



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Student Residence Classification	FDA - I	3	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
F - Students	Tuition and Fees: Residency	FDA	8/26/2025

PURPOSE

Student residence classification shall be the responsibility of the Coordinator, Student Admissions. Initial determinations will be made by Admissions Technicians. All residency determinations will be based on current Residency Rules, published by the Texas Higher Education Coordinating Board. A student shall be classified as In-District, Out-of-District, Out-of-State or Out-of-Country.

PROCEDURE

An individual who is 18 years of age or older who moves into the state, establishes a domicile in Texas, and physically resides in Texas for at least 12 months prior to the census date of the term shall be classified as a resident of Texas for that term. Residence classification of a dependent shall be based upon the residence of the parent or guardian who claims the student for Federal income tax purposes at the time of enrollment and for the tax year preceding the year of enrollment.

A Texas resident who resides within McLennan County shall qualify as an in-county resident. A student who is a resident of Texas but who does not reside within McLennan County at the time he/she registers for classes shall qualify as an out-of-county resident.

An international student is considered to be a non-resident for tuition purposes unless he/she holds a United States immigrant visa or a non-immigrant visa that allows them to domicile in the United States. These students, while eligible to establish Texas residency for tuition purposes, must meet the same rules as United States citizens to qualify as a resident for tuition purposes.

In cases where a student's residency classification is unclear, the student may be asked to provide additional information. The documentation needed may include, but shall not be limited to, the following:

- I. A completed Core Residency Questionnaire with signed oath of residency.



- II. An official Texas high school transcript showing enrollment during the preceding 12 months.
- III. A permanent Texas driver's license (at least 1 year old).
- IV. A statement from an employer, certifying employment during the preceding 12 months.

Each student shall be responsible for registering under the proper residence classification and for providing documentation as required by the College. Should there be a question regarding resident classification it shall be the student's responsibility to request clarification from the Coordinator of Student Admissions.

All students shall affirm the accuracy of their residence classification as part of the admissions process. Information received via the admission application will be used to classify students for tuition purposes. Failure to do so shall constitute a violation of the oath of residency and may result in disciplinary action.

A student classified as a non-resident shall retain that status until written application for reclassification is submitted to the Office of Admissions and approved through the appeal process. All documentation and requests for reclassification must be received prior to the census date for the current term in order for the change to go into effect for that term. Requests received after the census date will go into effect when registering for subsequent terms. When a student improperly classified as a non-resident provides evidence of Texas residency to the satisfaction of the Coordinator of Student Admissions, he/she shall be reclassified as a Texas resident. In the event residence classification is changed by the Coordinator of Student Admissions as the result of an error, the student may be entitled to a refund of the difference between the resident and non-resident tuition for the semester(s) during which he/she was improperly classified.

Residence Classification Appeal Procedure

If a student wishes to challenge his/her residence classification as determined by the Admissions Technician, the appeal procedure shall be as follows:

- I. Appeal in writing to the Coordinator of Student Admissions during the semester in question.
- II. The decision of the Coordinator of Student Admissions may be appealed in writing to the Director, Admissions and Recruitment within one week of receiving the appeal response from the Coordinator.
- III. If the student is not satisfied with the decision of the Director, Admissions and Recruitment, the student may refer to the Student Complaint Policy.



Pending a decision on an appeal, the tuition amount due the College shall be the amount established by the initial residence classification determined by the Admission Technician.