

policies & procedures

for the Determination of In-State Status for Fee and Tuition Purposes

► The Role of the University

Coastal Carolina University is required under guidelines enacted by the South Carolina Legislature to determine the residence classification of applicants and students for purposes of tuition and fees. The initial determination of one's resident status is made at the time of admission. Currently enrolled students are responsible for notifying the Residency Coordinator in the Office of the Registrar of any changes that might impact residency classification. The burden of proof rests with the student to show evidence as deemed necessary to establish and maintain residency status.

► The Application Process

Persons applying for resident classification must complete a Residency Application and supply supporting documentation by the official first day of class for the semester in which residency is being requested. Failing to complete required documentation by the official first day of class may result in the student having to re-apply for residency for a future term. The application can be accessed online at www.coastal.edu/admissions/applications/SCRResidencyApplication.pdf. The application and supporting documentation are the property of Coastal Carolina University, and copies are not provided after submission. A person is considered out-of-state until a determination can be made and is responsible for the timely tuition payment regardless of the residency status. All correspondence regarding the Residency Application will be sent to the applicant by email.

South Carolina Laws Governing Residence

The rules regarding the establishment of legal residence for tuition and fee purposes at the University are governed by the South Carolina Code of Laws. Under the law, residence for tuition and fee purposes can be established by an independent citizen or by certain aliens. There are also provisions in the law applicable to the resident classification of dependent persons. Generally, the resident status of a dependent person is based on the resident status of the parent, spouse or legal guardian upon whom the person is financially dependent.

► Resident Classification

Independent persons who have physically resided and been domiciled in South Carolina for 12 continuous months immediately preceding the date classes begin for the semester for which resident status is claimed may qualify to pay in-state tuition and fees. The 12-month residency period starts when the independent person establishes the intent to become a South Carolina resident. (See *Establishing Requisite Intent* below.)

If a person is under the age of 24, the individual must prove he or she is an independent person. An independent person must provide more than half of his or her support during the 12 months immediately prior to the date that classes begin for the semester for which resident status is requested. An independent person cannot be claimed as a dependent or exemption on the federal tax return of his or her parent, spouse or legal guardian for the year in which resident status is requested.

The resident status of a dependent person is based on the resident status of the person who provides more than half of the dependent person's support and claims the dependent person as a dependent for federal income tax purposes. Thus, the residence of a dependent person shall be presumed to be that of his or her parent, spouse or legal guardian.

Physical presence within the state solely for educational purposes does not constitute the establishment of South Carolina residence for tuition and fee purposes, regardless of the length of stay.

Resident status may not be acquired by an applicant or student while residing in South Carolina for the sole purpose of enrollment in an institution or for access to state-supported programs designed to serve South Carolina residents.

Establishing Requisite Intent

If a person asserts that his or her domicile has been established in South Carolina, the individual has the burden of proof. Such persons must provide to the Residency Coordinator any and

all evidence they believe satisfies the burden of proof. The Residency Coordinator will consider all evidence provided concerning such claim of domicile, but will not necessarily regard any single item of evidence as conclusive evidence that domicile has been established.

For independent persons or the parent, spouse or legal guardian of dependent persons, examples of intent to become a South Carolina resident may include, although any single indicator may not be conclusive, the following criteria:

1. Statement of full-time employment
2. Designating South Carolina as state of legal residence on military record
3. Possession of a valid South Carolina driver's license, or if a non-driver, a South Carolina identification card. Failure to obtain this within 90 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility.
4. Possession of a valid South Carolina vehicle registration card. Failure to obtain this within 45 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility.
5. Maintenance of domicile in South Carolina
6. Paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed
7. Ownership of principal residence in South Carolina
8. Licensing for professional practice (if applicable) in South Carolina

The individual must also show an absence of this evidence in other states during any period for which residence in South Carolina is asserted before the student is eligible to pay in-state rates.

Any one of these factors or any group of these factors are not necessarily determinative. Each case is decided individually on the basis of all facts submitted.

