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#### 4-206 Classification Procedures

- A. Enforcement of the requirements of this Article B shall be the responsibility of the president of each university who shall designate a classification officer who shall classify each student for tuition purposes.
- B. To apply for a tuition classification determination, a student shall file with the classification officer or with the university's admissions office, whichever is appropriate to each university's practices and procedures, the following:
  - 1. A domicile affidavit in a form available from the university and which sets forth information relevant to making a classification determination; and
  - 2. If resident status is sought, all additional supporting documents sufficient to meet the student's burden of providing clear and convincing evidence of all factors necessary to provide a basis for classification as a resident student. The university may require that one or more of these supporting documents are in a notarized form.
- C. The classification officer shall make a determination in a timely manner after all information has been received. In determining a student's classification, the classification officer:
  - 1. May use informal procedures to facilitate classification including discussion, exchange, counseling, and other kinds of communication with the student.
  - 2. May consider all evidence, written or oral, presented by the student and any other information obtained by the university or received from any source and which is relevant to determining classification.
  - 3. May request written sworn statements to be supplied by the student and/or parent(s) and/or guardian(s).
  - 4. May consult with other university officials prior to making a determination.

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- D. Notice of the determination shall be communicated to the student orally or by mail to the most recent address furnished to the university by the student. If the student is classified as a nonresident, the student must pay non-resident tuition and other fees and charges at time of registration.