Part time/Full time Application
for Part-Time Students Who Are Working
Full-Time in Tennessee

FAQs

Can I work two part-time jobs to equal one full-time job?
Yes. As long they add up to at least 32 hours a week, you can work as many jobs as you need. You will be required to submit letters from each employer.

Can I work on campus?
On campus employment will not satisfy the requirements for part-time/full-time unless the employment is through an outside company contracted by the university (e.g., Phillips Bookstore).

I know I can’t take more than 11 credit hours a semester in the program. Is there a minimum?
You have to be enrolled for at least one credit hour to participate in the program.

Can I live on campus and participate in the program?
You will have to check with Housing and Residential Life regarding its policies about part-time students living in residence halls. They have certain policies in place that you must adhere to. Upon completion of the program, you must have a fixed, permanent residence off campus. A local apartment with a lease is acceptable.

Am I required to have a Tennessee driver’s license upon completion of the program?
Yes, and you must meet the same requirements as those who are applying for in-state classification for fee-paying purposes. You must have a Tennessee driver’s license, a Tennessee voter’s registration card, a lease, and proof of employment. Any other documentation supporting your intent to make Tennessee your home is welcome. (However, Tennessee identification card is not acceptable.)

My parents live out of state. Can they still claim me on their taxes?
No. Students who are dependents of their parents (and both parents are residents of a state other than Tennessee) cannot seek in-state classification. In this case, you would be considered a resident of the state in which your parents reside. If you present a tax return indicating you are the dependant of an out of state resident upon completion of the program, you will NOT be eligible for in-state classification for fee payment purposes.

Do I have to work full-time after I complete the part-time/full-time program?
We do not require continued full-time employment.

What if I am self-employed?
It really depends on your situation, but we will work with you to provide the documentation necessary to prove full-time employment if you qualify.

Do I pay the in-state rate while enrolled in the full-time program?
Yes, as long as you register for eleven hours or less and provide documentation of full-time, off-campus employment you will pay the in-state rate.

Instructions to Applicant
The Tennessee Eligibility Verification For Entitlement Act requires an applicant for the part-time/full-time program to be a citizen of the United States or an alien lawfully present. You will be required to present documentation prior to enrollment in this program.

This form is to be completed by a part-time student (part-time student is defined as registered for 11 hours or less per semester) who is classified as out-of-state and is seeking the waiver of out-of-state tuition on the basis of full-time employment in Tennessee.

This form must be processed by the last official or announced day of registration of the semester in order to be effective for that semester.

This statement must be verified by an official letter from the employer. The letter must state that the employment is full-time (at least 32 hours per week) along with the start date. Individuals with more than one part-time employer may qualify by presenting multiple letters indicating that the number of hours worked per week equals a minimum of 32 hours. The letter should also state the employee hire date and the likelihood of continued employment. (Pay stubs or W-2 forms are not acceptable forms of employment verification.) MTSU will not contact your employer to request employment verification. MTSU will not call the Work Number or any employment verification service to verify your employment. Documenting employment is the burden of the student.

It is solely the responsibility of the student to furnish a new statement from his or her employer(s) at the beginning of each semester that the student wishes to receive in-state classification. Middle Tennessee State University does not contact employers on the student’s behalf. Typically, after participation in the program for two consecutive semesters, students are eligible to apply for permanent in-state classification. Students who are dependents of their parents (and parents are residents of a state other than Tennessee) or who reside on campus cannot seek in-state classification status.
Part time/Full time Program Application

MTSU ID Number

Please indicate which semesters you wish to participate in the PT/FT program:

M ___________________________________ □ Fall □ Spring □ Summer  

Name of Student

Last Name: ___________________________________ First Name: ___________________________ Middle: ____________

Local Address: (Street, City, State, and Zip Code)

If you are residing in on-campus housing, you will need to review your housing license agreement before applying for the PT/FT program or establishing a permanent address in Tennessee.

____________________________________________________________________________________

Home Phone: ___________________ Cell Phone: ___________________ Email: _____________________

Dates Previously Attended MTSU:

Indicate your current full-time employment in Tennessee and give name of employer, employer’s address, and dates of employment. If you have more than one employer, complete both lines.

Employer ______________________ Location (City and State) ______________________

From (Month/Year) ___________ To (Month/Year) ___________

Employer ______________________ Location (City and State) ______________________

From (Month/Year) ___________ To (Month/Year) ___________

____________________________________________________________________________________

Date _______________ Signature of Applicant ________________________________

This application will not be processed unless dated, signed, and the boxes below are checked:

☐ My signature above is to certify the correctness and completeness of the information supplied.

☐ It further indicates that I understand that the University may contact any of the persons referred to above for the purpose of obtaining additional pertinent information and that I understand the requirements of the part time/ full time program.

☐ I further understand that any false information provided in the foregoing statements will disqualify me from being considered in-state for fee-paying purposes.

☐ I may be required to withdraw from the University and repay any out-of-state tuition.

FOR ADMISSIONS OFFICE USE ONLY:

1st Semester PT/FT ________ 2nd Semester PT/FT ________

Notes:

____________________________________________________________________________________

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Authorized by

Signature ___________________________ Date ___________________________