

Part time/Full time Application

for Part-Time Students Who Are Working Full-Time in Tennessee



REQUIREMENTS

1. Part-time students who are working full-time in Tennessee must be enrolled for 2 consecutive semesters.
2. Students must work at least 32 hours per week. You can work more than one job to equal 32 hours per week.
3. Each student must provide a letter from his/her employer on letterhead, signed and dated, that includes start date and average weekly hours worked. Letter must be provided at the beginning of each semester of part-time/full-time status or scholarship assignment. **Work study does NOT qualify.**
4. Students cannot be enrolled more than 11 hours.

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 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.

All part time/full time applications and supporting documents should be submitted to the MT One Stop (mtonestop@mtsu.edu or 615-904-8423).

Part time/Full time Program Application

MTSU ID Number

M _____

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

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.

Phone: _____ Email: _____

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)
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_____	_____	_____	_____
Employer	Location (City and State)	From (Month/Year)	To (Month/Year)

_____	_____	_____	_____
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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.

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

Notes:

Authorized by

Signature

Date

**MIDDLE
TENNESSEE**
STATE UNIVERSITY.

0118-5402 – Middle Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by MTSU. The Assistant to the President for Institutional Equity and Compliance has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Cope Administration Building 116, 1301 East Main Street, Murfreesboro, TN 37132; Marian.Wilson@mtsu.edu; or 615-898-2185. The MTSU policy on non-discrimination can be found at mtsu.edu/titleix.