

## RESIDENCY RECLASSIFICATION NON-RESIDENT ARIZONA TEACHER WAIVER

**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 form is for individuals domiciled in Arizona and an employee of a public school district in Arizona and:**

- is under contract to teach on a full-time basis
- OR is employed as a full-time noncertified classroom aide at a public school within that district

Charter schools are considered public schools for the purposes of this waiver.

Teachers and classroom aides from private schools where those private schools require that teachers hold Arizona teacher certification are also eligible for this waiver.

The individual is eligible to pay in-state tuition only for courses necessary to complete the requirements for certification by the State Board of Education to teach in a public school district in Arizona. No member of the individual's family is eligible for classification as an in-state student pursuant to this section, although they may qualify under other exceptions.

The Public School Teacher or Teacher Aid alternative means of establishing residency must be renewed each term.

Domicile: an individual's true, fixed and permanent home and place of habitation. It is the place where the individual lives, intends to remain, and to which the individual intends to return when leaving without intending to establish a new Domicile elsewhere.

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.

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**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.

<b>REQUIRED DOCUMENTATION</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>	<b>PROVIDED</b>	<b>NOT PROVIDED</b>
Evidence of ABOR teacher waiver requirements		
<ul style="list-style-type: none"> <li>Arizona driver's license OR learner's permit OR ID card</li> </ul>		
<ul style="list-style-type: none"> <li>Verification of Teacher Certification Courses signed by the NAU College of Education</li> </ul>		
<ul style="list-style-type: none"> <li>Current employment contract from a public, charter, or private school district in Arizona requiring Arizona State Board of Education certification. Must indicate full-time teacher contract or full-time noncertified classroom aide.</li> </ul>		

**Missing Documentation Explanation**  
 Explain in the space below why you are missing any documentation that is required. Attach a separate page if needed.

**Additional Information**  
 Explain in the space below any additional information that would support your petition. Attach a separate page if needed.

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**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 School District where Employed \_\_\_\_\_

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	

**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: \_\_\_\_\_

\_\_\_\_\_



# RESIDENCY RECLASSIFICATION NON-RESIDENT ARIZONA TEACHER WAIVER

Enrollment and  
Student Services

## Verification of Courses - Completed by NAU College of Education

STUDENT NAME: \_\_\_\_\_

STUDENT NAU I.D.: \_\_\_\_\_

TEACHER CERTIFICATION PROGRAM: \_\_\_\_\_

Per ABOR 4-203.B.4., resident tuition will be assessed if “the individual is an employee of a public, charter, or private school district in Arizona that requires Arizona State Board of Education certification, and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide at that school. The student/individual is eligible to pay in-state tuition *only for courses necessary to complete the requirements for certification* by the State Board of Education to teach in an Arizona school district.

I hereby verify that the above student is required to complete the coursework listed for Arizona State Board of Education teaching certification:

Course Number/Prefix	Course Title	Credit Hours

\_\_\_\_\_  
Dean or Dean’s Designee

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

Please contact the NAU Student Service Center at (928) 523-6464 with any questions.