



# Petition for Resident Tuition Reclassification

**PLEASE REFER TO FILING INSTRUCTIONS ON PAGE 10 FOR  
SUBMISSION INFORMATION**

**For information concerning Auburn's Student Residency Tuition Policy please refer to:**

[\(https://auburnpub.cfmnetwork.com/B.aspx?BookId=12500&PageId=461804&Search=Residency/\)](https://auburnpub.cfmnetwork.com/B.aspx?BookId=12500&PageId=461804&Search=Residency/)

## **Qualifying Categories for Consideration as In-State for Tuition Purposes**

**Important:** Should your situation not fit any of the categories below, please review the **Frequently Asked Questions (FAQ)** found on the **residency website**

**Category A:** An individual who is 19 years of age or older and is not claimed as a dependent by his or her parents or any other individual for the tax year immediately preceding the request for resident classification. Student must be financially independent and have established and maintained legal domicile and full-time employment in the State of Alabama for a period of at least 12 consecutive months immediately preceding the first day of classes for the term they wish to start. Must be able to demonstrate continued financial self-sufficiency without support from parents.

**Category B:** A dependent student under 24 years of age whose parent has maintained legal domicile in the State of Alabama for at least 12 consecutive months and is a full-time employee of an Alabama employer prior to the first day of classes of the term, whose parent is not considered a remote worker, tele-commuter, or self-employed, whose parent has established legal domicile in the State of Alabama, and who is claimed as a dependent on that parent's most recent federal income tax return. This category can also be used for students married to an Alabama resident, in which case spousal information will be submitted in lieu of parental documentation.

**Category C:** A dependent student under 24 years of age whose parent has maintained legal domicile in the State of Alabama for at least 12 consecutive months as a remote worker, self-employed businessperson, or retiree immediately preceding the first day of classes for the term and who is claimed as a dependent on that parent's most recent federal income tax return. This category can also be used for students married to an Alabama resident, in which case spousal information will be submitted in lieu of parental documentation.

**Category D:** Active-duty military personnel who claim Alabama as their state of residence as shown on their Leave and Earnings Statement (LES), or who are assigned/ordered to the State of Alabama.

**Category E:** An Alabama high school graduate who completed all four years at an Alabama high school, graduated within the past five years, and has since attended an out-of-state college as a non-resident. This category also includes any high school student who transferred in credit from any out-of-state institution prior to attending Auburn.

**Category G:** A dependent student whose parent/spouse is currently employed full-time in a benefit-eligible position with the State of Alabama or Auburn University OR a student who is currently employed full-time in a benefit-eligible position with the State of Alabama or Auburn University

## Section One - Student Information Form

Student's Full Name (Last, First, Middle)

Student's ID Number (90#)

Student's email Address

Student's Permanent Address

City, State, Zip

Student's Date of Birth (MM/DD/YY)

Student's Telephone Number

## Section Two - Student's Claim of In-State Status for Tuition Purpose

I am petitioning for classification as in-state for tuition purposes under Category: \_\_\_\_\_

Semester/year you are petitioning the start of in-state residency (Ex. Spring 2023) \_\_\_\_\_

Are you an Auburn First or Path to Plains Student (Yes or No) \_\_\_\_\_

# Certification Statement

I, the undersigned, hereby declare, swear, and affirm the authenticity of the information provided in this petition. I understand that to be eligible for resident tuition rates at Auburn University the burden of proof lies with me and that I may be asked to provide further information and documentation. My failure to provide this additional documentation may result in an immediate review of my residency status or a denial of my request for tuition reclassification. I understand that any false or misleading information in this petition or subsequent appeal may result in denial of tuition reclassification. I understand that supplying the requested documents does NOT guarantee a reclassification to resident tuition. I hereby give permission to Auburn University to review or examine all requested documents and records, including any confidential information, and to discuss my residency status with parents or spouses, as needed, to assist in clarifying my classification for tuition purposes.

I certify that my primary domicile address is \_\_\_\_\_, that I intend to remain at this address indefinitely, and that I possess more connections with the State of Alabama than with any other state.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Spouse's Signature (If applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Spouse's Signature (If applicable)

\_\_\_\_\_  
Date

## For Persons Claiming In-State Status Under Category A

When submitting this application, please provide the following information/documents in the specified order outlined below.

