

# NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP - 5113.0

FOR POLICY NUMBER: BP – 5113

## RESIDENCY GUIDELINES AND PROCEDURES

### 1. PROCEDURE SUMMARY STATEMENT

To establish procedures for establishing student residency.

### 2. DEFINITIONS

For the purpose of these regulations, the following definitions shall apply:

- 2.1 “Nebraska resident tuition” shall mean the Nebraska resident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll.
- 2.2 “Iowa or South Dakota resident tuition” shall mean the Iowa or South Dakota resident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll.
- 2.3 “Nonresident tuition” shall mean the nonresident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll.
- 2.4 “Legal age” shall be the age of majority (age 19) set by Nebraska statute.
- 2.5 “Minor” shall be individuals who have not reached the age of majority.
- 2.6 “Emancipated minor” shall be an individual who by virtue of marriage, financial status, or for other reasons has become independent of his or her parents or guardians.
- 2.7 The phrase “established a home” shall mean that an individual continuously maintains a place of abode in Nebraska, Iowa, or South Dakota which the individual maintains as his or her domicile. On-campus housing cannot be considered as a domicile or permanent residence for establishing residency.
- 2.8 “Lawful permanent resident” refers to individuals who are not U.S. citizens who have been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with immigration laws.

### 3. PROCEDURE

- 3.1 Requirements for Residency

- 3.1.1 An individual will qualify as a resident of the State of Nebraska, Iowa, or South Dakota for tuition purposes at Northeast Community College if he or she meets the standards set in any one of the following categories. Documentary proof is required (See item 3.2).
- 3.1.1.1 A person of legal age or an emancipated minor who has resided in Nebraska, Iowa, or South Dakota for a period of at least six months immediately prior to applying for resident status.
  - 3.1.1.2 A minor whose parent(s) or guardian has established a home in Nebraska, Iowa, or South Dakota.
  - 3.1.1.3 A person of legal age and a dependent, for federal income tax purposes, of parent(s) or guardian living in Nebraska, Iowa, or South Dakota.
  - 3.1.1.4 An individual who is married to a Nebraska, Iowa, or South Dakota resident who has proof of residence in Nebraska, Iowa, or South Dakota. (A copy of the marriage certificate must be provided in addition to documentation requirements in item 3.2)
  - 3.1.1.5 Lawful permanent residents or individuals who have been granted asylum or refugee status and who have established a home in Nebraska, Iowa, or South Dakota for a period of at least six months.
  - 3.1.1.6 An individual who is a dependent of a staff member at Northeast Community College.
  - 3.1.1.7 An individual on active duty with the armed services of the United States who has been assigned a permanent duty station in Nebraska, Iowa, or South Dakota or a dependent of an individual who is a member of the armed services assigned to a permanent duty station in Nebraska, Iowa, or South Dakota.
  - 3.1.1.8 For Nebraska Resident tuition rate only: An individual who is a graduate of an accredited Nebraska senior high school and who was a legal resident of Nebraska at the time of graduation or an individual who has previously been enrolled at Northeast Community College as a Nebraska resident student.

## 3.2 Documentation

- 3.2.1 Individuals identified in items 3.1.1.1 through 3.1.1.5 must provide at least three (3) of the following items. All documents must be dated at least six months prior to the first day of classes and must reflect the individual's name.
- 3.2.1.1 Record of Nebraska, Iowa, or South Dakota voter registration

- 3.2.1.2 Nebraska, Iowa, or South Dakota income tax return for the most recent year
- 3.2.1.3 Nebraska, Iowa, or South Dakota driver's license
- 3.2.1.4 Nebraska, Iowa, or South Dakota vehicle registration
- 3.2.1.5 Evidence of ownership of Nebraska, Iowa, or South Dakota property
- 3.2.1.6 Nebraska, Iowa, or South Dakota housing rental agreement
- 3.2.1.7 Nebraska, Iowa, or South Dakota insurance policy
- 3.2.1.8 Evidence that parent(s) as Nebraska, Iowa, or South Dakota resident(s) claim(s) the student as a dependent
- 3.2.1.9 Other documentation as approved by the Dean of Enrollment Management.

### 3.3 Application

- 3.3.1 Any student who has been classified as a nonresident for tuition purposes and believes that he or she may qualify as a Nebraska, Iowa, or South Dakota resident must file a residency application form with the Dean of Enrollment Management by the first day of the term for which the tuition fee was charged.
- 3.3.2 Residency application forms, as well as further information regarding residency classification, are available from the Admissions Office.
- 3.3.3 It is the student's responsibility to initiate a change in residency status.

### 3.4 Appeals

- 3.4.1 An individual who believes that he or she has been incorrectly denied a Nebraska, Iowa, or South Dakota residency determination made by the Dean of Enrollment Management may appeal the decision through the Vice President of Student Services, then the President, and subsequently the Board of Governors.

## 4. APPLICABILITY

N/A

**ISSUE DATE:** 12/15/2014

**EFFECTIVE DATE:** 12/15/2014

**REVISION DATE(S):** 01/10/2002 (item #9058); 04/15/2004 (item #9477); 01/13/2005 (item #9631); 11/10/2011 (item #10949); 05/01/2014; 12/15/2014

**PRIOR POLICY/PROCEDURE NUMBER:** 5022.a

**SCHEDULE FOR REVIEW:** 2019

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Student Services

**SPONSORING DIVISION/DEPARTMENT:** Student Services

**RELATED PROCEDURES/ REFERENCE:** none

**PROCEDURE KEY WORDS:** residency