



## Petition for Reclassification of Residency For Tuition Purposes

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The University of Montevallo's Residency Guidelines are based on Alabama Code 16-64 regarding residency practices for tuition purposes at all public institutions of higher education within the state. For the purpose of determining tuition, applicants are classified as resident (in-state) or non-resident (out-of-state) students during the admissions process. A student's residency classification will remain unchanged throughout their education at UM unless compelling and satisfactory evidence is provided indicating that the student's reason(s) for coming to and remaining in the state has changed.

The student carries the burden of proof in a residency reclassification petition. Any student attending UM that lives in Alabama for the primary purpose of obtaining an education will be considered a non-resident for tuition purposes.

For the purposes of this policy, "resident" has the meaning ascribed to it in the Policy which may differ from the definition of the term "resident" used in contexts outside of this Policy. Consequently, for the purpose of tuition payment at The University of Montevallo, although a person may be considered a "resident" for local, state, federal, or other non-University purposes, the person still may not be considered a "resident for tuition purposes."

For more information visit [www.montevallo.edu/residency](http://www.montevallo.edu/residency), call 205 665-6040, or email registrar@montevallo.edu.

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### Instructions

Complete form including signatures. Submit petition packet, including this signed and notarized form, personal statement, and supporting documentation, to the Registrar's Office, located on the 2<sup>nd</sup> floor of Palmer Hall or mail to University of Montevallo, Registrar's Office, UM Station 6040, Montevallo, Alabama 35115. The information that you provide in your personal statement and responses to the questions in this application form should be substantiated in your documentary evidence. **Completion of all parts is required.**

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### Part One: Personal Information

Full Name \_\_\_\_\_ UMID \_\_\_\_\_

Date of Birth \_\_\_\_\_ United States Citizen: \_\_\_\_\_

Date entered The University of Montevallo \_\_\_\_\_

Permanent Address \_\_\_\_\_

Local Address \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_

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## Part Two - Dependent/Independent/Veteran Status

Check one of the following categories. Note that a person for whom 50 percent or more of his/her support is provided by another is considered **dependent**. A person who provides more than 50 percent of his/her own support is considered **independent**.

- I am an **independent** person and have maintained legal residence in Alabama for at least 12 months.
- I am a **dependent** person. My parent or legal guardian has maintained legal residence in Alabama for at least 12 months.
- I am an **independent** person **married** to a person who has maintained legal residence in Alabama for at least 12 months. I have established legal residence in Alabama.
- I am covered Section 3679© of title 38, US Code, under the **Veteran's Choice Act** and plan to utilize federal or state VA educational benefits.
- A different situation applies to me.

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## Part Three:

Please answer the following questions and provide all necessary details. Be sure to attach any and all documentary evidence which supports your responses.

1. List the permanent residence city(ies) and state(s) of your parent/guardians for the past four years.

<i>Name/Relationship</i>	<i>City</i>	<i>State</i>	<i>Dates</i>
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2. List your address(es) for the past four years.

<i>Address</i>	<i>Dates</i>
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3. Where do you reside while attending the University of Montevallo? \_\_\_\_\_

4. Did you live in Alabama prior to enrolling at the University of Montevallo? \_\_\_\_\_

If yes, when and for how long \_\_\_\_\_

5. List all schools that you have attended for the last four years, including high schools.

<i>Institution</i>	<i>Location (State)</i>	<i>Dates Attended</i>
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6. List the names and addresses of all of your employers for the last **four** years.

*Employer* *Address* *Dates Employed*

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7. When do you consider that your Alabama residency began? \_\_\_\_\_

8. Have you lived in Alabama for the past 12 consecutive months? \_\_\_\_\_

9. Do you own real property (i.e. land, home, etc.) in Alabama? \_\_\_\_\_

10. Are you presently married? \_\_\_\_\_

If yes, does your spouse meet residency requirements as outlined in this policy? \_\_\_\_\_