1. Student Information & Certification Statement (See Pages 1 and 2)
  2. A clear and complete statement from the student explaining the facts and circumstances that, in your opinion, demonstrate legal domicile in Alabama
  3. Letter(s) of employment containing the following:
    - Dates of employment
    - Total hours worked per week
    - Supervisor's name
    - Contact information
- Note: For the purposes of residency, Auburn University considers full-time employment as 35 hours or more per week.
4. Copy of your most recent state tax return (for all states, all pages)
  5. Copy of your most recent federal tax return (all pages)
  6. Copy of your W2 forms for the most recent tax year
  7. Copy of your earnings statements for last 12 months
  8. Budget Statement (See Page 5)
  9. Copy of Alabama driver's license
  10. Copy of your Alabama vehicle registration
  11. Copy of Alabama voter's registration
  12. Personal checking statements and/or credit card statements showing transactions for the past 12 months with your Alabama address listed on statements
  13. If you are under age 24: Copy of the first two pages of your parents' federal 1040 income tax return for the most recent tax year
  14. Copy of your warranty deed or lease(s) for the past 12 months

**STUDENT BUDGET- Please provide annual figures.**

Budget should reflect the past 12 months' income//expenses to demonstrate financial independence. If you do not have income or an expense in each category, please enter 0.

**INCOME**

Salary (Self/Spouse) after tax	0
Bonuses	0
Savings	0
Interests earned	0
Investment/dividend income	0
Financial aid (total-itemized below)	0
Grants	0
Scholarships	0
Federal Loans	0
Private loans- with/without co-signer (Circle)	0
Parent (PLUS) loans	0
INCOME SUBTOTAL	0

**EXPENSES**

Tuition	0
Fees	0
Books	0
Rent/mortgage	0
Water/Sewer	0
Electricity	0
Cable/internet	0
Waste disposal	0
Car payments	0
Debt Payments (Credit cards, etc.)	0
Gasoline	0
Childcare	0
Auto Insurance	0
Home/Rent Insurance	0
Entertainment/recreation	0
Household supplies	0
Health Insurance (medical, dental, vision)	0
Food/groceries	0
Clothing	0
Student Loan Payments	0
Personal care (haircuts, nails, etc.)	0
Vacation/travel	0
Pet care	0
Other	0
EXPENSES SUBTOTAL	0

INCOME minus EXPENSESt	0
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## For Persons Claiming In-State Status Under Category B

When submitting this application, please provide the following information/documents in the specified order outlined below.

### Student Documents:

1. Student Information & Certification Statement (See Pages 1 and 2)
2. A clear and complete statement from the student explaining the facts and circumstances that, in your opinion, demonstrate legal domicile in Alabama

### Both Parents' Documents:

3. Letter of employment from parent(s), showing start date, full time status, and withholding of Alabama taxes
4. Copy of parents' most recent state taxes returns (for all states, all pages)
5. Copy of parents' most recent federal tax return (all pages)
6. Copy of parents' W2 forms for the most recent tax year
7. Copy of parents' most recent federal tax transcript. (<https://www.irs.gov/individuals/get-transcript>)
8. Copy of parents' most recent earnings statement.
9. Copy of parents' Alabama driver license
10. Copy of parents' Alabama vehicle registration
11. Copy of parents' Alabama voter's registration
12. Copy of all warranty deeds and/or property leases for the past 12 months (for all states)
13. Copy of parents' personal checking statements and/or credit card statements showing transactions for the past 12 months
14. Copy of parents' most recent business license (if applicable)
15. Copy of marriage license if residency is based on spouse. (if applicable)
16. If parents are divorced, copy of divorce decree showing full or joint custody for the parent that is an Alabama resident

## For Persons Claiming In-State Status Under Category C

When submitting this application, please provide the following information/documents in the specified order outlined below.

