

Please review the “State Residency Requirements” below to ensure you submit proper documentation.

The Minnesota State Colleges and Universities (MnSCU) System is governed by a 15-member, governor-appointed Board of Trustees. The Board is responsible for policies involved with System planning, academic programs, fiscal management, personnel, admissions requirements, tuition and fees, and rules and regulations.

The following is copied from MnSCU Board Policy.

2.2 State Residency Requirements

Part 1. Definition of Domicile.

A person’s true, fixed and permanent living place. Domicile is the place to which a person intends to return after temporary absences. A person may have only one domicile at a time.

Part 2. Determination of In-State Tuition

Subpart A. Statute. Students shall be eligible to pay in-state tuition if they meet the criteria of M.S. 135A.031, subd. 2.

Subpart B. Demonstrating Domicile.

Students may establish eligibility for instate tuition by demonstrating domicile in Minnesota before the beginning of any semester or quarter. Students have the burden of proving domicile for purposes of instate tuition.

1. Students who seek to qualify for instate tuition must first meet the following threshold requirements:
 - a. Students must have resided in Minnesota for at least one calendar year immediately prior to applying for instate tuition
 - b. Residence in Minnesota must not be merely for the purpose of attending a college or university.
2. Each of the following additional facts and circumstances will be considered when responding to a petition for instate tuition. **No one** of these factors is either necessary or sufficient to support a claim for instate tuition.
 - a. Continuous presence in Minnesota during period when not enrolled as a student.
 - b. Sources for financial support are generated within Minnesota.
 - c. Domicile in Minnesota of family, guardian, or other relatives or persons legally responsible for student.
 - d. Ownership of a home in Minnesota.
 - e. Permanent residence in Minnesota.

- f. Employed full time and were relocated to the state by the person's current employer, or moved to the state for employment purposes and before moving and before applying for admission to a public post-secondary institution, accepted a job in the state, or students who are spouses or dependents of such persons.
3. The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to affect eligibility for in-state tuition under these regulations but may be considered as part of the demonstration of the facts and circumstances listed above.
 - a. Voting registration or registration for voting.
 - b. The lease of living quarters.
 - c. A statement of intention to acquire a domicile in Minnesota.
 - d. Domicile of student's spouse in Minnesota.
 - e. Automobile registration
 - f. Other public records, e.g., birth and marriage records.

Subpart C. Exceptions. Individuals in the following categories shall qualify for in-state tuition rates;

1. Graduate students appointed to graduate assistant positions.
2. Students who qualify under a Board-approved agreement between a governmental subdivision and a college or university.
3. Colleges and universities may adopt a policy to exempt high ability students who are in the top 15 percent of their high school class or who score above the 85th percentile on a nationally-normed, standardized achievement test and who reside in states that do not have reciprocity agreements with Minnesota.
4. Students who qualify under a college or university affirmative action program consistent with law and approved by the Chancellor or designee.
5. Nonimmigrant Japanese students who have completed a program of study of at least one academic year at Akita campus and have been recommended by the provost for transfer to a Minnesota State college or university and who retain their legal visa status.
6. Students who are recognized as refugees by the Office of Refugee Resettlement of the U.S. Department of Health and Human Services.
7. Colleges and universities may adopt a policy to exempt nonimmigrant international students classified under 8., U.S.C. 1101 (a) (15) (B), (C), (D), (F), (H), (J), and (M).
8. U.S. military personnel serving on active duty assignment in Minnesota, and their spouses and dependent children.

Instructions

Complete the form below and send with documentation to:

**Normandale Community College
Records Office
9700 France Ave S
Bloomington, MN 55431**

Normandale Community College Petition for In-State Tuition

Name _____ SS #/Student ID _____

Address _____ Telephone _____

City, State, Zip _____

Are you a United States Citizen or Immigrant? _____ Yes _____ No

 If No: _____ Permanent Resident

 _____ Refugee

 _____ Political Asylum

 _____ Other (specify) _____

How long have you lived in Minnesota? _____ years _____ months

Submit documents supporting your petition for in-state tuition. Examples include but are not limited to: a letter from your employer with your date of hire and verification of current employment; last year's taxes; legal documentation of being a spouse or dependent of a Minnesota resident; permanent resident card; Visa; Employment Authorization Card; proof of refugee or political asylum.

Normandale Community College follows Minnesota State Colleges and Universities (MNSCU) Board Policies regarding State Residency Requirement.

Return this petition and supporting documentation to the Records Office.

I certify that the documentation I have provided is complete, accurate, and true to the best of my knowledge.

Signature _____ Date _____

_____ Approved _____ Not Approved _____ No Decision

Comments:

By _____ Date _____
Assistant Registrar or Designee