11. In what state are you registered to vote? \_\_\_\_\_

12. Do you have an Alabama driver's license? \_\_\_\_\_

13. Do you own or have use of a car that is titled in your name? \_\_\_\_\_

If yes, is it currently registered in Alabama? \_\_\_\_\_

14. Have you filed an Alabama state personal income tax return? \_\_\_\_\_

If yes, for which years \_\_\_\_\_

15. Did your parents/guardian claim you as a dependent on the **past** year's federal income tax return? \_\_\_\_\_

16. Will your parents or guardian claim you on **next** year's federal income tax return? \_\_\_\_\_

If so, does your parent/guardian work at UM? \_\_\_\_\_

17. Do your parents/guardians provide any assistance with regard to tuition or living expenses? \_\_\_\_\_

18. Do you provide at least 50% of your own funding for out of pocket tuition or living expenses? \_\_\_\_\_

19. Have you been classified, for tuition/fee purposes, as an in-state resident of any other state? \_\_\_\_\_

If yes, date classification was made and by whom \_\_\_\_\_

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### Part Four: Military Service

1. Are you an active duty member of the U.S. military with at least two years of active service? \_\_\_\_\_

If yes, list branch and current assigned base/location. \_\_\_\_\_

2. Are you a veteran of the U.S. military? \_\_\_\_\_

If yes, list beginning and ending dates of service. \_\_\_\_\_

3. Are you a current member of the Alabama National Guard? \_\_\_\_\_

If yes, list the month and year your service began. \_\_\_\_\_

4. Are you a spouse of a current active duty member of the U.S. military? \_\_\_\_\_

If yes, list branch and current assigned base/location. \_\_\_\_\_

5. Are you a dependent of a veteran of the U.S. military or a reservist or Alabama National Guard member who has previously been called to active duty? \_\_\_\_\_

If yes, list branch and periods of active duty. \_\_\_\_\_

6. Will you be using federal or state VA or DoD educational benefits while enrolled at UM? \_\_\_\_\_

If yes, list which benefits you will use. \_\_\_\_\_

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### Part Five: Personal Statement

Please attach a detailed written statement that explains the reason(s) that you moved to the State of Alabama and why you believe you should be classified as a "resident-student."

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## Part Six: Documentation

Provide legible copies of all documentation demonstrating you have established permanent residency in Alabama or should otherwise be considered a "resident-student" as defined in the Policy. For example but not limited to:

1. For independent status - copy of most recent tax return and a copy of parent's most recent tax return if you are under 24 years of age.
2. For dependent status - copy of parent or legal guardian's most recent tax form.
3. For marital status - copy of marriage certificate and/or student's legal documents.
4. A letter/statement from your employer(s) verifying an employment during the last 12 months. The letter/statement should indicate full or part-time employment and dates of employment. The letter/statement should be notarized or on company letterhead.
5. A copy of lease or deed from residence(s) during the past 12 months. If lease or deed is not in the student's name, it must be submitted with a notarized statement from the person who is on the lease declaring that the student does/did reside permanently with them in the residence and for how long.
6. A copy of your most recent Alabama income tax return.
7. A copy of your parent's, guardian's or spouse's State and Federal income tax returns.
8. Verification of your voter registration (if not Alabama, please explain).
9. A copy of your vehicle registration (if not Alabama, please explain).
10. A copy of your driver's license (if not Alabama, please explain).
11. Verify or provide copies of your military record, military orders in Alabama, military I.D., and LES. If dependent, provide for your qualifying parent or guardian.
12. Copies of your guardianship paperwork (U.S. Court orders).
13. A copy of your permanent resident alien card (copy of the front and back).
14. A copy of your birth certificate.

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## Part Seven - Signature and Notary

By signing below, I do solemnly swear/affirm that the statement and evidence hereby presented in support of the foregoing application are true and correct; and, furthermore, certify that the permanent address listed in Part One above is my permanent residence, that I intend to remain in the state of Alabama indefinitely, that I have more substantial connections with the State of Alabama than with any other state, and that my primary purpose for moving to Alabama was not to enroll in a post-secondary institution.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_ (SEAL)

Notary Public

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## Part Eight – Submit

Submit petition packet, including this signed and notarized form, personal statement, and supporting documentation, to the Registrar's Office:

- Hand deliver to the Registrar's Office located on the 2<sup>nd</sup> floor of Palmer Hall.
- Mail to University of Montevallo, Registrar's Office, UM Station 6040, Montevallo, Alabama 35115.

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