► **Maintaining Residence**

A person's temporary absence from the state does not necessarily constitute loss of South Carolina residence unless the person has acted inconsistently with the claim of continued South Carolina residence during the person's absence from the state. The burden is on the person to show retention of South Carolina residence during the person's absence from the State. Steps a person should take to retain South Carolina resident status for tuition and fee purposes include: continuing to use a South Carolina permanent address on all records; maintaining South Carolina driver's license; maintaining South Carolina vehicle registration; satisfying South Carolina resident income tax obligation. Individuals claiming permanent residence in South Carolina are liable for payment of income taxes on their total income from the date that they established South Carolina residence. This includes income earned in another state or country.

► **Divorced or Separated Parents**

The resident status of the dependent person may be based on the resident status of the parent who claims the dependent person as a dependent for tax purposes; or based on the resident status of the parent who has legal custody or legal joint custody of the dependent person; or based on the resident status of the person who makes payments under a court order for child support and at least the cost of his or her college tuition and fees.

► **Non-Resident Aliens, Non-Citizens and Non-Permanent Residents**

An independent person who is an alien may be entitled to in-state classification for tuition and fees if the person has been lawfully admitted to the United States for permanent residence provided that all other domiciliary requirements are met. Time spent living in South Carolina immediately prior to the awarding of permanent resident status does not count toward the 12-month residency period. Non-resident aliens present in the United States under the terms of visa classification "A," "G," "H," "K," "L" or "N" who can demonstrate permanent residence in South Carolina for at least 12 months while holding such visas may be entitled to resident classification. They are not, however, eligible to receive state-sponsored tuition assistance or scholarships.

A dependent alien may be entitled to resident classification if the alien and the parent of the alien have been lawfully admitted to the United States for permanent residence and the parent has physically resided and established permanent residence in South Carolina for at least 12 months after admission for permanent residence.

► **Exceptions**

Persons in the following categories qualify to pay in-state tuition and fees without having to establish a permanent home in the state for 12 months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of class of the term for which payment of in-state tuition and fees is requested.

1. Military Personnel and their Dependents

Members of the United States Armed Forces (Air Force, Army, Marine Corps, Navy and Coast Guard) who are permanently assigned in South Carolina on active duty and their dependents are eligible to pay in-state tuition and fees. When such personnel are transferred from the state, their dependents may continue to pay in-state tuition and fees for an additional 12 months. Such persons (and their dependents) may also be eligible to pay in-state tuition and fees for a period of 12 months after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina, and they have resided in South Carolina for a period of at least 12 months immediately preceding their discharge. (See *Establishing Requisite Intent*.) Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the 12-month "physical presence" requirement for them or their dependents to qualify to pay in-state tuition and fees.

2. Faculty and Administrative Employees with Full-Time Employment and their Dependents

Full-time faculty and administrative employees of South Carolina state-supported colleges and universities and their dependents are eligible to pay in-state tuition and fees.

3. Residents with Full-Time Employment and their Dependents

Persons who reside, are domiciled, and are employed full-time (minimum of 37.5 hours a week on a single job and/or are eligible for full-time benefits) in the state, and who continue to work full-time until they meet the 12-month requirement, are eligible to pay in-state tuition and fees for their dependents provided they have taken steps to establish a permanent home in the State. (See *Establishing Requisite Intent*.)

4. Retired Persons and their Dependents

Retired persons who are receiving a pension or annuity who reside in South Carolina and have been domiciled in South Carolina as prescribed in the statute for less than a year may be eligible for in-state rates if they maintain residence and domicile in the state. Persons on terminal leave who have established residency in South Carolina may be eligible for in-state rates even if domiciled in the state for less than one year if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he/she retires.

► Contract for Services

South Carolina residents who wish to participate in the Contract for Services program sponsored by the Southern Regional Education Board must have continuously resided in the state for other than educational purposes for at least two years immediately preceding application for consideration and must meet all other residency requirements during this two-year period.

