

**Quick Guide to Reclassification of Residency**  
Please see the columns below to see if you meet the criteria.

**GOOD FAITH ACTS**

*Good Faith Acts must be established 6 months prior to the beginning of the term requested for reclassification.*

**State of Arkansas Issued**

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

Unmarried Student Under Age 23	Married Student	Unmarried Student Age 23 and Over
<p><b>Student must show financial independence and provide:</b></p> <ul style="list-style-type: none"> <li>· A copy of the parents' Fed Tax Return showing student was not claimed as a dependent on parents' return for previous year</li> <li>· 4 Good Faith Acts</li> <li>· A copy of the student's Federal Tax return for the previous year</li> <li>· Evidence of current financial support</li> </ul> <p style="text-align: center;">AND</p> <p>Student must have evidence of physically residing in the state of Arkansas for at least 6 consecutive months prior to the term requested for reclassification and provide <b>either:</b></p> <ul style="list-style-type: none"> <li>· A letter from an employer verifying work in state and/or a housing agreement (deed, lease, etc.) OR</li> <li>· Evidence of continuous on-campus enrollment at the University</li> </ul>	<p><b>Student must provide:</b></p> <ul style="list-style-type: none"> <li>· Marriage License/Certificate</li> <li>· 4 Good Faith Acts from student (or spouse if they have maintained residency for the past 6 months, but student is new to the state)</li> </ul> <p style="text-align: center;">AND</p> <p>Student or spouse must have evidence of physically residing in the state of Arkansas for at least 6 consecutive months prior to the term requested for reclassification and provide <b>either:</b></p> <ul style="list-style-type: none"> <li>· A letter from an employer verifying work in state and/or a housing agreement (deed, lease, etc.) OR</li> <li>· Evidence of continuous on-campus enrollment at the University.</li> </ul>	<p><b>Student must provide:</b></p> <ul style="list-style-type: none"> <li>· 4 Good Faith Acts</li> </ul> <p style="text-align: center;">AND</p> <p>Student must have evidence of physically residing in the state of Arkansas for at least 6 consecutive months prior to the term requested for reclassification and provide <b>either:</b></p> <ul style="list-style-type: none"> <li>· A letter from an employer verifying work in state and/or a housing agreement (deed, lease, etc.) OR</li> <li>· Evidence of continuous on-campus enrollment at the University.</li> </ul>

**If one parent is living in the state: in general 4 Good Faith Acts of parent will demonstrate serious consideration of reclassification OR**

**If parents were relocated by their employer to Arkansas: in general 4 Good Faith Acts and letter of transfer from employer to parent will demonstrate serious consideration of reclassification**

- Ø An application for reclassification is considered complete when all categories have been addressed.
- Ø All documentation submitted with the application must be in the form of photocopies clearly showing the date of each action.

## Reclassification As An Arkansas Resident For Tuition And Fee Purposes

Because the University of Arkansas Board of Trustees Policy governing reclassification states the burden of proof is on the person seeking to be reclassified, all of the required documentation must be submitted and verified by the student for eligibility.

Please keep these guidelines in mind when considering petitioning for reclassification as an Arkansas resident for tuition and fee purposes.

- 1. A student who knowingly gives erroneous information in an attempt to evade the payment of "out -of-state" fees may be subject to dismissal from the University.**
2. The application must be received by the Office of the Registrar no later than the fifth day of classes for the term in which you are requesting reduced tuition. For the Summer term the deadline is the second day of class. Applications submitted after the deadline will be considered for the following term.
3. **Allow a minimum of 2 weeks for your application to be evaluated.** The results (approval, denial, or the need for additional information) of the petition will be emailed to you at your UARK email account. If you receive a request for further information you will have to provide the documentation prior to the last day of classes. In the event that you do not supply the requested documentation your petition will be revoked and you will need to reapply for a future term providing all required documentation.
4. Tuition and fee payments are due on the 5<sup>th</sup> day of the semester. **You are expected to pay your entire bill even if you expect a favorable decision about your status.** If you receive a favorable decision after the tuition due date, the out-of-state fees you have paid will be refunded at that time. There is no deferment of out-of-state tuition while awaiting a decision about your application for reclassification or any appeals resulting from an application unless the Office of the Treasurer grants an explicit written exception. **All fees are to be paid by the published due dates.**
5. You may supply additional information or documents in support of your request to the Campus Classification Review Officer should you receive an unfavorable decision. The Appeal should be directed to the Registrar in writing.

