

## RESIDENCY RECLASSIFICATION AMERICORPS OR VISTA AFFIDAVIT

All students must submit this *original hard copy* completed petition by the deadline:

**In person:**

Northern Arizona University  
Student Service Center  
1100 S. Beaver St  
Room 103

**Via USPS Priority, FedEx or USPS:**

Northern Arizona University  
Student Service Center  
PO Box 4050  
Flagstaff, AZ 86011-4050

NAU's *Residency for Tuition Purposes* policy is available at [nau.edu/university-policy-library/residency/](https://nau.edu/university-policy-library/residency/)

In Arizona, as in all other states, tuition at the State's publicly-supported universities is lower for in-state resident students than for out-of-state non-resident students. This reflects the fact that state universities are supported financially by the state's taxpayers. The universities' rules for determining classification or reclassification as a resident or non-resident for tuition purposes reflect Arizona law and Arizona Board of Regents ("ABOR") policy. At the time of their admission, Northern Arizona University classifies all students as either a resident or non-resident. Students must be admitted and properly registered for classes using the tuition classification initially determined by the University prior to petitioning for residency reclassification for that term.

Additional residency information and forms are available at <https://in.nau.edu/student-service-center/arizona-residency/>.

❖ **This affidavit is students who have participated in the AmeriCorps program** or the Volunteers in Service to America ("VISTA") program for at least one year in Arizona.

In accordance with Arizona law (A.R.S. §15-1803) and ABOR Policy 4-102, aliens who meet the requirements of [A.R.S. §15-1803](#) are eligible for in-state tuition.

**Deadlines** – Term specific deadlines can be found at <https://in.nau.edu/student-service-center/arizona-residency/forms-deadlines/>

- The deadline to request reclassification is the Last Day of Registration. Students who fail to submit a petition or affidavit within the allowable timeframe waive their right to gain reclassification as an in-state resident for that semester, term or session.
- Processing time for petitions is twenty (20) business days. If additional information is needed the process may be delayed.
- No extensions of payment deadlines are granted on the basis of unresolved residency status or pending petitions. A refund of fees will be issued, if necessary, upon approval of resident status.

Last Day of Registration: the final day of regular registration for credit for a semester, term or session (as applicable) as published by the Office of the Registrar or as determined by the Director of the Student Service Center.

### **Appealing a Denial**

In accordance with ABOR Policy 4-205 and as outlined in the Residency Reclassification Procedure, if an individual believes they have met the requirements to be classified as an in-state resident for tuition purposes and has been denied such classification, they may appeal their non-resident classification by submitting a [Non-Resident Classification Notice of Appeal](#) to the Student Service Center by the relevant deadlines published on its website. In no event will the University accept residency classification appeals later than thirty-five (35) calendar days from the applicable Last Day of Registration. Failure to file a completed and signed notice of appeal within the allowable timeframe shall constitute a waiver of the individual's right to appeal their residency classification for that term.

### **Student Athletes**

If you are a Student Athlete, currently classified as Non-Resident or WUE, and receiving any scholarship funds from the Athletics Department, you must speak with the Athletics Compliance Officer before submitting this petition. Becoming a Resident for tuition purposes could negatively impact your Athletics Scholarship.

## RESIDENCY RECLASSIFICATION AMERICORPS OR VISTA AFFIDAVIT

Enrollment and  
Student Services

**Instructions**

Respond to **all** questions and statements and provide copies (no originals, these documents will not be returned to you) of **all** documentation required. Failure to do so will delay processing of this petition and may be interpreted as evidence of non-residency.

**Falsification:** Any student found to have intentionally made a false or misleading statement or to have deliberately submitted false or misleading information or materials concerning a petition for residency classification for tuition purposes with the intent to deceive is subject to dismissal from the University and will be held responsible for the payment of any tuition amounts that would have been charged but for the false or misleading statement.

**Student/Applicant Information**

NAU ID # \_\_\_\_\_  Undergraduate  Graduate  
 Fall  Spring Year \_\_\_\_\_ (Residency does not affect tuition for Summer or Winter terms)

Full Legal Name \_\_\_\_\_ E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_  
Street City State Zip

AZ Locations you worked for AmeriCorps/VISTA \_\_\_\_\_

Are you a US Citizen?	If No, do you have a current visa?	If Yes, what type of visa?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>REQUIRED DOCUMENTATION</b>	<b>PROVIDED</b>	<b>NOT PROVIDED</b>
Documents will be evaluated solely by the University's residency classification officer or Residency Classification Appeal Committee, who may consider any relevant evidence, including but not limited to, the information or material described below. No one factor is determinative. <b>Please check the appropriate box, Provided or Not Provided, for all items.</b>		
Evidence that the Student has participated in the AmeriCorps program or the Volunteers in Service to America (VISTA) program for at least one year in Arizona.		
<i>On AmeriCorps/VISTA Letterhead</i>		
<ul style="list-style-type: none"> <li>• Student's full name</li> <li>• Dates and locations of participation in AmeriCorps / VISTA</li> <li>• AmeriCorps/VISTA Supervisor's name and contact information, e.g. email and phone number</li> </ul>		
<b>Missing Documentation Explanation</b>		
Explain in the space below why you are missing any documentation that is required. Attach a separate page if needed.		
<b>Additional Information</b>		
Explain in the space below any additional information that would support your petition. Attach a separate page if needed.		

**RESIDENCY RECLASSIFICATION  
AMERICORPS OR VISTA AFFIDAVIT**

**Student/Applicant Certification**

I certify that all statements, information and evidence presented are true and complete. I understand that if am found to have made a false or misleading statement concerning domicile or tuition status, I will be subject to dismissal from the university and be held responsible for the payment of any tuition amounts that would have been charged but for the false or misleading statement (ABOR 4-208B). I hereby grant permission for NAU representatives to verify any supporting evidence submitted with this waiver, petition or affidavit.

Signature (sign in the presence of Notary Public) \_\_\_\_\_  
Applicant signature

Subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Notary Name (print) \_\_\_\_\_ (Notary Seal)

Notary Signature \_\_\_\_\_ my commission expires: \_\_\_\_\_