► Effect of Change of Residency

Any dependent person of a legal resident of this state who has been domiciled with his or her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated immediately prior to his or her enrollment because of an employer-directed transfer (not voluntary change in residency) may enroll at the in-state rate. A student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in-state rates in subsequent semesters. If a dependent or independent person has been domiciled in South Carolina for less than three years, eligibility for in-state rates shall end on the last day of the academic session during which domicile is lost.

► Effect of Marriage

If a non-resident marries a South Carolina resident, the non-resident does not automatically acquire South Carolina resident status. The non-resident may acquire South Carolina resident status if the South Carolina resident is an independent person, and the non-resident is a dependent of the South Carolina resident.

Marriage to a person domiciled outside South Carolina shall not be solely the reason for precluding a person from establishing or maintaining domicile in South Carolina and subsequently becoming eligible or continuing to be eligible for residency.

No person shall be deemed solely by reason of marriage to a person domiciled in South Carolina to have established or maintained domicile in South Carolina and consequently to be eligible for or to retain eligibility for South Carolina residency.

► Inquiries and Appeals

Inquiries regarding residency requirements and determinations should be directed to:

- **New students and students applying for readmission:**
Office of Admissions • 843-349-2151 or 1-800-277-7000
admissions@coastal.edu
- **Students currently enrolled at CCU:**
Office of the Registrar • 843-349-2566
registrar@coastal.edu

No other University personnel are authorized to supply information relative to residency requirements for tuition and fee purposes.

Any person, following a final decision on residence classification by the Residency Coordinator, may make an appeal to the University Appeals Committee on Legal Residence. The committee, however, is bound by the same law as the Residency Coordinator, so its purpose is only to review the facts and details of any case brought before it to evaluate the correctness of the decision made by the Residency Coordinator. Neither the committee nor the coordinator may waive the provisions of the law.

► Incorrect Classification

Persons incorrectly classified as residents are subject to reclassification and to payment of all non-resident tuition and fees not paid. If incorrect classification results from false or concealed facts, such persons may be charged tuition and fees past due and unpaid at the out-of-state rate. The violator may also be subject to administrative, civil and financial penalties. Until these charges are paid, such persons will not be allowed to receive transcripts or graduate from a South Carolina institution. Residents whose resident status changes are responsible for notifying the Residency Coordinator of such changes.

NOTE: This is a summation, not a complete explanation of the law regarding residency. A copy of the law may be obtained online, at the Office of Admissions or the Office of the Registrar. To read further about residency regulations for the determination of in-state fees, contact the State of South Carolina website:

www.che.sc.gov/StudentServices/Residency

The residency requirements are subject to change without notification.

► Definitions

DOMICILE - The true, fixed, principal residence and place of habitation. It is the place where a person intends to remain or to where one expects to return upon leaving without establishing a new domicile in another state.

RESIDE - Continuous and permanent physical presence within the state.

DEPENDENT PERSON - One whose predominant source of income or support is from payments from a parent, spouse or legal guardian and who qualifies as a dependent or exemption on the federal income tax return of the parent, spouse or legal guardian. A dependent person is also one for whom payments are made, under court order, for child support and the cost of the dependent person's college education. A dependent person's residency is based upon the residency of the person upon whom they are dependent.

INDEPENDENT PERSON - One in his or her majority (18 years of age or older) or an emancipated minor, whose predominant source of income is his/her own earnings or income from employment, investments, or payments from trusts, grants, scholarships, commercial loans, or payments made in accordance with a court order. An independent person must provide more than half of his or her support during the 12 months immediately prior to the date that classes begin for the semester for which resident status is requested. An independent person cannot be claimed as a dependent or exemption on the federal tax return of his or her parent, spouse or legal guardian for the year in which resident status is requested.

Steps Toward Residency

Physical presence in the State of South Carolina for one year does not, in itself, satisfy the 12-month domicile requirement. The 12-month domicile period only begins to be measured when the independent person has concluded all requirements which established a legal connection to South Carolina. Please submit copies of documents listed below for the category for which you are claiming South Carolina resident status by the official first day of class for the semester in which residency is being requested. We may ask for additional documentation as needed.