### Student Documents:

1. Student Information & Certification Statement (See Pages 1 and 2)
2. A clear and complete statement from the student explaining the facts and circumstances that, in your opinion, demonstrate legal domicile in Alabama

### Both Parents' Documents:

3. Letter of employment from parent(s), showing start date, full time status, and withholding of Alabama taxes
4. Copy of parents' most recent state taxes returns (for all states, all pages)
5. Copy of parents' most recent federal tax return (all pages)
6. Copy of parents' W2 forms for the most recent tax year
7. Copy of parents' most recent federal tax transcript. (<https://www.irs.gov/individuals/get-transcript>)
8. Copy of parents' most recent earnings statement.
9. Copy of parents' Alabama driver license
10. Copy of parents' Alabama vehicle registration
11. Copy of parents' Alabama voter's registration
12. Copy of all warranty deeds and/or property leases for the past 12 months (for all states)
13. Copy of parents' personal checking statements and/or credit card statements showing transactions for the past 12 months
14. Copy of parents' most recent business license (if applicable)
15. Copy of marriage license if residency is based on spouse. (if applicable)
16. If parents are divorced, copy of divorce decree showing full or joint custody for the parent that is an Alabama resident

## **For Persons Claiming In-State Status Under Category D**

When submitting this application, please provide the following information/documents in the specified order outlined below.

1. Student Information & Certification Statement (See Pages 1 and 2)
2. A clear and complete statement from the student explaining the facts and circumstances that, in your opinion, demonstrate legal domicile in Alabama
3. Copy of your or your parents' most recent Leave and Earning Statement (LES), showing Alabama as a state of residence
4. Copy of your or your parents' most recent Permanent Change of Station orders
5. Copy of your or your parents' most recent federal tax return (all pages)
6. Copy of your or your parents' most recent state taxes (for all states, all pages)

## **For Persons Claiming In-State Status Under Category E**

When submitting this application, please provide the following information/documents in the specified order outlined below.

1. Student Information & Certification Statement (See Pages 1 and 2)
2. A clear and complete statement from the student explaining the facts and circumstances that, in your opinion, demonstrate legal domicile in Alabama
3. Copy of your high school transcript (if not already submitted to Auburn)
4. Letter from out-of-state or online institution(s) stating:
  - You were considered a non-resident during your attendance or that they are a private institution and do not differentiate between residents and non-residents for tuition purposes.
  - Your permanent address on file at their school during your attendance.
5. Copy of your current Alabama driver's license



## **For Persons Claiming In-State Status Under Category G State of Alabama or Auburn University Employees**

When submitting this application, please provide the following information/documents in the specified order outlined below.

1. Student Information & Certification Statement (See Pages 1 and 2)
2. A clear and complete statement from the student explaining the facts and circumstances that, in your opinion, demonstrate legal domicile in Alabama
3. Copy of your or your parents' most recent state taxes (for all states, all pages)
4. Copy of marriage license if residency is based on spouse
5. Copy of your or your parents' current Alabama driver's license
6. Alabama State Employees- Letter of employment showing start date, full time status, and withholding of Alabama taxes (Not required for Auburn employees)

## Filing Instructions

Semester	Applications Open	Deadline to Submit
Fall Semester	April 1	July 1
Spring Semester	October 1	December 15
Summer Semester	March 1	May 1

- Petitions for reclassification will not be accepted for previous terms.
- Petitions will only be accepted after student has been accepted and an enrollment deposit has been paid.
- It is the applicant's responsibility to redact social security and bank account numbers from documents.
- You may NOT redact financial information from taxes or banking/credit card statements. Any petition submitted with redacted financial information necessary during the application review process will be deemed an incomplete application.
- Secure submission: All residency application documents must be submitted by using Auburn University's Secure Kiteworks Portal.
- When ready to submit, send an email to [residency@auburn.edu](mailto:residency@auburn.edu) to request a secure link.
- Please combine all files into one Adobe PDF document using only Adobe to combine. Please do NOT submit zip files, portfolios or binders as a PDF.
- Do NOT email, mail or hand deliver your application to the Office of the Registrar.
- Only complete applications will be accepted and considered.

## Notification of Decision

After review of application documents, the decision will be sent to the student's Auburn email address. Instructions for filing an appeal, if necessary, will be included in the email sent to the student along with the initial decision.