## Petition for Reclassification as an Arkansas Resident for Tuition and Fee Purposes

### A. STUDENT INFORMATION

Name	<input type="text"/>	University ID	<input type="text"/>
Address	<input type="text"/>	Phone Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zip Code	<input type="text"/>
		Date of Birth	<input type="text"/>
Country	<input type="text"/>	Current Age	<input type="text"/>
I am requesting to be reclassified beginning	<input type="text"/>	Year	<input type="text"/>

### B. CITIZENSHIP

I am a  Visa Type

Have you declared your intent to become a US citizen?

### C. MARITAL STATUS

I am  Name of Spouse

Is your spouse an Arkansas resident?

### D. PARENTAL INFORMATION

**Only complete this section if you are single and under the age of 23.**

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

Father's Name  Address

City  State  Zip Code

Mother's Name  Address

City  State  Zip Code  My parents are

If parents are divorced or separated what are the custody arrangements?

**Petition for Reclassification as an Arkansas Resident for Tuition and Fee Purposes**

**E. FINANCIAL INFORMATION**

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What is or are your means of income?  
Please list ALL sources and what percentage they constitute overall to your annual income.

How will your income change as you attend the University?

**F. RESIDENCE IN ARKANSAS**

From where did you relocate to Arkansas from?

Have you ever previously resided in Arkansas?

I have resided in the State of Arkansas since?

I have lived continuously in Arkansas at the following address(es)

Address  City  Zip Code

Address  City  Zip Code

Address  City  Zip Code

**G. GOOD FAITH ACTS.** Please complete this form and attach copies of all pertaining Good Faith Acts. I am attaching copies of (choose items)

   

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

If you have any questions about your petition please contact the Office of the Registrar (479) 575-5451.

Please allow 2 weeks for your petition to be reviewed. You are expected to pay any fees incurred prior to your decision. Upon approval of the petition the difference will be refunded. If further information is needed you will be notified.

*I certify that all statements made in this petition are true.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

# University of Arkansas Board of Trustees Policies

## 520.8 (January 18, 1985 Revised) STUDENT RESIDENCY STATUS FOR FEE PURPOSES

### I. Purpose

The purpose of these regulations is to enable the administrative officers of the University of Arkansas to classify students for the purpose of paying student fees, as either "in-state" or "out-of-state," so as to accord fairness and equity to the students of the University and to the public which provides support for the educational services provided by the University.

### II. Initial Classifications

A. A student shall be admitted to the University in an "in-state" or "out-of-state" status for University fee purposes, as established under these regulations. Except as otherwise provided under these regulations, a student classified as "in-state" for university fee purposes at the time of admission must have established a bona fide domicile in Arkansas and must have resided continuously in this state in that bona fide domiciliary status for at least six consecutive months prior to the beginning of the term or semester for which fees are paid.

B. A bona fide domicile is a home of apparent true, fixed, and permanent nature, a place of actual residing for all purposes of living that may be distinguished from a temporary sojourn in this state as a student. The person claiming domicile in Arkansas must provide evidence of permanent connection with the State of Arkansas and demonstrate the expectation of remaining in this state beyond graduation. For purposes of implementing these policies, the administration is directed to articulate standards which will be applied in making the determination of residence.

C. Except as otherwise provided under these regulations, the domicile of an adult (18 years of age or older) or emancipated minor student shall be determined on the basis of his or her own domicile.

D. Except as otherwise provided under these regulations, the domicile and residence of an unemancipated minor student (less than 18 years of age) or an unmarried dependent who has not attained the age of 23 is legally that of the parents or surviving parent, or such other person legally standing in the place of a parent to the student and with whom the student in fact makes his or her home and who has been making substantial contributions to the support of the student for at least six consecutive months prior to the term or semester for which the fees are paid.

E. A student who cannot satisfy the criteria for Arkansas domicile and residence will be classified as an "out-of-state" student and will pay fees and tuition accordingly. The student on a temporary visa will be classified as a foreign student and will pay nonresident tuition and fees. A student who has been granted a permanent visa and has been domiciled in Arkansas for six consecutive months following receipt of the permanent visa shall be classified as an Arkansas resident for fee purposes.

F. The responsibility for registering under a proper classification for student fee purposes is placed upon the student. It is the duty of each student at each time of registration to call any question about residency classification status to the attention of the campus classification review officer in a timely fashion in order that the question may be settled (see IV Procedures).

G. The six-month period required in paragraph A of these regulations may be waived for persons, their spouses, and their unmarried children (who have not yet attained the age of 23) who move to Arkansas with attendance at the University only a by-product of the primary purpose of establishing domicile in this state.