- **INDEPENDENT STATUS**

- South Carolina Driver's License or State Identification Card issued 12 months prior to the beginning of the academic semester
- South Carolina Vehicle Registration Card
- Affidavit of Financial Independence and proof of income – i.e., W-2s and pay stubs
- Federal Income Tax Forms filing as an independent person and showing no one else claims the student in the previous tax year
- South Carolina State Tax Forms
- Proof of a permanent domicile in South Carolina – i.e., copies of all leases during the 12 months preceding term of application, proof of purchase of your current residence
- Certificate of Independence (for student)
- Certificate of Dependence (parent, spouse or legal guardian)

- **FULL-TIME EMPLOYMENT or RETIREMENT STATUS IN SOUTH CAROLINA**

- South Carolina Driver's License or State Identification Card
- South Carolina Vehicle Registration Card
- Federal Income Tax Forms filing as an independent person in the previous tax year
- South Carolina State Tax Forms
- Proof of a permanent domicile in South Carolina – i.e., copies of all leases during the 12 months preceding term of application, proof of purchase of your current residence
- Letter of full-time employment verification on appropriate corporate letterhead or retirement verification and most recent pay stub or deposit

- **DEPENDENT STATUS**

Copies of these documents must be supplied by the person upon whom in-state determination is based:

- South Carolina Driver's License or State Identification Card issued 12 months prior to the beginning of the academic semester
- South Carolina Vehicle Registration Card
- Federal Income Tax Forms demonstrating the relationship to the student in the previous tax year – i.e., claiming the student as a dependent or a joint filer
- South Carolina State Tax Forms
- Proof of a permanent domicile in South Carolina – i.e., copies of all leases during the 12 months preceding term of application, proof of purchase of your current residence
- Certificate of Dependence (parent, spouse or legal guardian)

- **ACTIVE MILITARY STATUS**

- Military orders assigning applicant or sponsor to active duty in South Carolina

Any and all documentation must be provided that supports a claim of residency for tuition and fee purposes.

NOTE: Your Application for Classification as a South Carolina Resident will be reviewed by official South Carolina State Auditors; retain all documentation regarding your application.



Office of Admissions

P.O. Box 261954 • Conway, South Carolina 29528-6054

www.coastal.edu

- (F) Are all, or substantially all, of your possessions in South Carolina? Yes No If not, in what state are most of your possessions? _____
- (G) Do you have a **checking account at a bank in South Carolina**? Yes No If yes, how long have you had the account? _____
- (H) Do you have a **savings account at a bank in South Carolina**? Yes No If yes, how long have you had the account? _____
- (I) Do you have a checking or savings account at a bank in another state? Yes No If yes, in what state? _____
- (J) Do you have a **trust** in your name? Yes No
- (K) Do you have a valid **South Carolina driver's license or State-issued South Carolina ID card**? Yes No

Date of issue (mm/dd/yy) _____ *NOTE: Attach photocopy of South Carolina driver's license or ID Card.*

Do you have a valid driver's license from another state? Yes No If yes, in what state? _____

- (L) Is the **motor vehicle** that you use registered in your name? Yes No

If not, in whose name is it registered? _____ Relationship _____

In what state is it registered? _____ In what state did you (or current owner) purchase the vehicle? _____

Date purchased (mm/dd/yy) _____ Date of current registration certificate (mm/dd/yy) _____

NOTE: If your motor vehicle is registered in South Carolina, attach photocopy of the current and previous vehicle registration certificate(s).

Part 3. Income Tax information

- (A) Did you file federal and state income tax returns in any state during the past 24 months? Yes No

If yes, when and in what state did you file the returns?

Date filed	State	Tax year
_____	_____	_____
_____	_____	_____

- (B) Will you file a **state income tax** return for the current tax year? Yes No If yes, in what state will you file? _____

NOTE: Attach a signed photocopy of your Federal and State income tax return for the previous year.

- (C) Person who last claimed you as a dependent (or exemption) on a **federal income tax** return. Do not list yourself.

