



<b>POLICY TITLE</b>	Determination of Utah Resident Status for Tuition Purposes	<b>Policy Number</b>	502
<b>Section</b>	Student Affairs	<b>Approval Date</b>	December 4, 2014
<b>Subsection</b>	Admissions, Enrollment, Tuition, and Commencement	<b>Effective Date</b>	December 4, 2014
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

### 1.0 PURPOSE

**1.1** The University affirms its compliance with federal and state law and Utah State Board of Regents' Policy R512 *Determination of Resident Status*. This policy establishes procedural guidelines for students and university personnel regarding applications for, and granting of, Utah residency for tuition purposes.

### 2.0 REFERENCES

- 2.1** Utah Code 53B-8-102 *Definition of Resident Student*
- 2.2** Utah Board of Regents' Policy R512 *Determination of Resident Status*
- 2.3** UVU Policy 501 *Undergraduate Admissions and Enrollment*

### 3.0 DEFINITIONS

**3.1 Residency Appeals Committee:** Committee appointed by the Vice President of Student Affairs and consists of employees representing Admissions, Financial Aid, Prospective Student Services, Registrar's Office, Finance and Business Services, and any other university department deemed appropriate by the Vice President of Student Affairs, as well as one student representative appointed by the UVUSA President.

### 4.0 POLICY

**4.1.** Utah Valley University classifies students as either residents or non-residents for tuition purposes in accordance with Utah Code 53B-8-102 and Board of Regents' Policy R512.

**4.2.** A student will be granted resident student status for tuition purposes if he or she

- 1) Is a U.S. Citizen or permanent resident, and
- 2) Has acquired domicile in Utah; or



3) Has satisfied one or more of the exceptions set forth in Board of Regents' Policy R512.

**4.3** Initial residency classification is determined at point of admission to the University. Every student classified as a nonresident shall retain that status until he or she is officially reclassified to resident status for tuition purposes.

**4.4** Students classified as non-residents are charged non-resident tuition until the student has been awarded residency for tuition purposes.

**4.5** The burden is on the student to prove that he or she is eligible for resident student status prior to the first day of classes for the term the student seeks to attend as a resident student.

**4.6** Residency reclassification applications must be submitted in accordance to the dates published on the Office of Admissions webpage. A student shall be required to submit any or all of the verifying documentation within the residency application timeline. Residency reclassification cannot be applied to previous semesters.

**4.7** The Residency Appeals Committee is responsible for final residency determinations as the last level approval in the appeals process.

## 5.0 PROCEDURES

**5.1** Applications for residency reclassification must be

- 1) Submitted through the university student portal, and
- 2) Submitted on time, within the dates and deadlines outlined on the Office of Admissions webpage.

**5.2** Residency reclassification applications will be reviewed by the Office of Admissions.

- 1) All applications will be reviewed for compliance with state residency guidelines outlined in Board of Regents' Policy R512.
- 2) Reclassification determinations are made before the third week of each semester.
- 3) Students will be informed of residency decisions via their university email account.

**5.3** In accordance with Board of Regents' Policy R512, students may appeal a residency reclassification decision.

- 1) First-level appeals can be submitted by the student to the Director of Admissions or designee within ten business days.



2) If the student's first-level appeal to the Director of Admissions does not result in the overturn of a reclassification decision, the student can submit a second-level appeal in writing to the Residency Appeals Committee. The student appealing the decision shall have the responsibility to provide evidence that proves that he or she has met the residency requirements.

3) The Residency Appeals Committee shall consider the appeal and make a determination based upon oral and written proofs presented, and shall determine the status of the applicant in accordance with the law and Board of Regents' Policy R512. As the last level in the appeals process, the determination of the Residency Appeals Committee is the final decision. Students will be informed of the Residency Appeals Committee's decision in writing via email to their university email.

4) A decision based on an appeal of a residency reclassification shall be retroactive to the beginning of the academic period for which application for resident status was made and may require a refund of the nonresident portion of any tuition charges paid for that term. Appeals shall not be considered beyond sixty days after the start of the semester or block for which the residency reclassification was requested.

<b>POLICY HISTORY</b>		
Date of Last Action	Action Taken	Authorizing Entity



# UTAH VALLEY UNIVERSITY

## Policies and Procedures