H. An unmarried student who has not reached the age of 23 years having one parent residing in Arkansas (for at least six consecutive months immediately prior to the beginning of the term or semester in which the fees are to be paid) may be considered an "in-state" student for fee purposes, even if that student resided outside the state with the other parent before coming to Arkansas to attend the University.

I. Marriage is recognized as emancipation for both females and males.

J. The spouse of a person continuously domiciled in Arkansas (for at least six consecutive months immediately prior to the beginning of the term or semester in which the fees are to be paid) upon request shall be classified as "in-state" for fee purposes.

### III. Reclassifications

A. The initial classification of a student will not prejudice a different classification for following terms or semesters. However, a student's prior domicile is assumed to continue until he or she clearly establishes a new domicile in Arkansas (see IV Procedures).

B. A student previously classified as "out-of-state" may be reclassified as "in-state" for fee purposes if he or she has established a bona fide domicile in Arkansas and has resided continuously in this state in that bona fide domiciliary status for at least six consecutive months prior to his or her reclassification by the University. In order for an adult or an emancipated minor to establish a bona fide domicile in Arkansas for fee purposes, he or she must have left the parental home, must have established in this state a home of a permanent character as manifested objectively by good faith acts, and must have the expectation of remaining in this state beyond graduation. The single fact of presence in Arkansas for at least six months of attendance as a student enrolled in the University of Arkansas, or any other educational institution, neither constitutes nor necessarily precludes reclassification as one domiciled in Arkansas, but will be a factor to be considered.

"For the purpose of this policy, dependents are the spouse and unmarried children who are legal dependents as defined by the IRS."

#### IV. Procedures

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

B. All disputed classifications for student fee purposes, whether at initial enrollment or subsequent enrollments, and all disputed reclassifications will be decided initially on each campus by a classification review officer designated by each Chancellor.

C. The Chancellor of each campus will designate a campus classification appeal officer to receive petitions from decisions made by the campus classification review officer. Each campus classification appeal officer may, in his/her discretion, make investigations, receive evidence, and conduct informal hearings. After considering the case, the campus classification appeal officer will render a decision and notify the affected student of the decision in writing. Any decision of the campus classification appeal officer may be appealed to the Vice President for Academic Affairs of the University of Arkansas System, who shall recommend final disposition to the President of the University.

D. Written notification of the appeals procedure will be provided to each student raising a question about his/her status with the campus residency classification review officer,

E. Determination of domicile will be based on a review of all pertinent facts, evidence, and circumstances which collectively show, in an objective and clear manner, the actual domicile of the student.

#### 520.1 (April 9, 1999 Revised) WAIVER OF NON-RESIDENT TUITION FOR NATIVE AMERICANS

Native American people in other states belonging to tribes which formerly lived in Arkansas before relocation, and whose names are on the rolls in tribal headquarters, shall be classified as in-state students of Arkansas for tuition and fee purposes on all campuses of the University of Arkansas. Tribes so identified include the Caddo, Cherokee, Chickasaw, Choctaw, Creek, Delaware, Kickapoo, Osage, Quapaw, Shawnee, Tunica, and Peoria.

#### 520.7 (January 18, 1985 Revised) FEES FOR MEMBERS OF ARMED FORCES AND DEPENDENTS

Effective January 1, 1975, members of the Armed Forces who are stationed in the State of Arkansas pursuant to military orders, and their unemancipated dependents, shall be entitled to classification as in-state students for fee paying purposes (per Arkansas Stat. Ann. 80-3366). Persons continuously domiciled in Arkansas for at least twelve consecutive months who enter active military service from this state and who maintain Arkansas as the permanent home of record while on active military duty, and their dependents, shall be entitled to classification as in-state students for fee paying purposes. This provision is forfeited if the military person does not return to Arkansas within twelve months after separation, discharge, or retirement from active duty. Persons serving in active military service who demonstrate a change of bona fide domicile from another state to Arkansas at least twelve consecutive months prior to separation, discharge, or retirement from active military duty, and their dependents, shall be entitled to classification as in-state students for fee paying purposes. This provision is forfeited if the military person does not return to Arkansas within twelve months after separation, discharge, or retirement from active duty.

#### 520.10 (November 16, 1984) WAIVER OF OUT-OF-STATE TUITION FOR RESIDENTS OF BOWIE COUNTY, TEXAS

Residents of Texarkana, Texas, and Bowie County, Texas, will be classified as in-state students for University fee purposes at the University of Arkansas