Name _____ Relationship _____

City/State of residence of person _____ Tax year person last claimed you as a dependent _____

- (D) Will you be claimed as a dependent (or exemption) on someone's **federal income tax return** for the current year? Yes No

If yes, give name and address of person who will claim you:

Name _____ Relationship _____

City/State of residence of person _____

Part 4. Employment information

- (A) List all employment for the previous 24 months. Begin with most recent employment.

Dates: From - To	Employer	City/State	Full-time or Part-time	Number of hours per week
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- (B) If currently employed full-time, do you expect any change in your employment status within the next six months? Yes No

If yes, explain _____

NOTE: If you are requesting in-state status based on full-time employment in the state, attach a letter (on letterhead stationery or notarized) that states (a) the effective date of your employment in South Carolina, (b) that employment is on a full-time basis, (c) the number of hours you work per week (please provide your most recent pay stub that supports this claim) and (d) your eligibility for full-time benefits. Persons who are self-employed should provide a notarized statement certifying the foregoing information and attach photocopy of their South Carolina business license.

Part 5. Educational information

- (A) List high schools attended:

Dates	Name of high school	City/State
_____	_____	_____
_____	_____	_____
_____	_____	_____

(B) List all colleges and universities attended. Include attendance at Coastal Carolina University.

Dates	Name of institution	City/State	Full-time or part-time	Resident or non-resident
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Part 6. Domicile of parent, spouse or legal guardian that you are a dependent of and upon whom in-state determination is to be based, if not self.

Name of person _____

Relationship (parent, spouse or legal guardian) _____ *NOTE: If based on spouse, attach photocopy of marriage license.*

Home/mobile telephone number _____ Email address _____

(A) How long has the person been a legal resident of South Carolina? _____

(B) Is this person a U.S. citizen? Yes No If no, type of visa _____ Date of issue (mm/dd/yy) _____
NOTE: Attach photocopy of the parent, spouse or legal guardian and student's visa or alien registration card (front and back).

(C) Has the person ever claimed you as a dependent (or exemption) for federal income tax purposes? Yes No
 If yes, tax year person last claimed you _____
 Will person claim you as a dependent on the current year's federal return? Yes No

(D) Driver's license: State _____ Date Issued (mm/dd/yy) _____ New Renewed Expiration Date (mm/dd/yy) _____
NOTE: Attach photocopy of parent, spouse or legal guardian driver's license.

(E) Vehicle registration: State _____ Date Issued (mm/dd/yy) _____ New Renewed First Date Issued (mm/dd/yy) _____
NOTE: Attach photocopy of current and previous vehicle registration certificate(s).

(F) Did person file a South Carolina income tax return for the previous tax year? Yes No If yes, date filed _____
 Will person file a South Carolina income tax return for the current tax year? Yes No *NOTE: If person filed a South Carolina income tax return for the previous tax year, attach a signed photocopy. Financial data on person's tax return may be marked out.*

Part 7. Employment of parent, spouse or legal guardian upon whom in-state determination is to be based, if not self.

(A) List employment of parent, spouse, or legal guardian for last 24 months. (Begin with most recent employment.)

Dates	Employer	City/State	Full-time or Part-time	Number of hours per week
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(B) If employed full-time, does person expect any change in full-time employment within the next six months? Yes No
NOTE: If you are requesting in-state status based on full-time employment in the state, attach a letter (on letterhead stationery or notarized) that states (a) the effective date of your employment in South Carolina, (b) that employment is on a full-time basis, (c) the number of hours you work per week (please provide your most recent pay stub that supports this claim) and (d) your eligibility for full-time benefits. Persons who are self-employed should provide a notarized statement certifying the foregoing information and attach photocopy of their South Carolina business license.

Part 8. Military service

(A) Military installation to which you/your sponsor is stationed _____
 Date assignment began in South Carolina _____

(B) Expected length of assignment in South Carolina _____
NOTE: Attach photocopy of military orders assigning you/your sponsor to active duty in South Carolina.

