

Undergraduate In-State Classification Application for Part-Time Students Who Are Working Full-Time in Tennessee



FAQs

Can I work two part-time jobs to equal one full-time job?

Yes, as long as they add up to at least 32 hours a week, you can work as many jobs as you need.

Can I work on campus?

On campus employment will not satisfy the requirements for part-time/full-time unless the employment is through an outside company contracted by the university (i.e., Aramark Dining Services).

I know I can't take more than 11 credit hours a semester in the program. Is there a minimum?

You have to be enrolled in at least one credit hour to participate in the program.

Can I live on campus and participate in the program?

You will have to check with housing regarding their policies about part-time students living in the residence halls. They have certain policies in place that you must adhere to. Upon completion of the program, you must have a fixed, permanent residence off campus. A local apartment with a lease is acceptable.

Am I required to have a Tennessee driver's license?

Yes, and you must meet the same requirements as those who are applying for in-state classification for fee-paying purposes. You must have a Tennessee driver's license, a Tennessee voter's registration card, a lease, and proof of employment. Any other documentation supporting your intent to make Tennessee your home is welcome.

My parents live out of state. Can they still claim me on their taxes?

No. Students who are dependents of their parents (and both parents are residents of a state other than Tennessee) cannot seek in-state classification. In this case, you would be considered a resident of whatever state your parents reside.

Do I have to work full-time after I complete the part-time/full-time program?

It is completely up to you, but we do not require continued full-time employment.

What if I am self-employed?

It really depends on your situation, but we will work with you to provide the documentation necessary to prove full-time employment if you qualify.

Instructions to Applicant

This form is to be completed by a part-time student (part-time student is defined as registered for 11 hours or less per semester) who is classified as out-of-state and is seeking the waiver of out-of-state tuition on the basis of full-time employment in Tennessee.

This form must be processed by the last official or announced day of registration of the semester in order to be effective for that semester.

This statement must be verified by an official letter from the employer. **This letter must state that the employment is full-time (at least 32 hours per week). Individuals with more than one part-time employer may qualify by presenting multiple letters indicating that the number of hours worked per week equals a minimum of 32 hours.** This letter should also indicate the employee hire date and the likelihood of continued employment.

It is solely the responsibility of the student to furnish a new statement from his or her employer(s) at the beginning of each semester that the student wishes to receive in-state tuition based on this situation. Typically after participation in this program for **2 consecutive semesters**, students are eligible to apply for permanent in-state classification. Students who are dependents of their parents (and parents are residents of a state other than Tennessee) or reside on campus cannot seek in-state classification status.

APPLICATION

MTSU ID Number _____

Please indicate which semesters you wish to participate in the PT/FT Program:

M _____ Fall _____ Spring _____ Summer _____

Name of Student:

Last Name: _____ First Name: _____ Middle: _____

Local Address: (Street, City, State, and Zip Code)

If you are residing in on-campus housing, you will need to review your housing license agreement prior to applying for the PT/FT program or establishing a permanent address in Tennessee.

Home Phone: _____ Cell Phone: _____ Email: _____

Dates Previously Attended MTSU: _____

Indicate your current full-time employment in Tennessee and give the name of your employer, employer's address, and dates of employment. If you have more than one employer, complete both lines.

Employer _____ Location (City and State) _____ From (Month/Year) To (Month/Year) _____

Employer _____ Location (City and State) _____ From (Month/Year) To (Month/Year) _____

Date

Signature of Applicant

This application will not be processed unless dated and signed.

My signature above is to certify the correctness and completeness of the information supplied. It further indicates that I understand that the University may contact any of the persons referred to above for the purpose of obtaining additional pertinent information. I further understand that any false information provided in the foregoing statements will disqualify me from being considered in-state for fee-paying purposes and that I may be required to withdraw from the University and repay any out-of-state tuition.

FOR ADMISSIONS OFFICE USE ONLY:

1st Semester PT/FT _____ 2nd Semester PT/FT _____

Notes: _____

Authorized by

Signature

Date