

## RESIDENCY RECLASSIFICATION DOCTORAL CANDIDATE DISSERTATION EXCEPTION

**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/](http://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 for Doctoral students that have completed all requirements for their degree except the dissertation.** These students qualify for the Resident tuition rate if:

- The student qualified as a Resident *immediately prior* to beginning their dissertation.

Eligible students maintain this classification until the completion of their current program or until the time parameter to complete their degree has expired.

"*Immediately prior*" is defined as the most recent term. The student must have been an active student at NAU for that semester. If you had to submit an admission or re-admission application to begin enrollment in the upcoming term, your residency classification is determined based on that application and you would not be eligible for this exception.

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 is twenty (20) business days. If required documentation is omitted the process will 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.

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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 \_\_\_\_\_

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

Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

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	

**Answer the following questions to your determine eligibility for this policy**

Are you a Doctoral student?

Yes  No

Have you completed all requirements for your degree except your dissertation?

Yes  No

Have you enrolled in dissertation credits at NAU for the term you are seeking this re-classification?

Yes  No

By signing below, the student affirms the above information is true, that they understand the policy information detailed on page one, and grants permission for the Residency Classification Office to verify the information provided.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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