

Instructions for Completing Reclassification Appeal Form

- The application must be received by the Office of Admissions and Financial Aid no later than close of business on the census date for the semester (11th day of classes for fall/spring and 5th day of classes for summer terms). ***All applications received after the deadline will be considered for the next semester.***
- Tuition and Fee payments are due before the start of each semester. You are expected to pay your entire bill even if you expect an approval of your appeal. If you receive a favorable decision after the tuition due date, the out-of-state fees will be refunded to you. There is no deferment of out-of-state tuition while awaiting a decision.
- Knowingly giving erroneous information in an attempt to evade the payment of “out-of-state” fees may be subject to dismissal from the University.
- Appeals for reclassification will be denied at the end of the term if documentation is not complete. To reapply for a future term, additional documentation and a new application may be required.
- The University Board of Trustees Policy governing “Student Residence Status for Tuition and Fee Purposes” specifies that the burden of proof be on the individual seeking reclassification.
- Unmarried dependent students under the age of 23 cannot be considered a resident of Arkansas for fee paying purposes unless one of the parents is a legal resident of the state.
- All of the following must be submitted and verified by the student:
 - has established financial independence and has left the parental home
 - has established in Arkansas a home of permanent nature as manifested by Good Faith Acts
 - has resided in Arkansas in a bona fide domiciliary status for at least six consecutive months prior to the beginning of the semester for which the fees are to be paid.
 - has an expectation of remaining in the state beyond graduation

Completed applications and supporting documentation must be returned to:

UALR – Office of Admissions and Financial Aid
2801 S. University Ave
Little Rock, AR 72204-1099

Fax: 501-569-8956
Email: admissions@ualr.edu

Include your name and UALR Student ID number on all documents submitted

Checklist for documents to be submitted along with Application for Reclassification:

For active duty members of armed forces and dependents stationed in Arkansas:

- Copy of assignment order to Arkansas
- For spouse/unemancipated dependents – not listed on assignment orders – a copy of previous years tax return documenting dependent or marriage license (for spouse of military member)

For members of armed forces and dependents separating from military:

- Copy of DD-214 showing home of record for at least twelve consecutive months prior to enlistment as Arkansas and proof that Arkansas was maintained as permanent home of record while on active military duty (example: Arkansas state tax return for previous year)
- For spouse – copy of marriage license, for children – copy of tax return listing them as dependents

Proof that student has physically resided in Arkansas for at least six consecutive months prior to beginning of the term for which reclassification is requested:

- Copy of lease/mortgage/deed
- Letter from employer verifying work in the state

Has established financial independence and has left the parental home

- Copy of student's Arkansas Tax returns for previous year
- If student is unmarried and under the age of 23, evidence of financial support and a copy of parent's Arkansas tax return and proof of permanent state residence

Has established a home of a permanent nature in the state of Arkansas as manifested by Good Faith Acts for at least 6 consecutive months

- Copy of Arkansas Driver's License
- Copy of Arkansas vehicle registration
- Copy of Arkansas voter's registration
- Copy of Arkansas tax return
- Copy of assessment of real property
- Copy of assessment of personal property
- Copy of lease, mortgage, or deed

The above are examples of documents that may be submitted with the application. Additional documentation may be required.

Please review the University of Arkansas Board of Trustees Policy 520.8 before completing and submitting this form.

University of Arkansas
Board of Trustees Policy 520.8
January 18, 1985

STUDENT RESIDENCE STATUS FOR TUITION AND FEE PURPOSES

I. PURPOSE

The purpose of these regulations is to enable the administrative offices of the University of Arkansas System 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.

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 non-resident 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 questions 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.

Criteria for Residency Reclassification

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 at Little Rock, or any other education institution, neither constitutes nor necessarily precludes reclassification as one domiciled in Arkansas, but will be a factor to be considered.

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 on each campus by a classification review officer designated by each Chancellor.

C. 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.

RESIDENCE STATUS OF NATIVE AMERICANS – Board of Trustees Policy 520.1

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. Tribes so identified include the Caddo, Cherokee, Chickasaw, Choctaw, Creek (Muskogee), Delaware, Kickapoo, Osage, Quapaw, Shawnee, and Tunica.

RESIDENCE STATUS OF MEMBERS OF ARMED FORCES AND DEPENDENTS – Board of Trustees Policy 520.7

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 classifications as in-state students for fee paying purposes. 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.

RESIDENCE STATUS OF STUDENTS FROM TEXARKANA, TEXAS, AND BOWIE COUNTY, TEXAS– Board of Trustees Policy 520.10

In accordance with the reciprocity agreement described in H.C.R. 32, signed by the governor of Arkansas on February 12, 1965, residents of Texarkana, Texas and Bowie Country, Texas, will be classified as in-state students for university fee purposes at the University of Arkansas.

Please print or type all information

Name (Last, First, Middle Initial)		Social Security Number (<i>required</i>)	Student ID
Permanent home address			
City	State	Zip	
How long have you resided continuously at this address?	Where did you live before residing at this address?		
Are you a US citizen? ___ yes ___ no	If not a US citizen what type of visa do you have?		
Date of Birth (mm/dd/yy)	Place of Birth	Date visa/permanent residency obtained	

Parental information (please supply this information if unmarried and under the age of 23)

Father's name	Father's address
Mother's name	Mother's address
If parent's addresses are different please explain	

Marital Status: Single _____ Married _____

Spouse's name (if married)	Date and Place of Marriage
Spouse's occupation	Is spouse an Arkansas resident? yes/ no

Term for which you are requesting reclassification ___ Spring ___ Summer 1 ___ Summer 2 ___ Fall

Financial Support

Please show amounts or percentages

Parents	Investment income	Employment
Other (please specify)		
How will your sources of income change while attending UALR?		

With this form, you must submit at least 3 required supporting documents, listed in the instructions, as well as a written statement that covers:

- Your purpose in coming, or last returning to, Arkansas.
- A chronology of dates and events related to your coming here and your activities, employment, and places of living from the time you were living at home and attending high school until the present. A married student should include information about his/her spouse's present occupation and future plans in the state; an applicant who is still a dependent should include similar information concerning his/her parent or guardian.
- Facts that, in your opinion, and in light of the policy, tend to establish that Arkansas is your true, fixed, and permanent home, including the date it became such and those facts regarding Arkansas as your actual place of living during the first six months here.
- Your immediate and long-range plans.

I affirm that all information supplied is complete and accurate. Any misrepresentation of facts could be just cause for dismissal from the university.

Signature

Date