota as migrant farm workers over a period of at least two years immediately before admission to a Minnesota public post-secondary institution or students who are dependents of such migrant farm workers.

CERTIFICATION AREA

All information provided in support of this appeal is correct and to the best of my knowledge. I understand that I will be liable for unpaid tuition resulting from resident classification by means of false statements, false documentation, or concealment of facts.

Signature _____ Date _____

Return this form to: Records and Registration
 118 Administrative Services Building
 720 4th Avenue South
 St. Cloud, MN 56301-4498

OFFICE USE ONLY:

_____ Residency request approved.

_____ Residency request not accepted. See attached letter for more information.

Records Office Signature _____ Date _____