(C) What is your Home of Record? _____

Part 9. Mandatory

I hereby certify that the information I have provided is accurate and complete. I further understand that falsification or failure to provide the correct information may lead to disqualification of my application for admission to Coastal Carolina University.

Signature of Applicant _____ Date _____

Signature of Parent or Legal Guardian _____ Date _____
 (if applicant is under 18 years of age)

IMPORTANT: Persons who are found to have made or presented willful misrepresentation of facts to improperly gain South Carolina resident status will be charged tuition and fees past due and unpaid at the out-of-state rates, plus interest at the rate of 8 percent per annum, plus a penalty amounting to 25 percent of the out-of-state rate for one semester; and until these charges are paid, such students will not be allowed to receive transcripts or graduate from the University.



Coastal Carolina University • P.O. Box 261954 • Conway, SC 29528-6054
 New Students: Office of Admissions, 843-349-2151 • Continuing Students: Office of the Registrar, 843-349-2019

Affidavit of Financial Independence

Name _____ Social Security or CCU ID Number _____

Please provide information concerning your sources of funds and expenses for the 12-month period prior to the semester in which you are requesting resident status.

SOURCES OF FUNDS

Your earned income* \$ _____
(must include W-2s and official payroll stubs)

Money from Father \$ _____

Money from Mother \$ _____

Money from Legal Guardian \$ _____

Money from Spouse \$ _____

Veteran Administration Benefits* \$ _____

Social Security Benefits* \$ _____

Scholarships* \$ _____

Grants* \$ _____

Loans* (excludes Parent Loans) \$ _____

(Type) _____ \$ _____

(Type) _____ \$ _____

Other (Explain)* \$ _____

(Type) _____ \$ _____

(Type) _____ \$ _____

TOTAL \$ _____

EXPENSES

Rent/Mortgage \$ _____

Utilities \$ _____

Medical/Dental \$ _____

Tuition and Fees \$ _____

Books/Supplies \$ _____

Transportation \$ _____

Auto Insurance \$ _____

Other Insurance \$ _____

Clothing \$ _____

Food \$ _____

Miscellaneous \$ _____

\$ _____

TOTAL \$ _____

*Documentation must be submitted to verify these amounts.

**I certify that the information reported on this form is, to the best of my knowledge, correct and complete.
 I agree to provide, if requested, documentation to confirm my financial independence.**

Signature of Student/Applicant _____ Date _____

NOTE: All information on this form must be completed prior to a review of your residency status.



Select and complete the appropriate section that relates to applicant.

Coastal Carolina University • P.O. Box 261954 • Conway, SC 29528-6054
New Students: Office of Admissions, 843-349-2151 • Continuing Students: Office of the Registrar, 843-349-2019

Certificate of Dependence

We/I (Parent(s)/legal guardian(s)) of (Student name), (SSN), declare under oath this (Day) of (Month), 20 (Year) that we reside at (Street Address), (State), (County).

We/I will claim him/her as a dependent or exemption on our/my 20 Federal income tax return. We/I understand that it is required to provide a photocopy of said return or an official letter from the Internal Revenue Service verifying that (Student name) in fact was claimed as a dependent or exemption on said return and that we/I agree to submit such information once it is available.

Signature Date
Signature Date

Sworn before me this Day of , 20

Signature

Notary Public for the State of

My commission expires (notary seal)

Certificate of Independence

We/I (Parent(s)/legal guardian(s)) of (Student name), (SSN), declare under oath this (Day) of (Month), 20 (Year) that we reside at (Street Address), (State), (County).

We/I will NOT provide more than half of the financial support for (Student name)

and we/I will NOT claim him/her as a dependent or exemption on our/my 20 Federal income tax return.

We/I understand that it is required to provide a photocopy of said return or an official letter from the Internal Revenue Service verifying that (Student name) in fact was NOT claimed as a dependent or exemption on said return and that we/I agree to submit such information once it is available.

Signature Date
Signature Date

Sworn before me this Day of , 20

Signature

Notary Public for the State of

My commission expires (notary seal)