Part-Time/Full-Time Application

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

MIDDLE TENNESSEE STATE UNIVERSITY.

Priority Deadlines: Fall, August 1 • Spring, December 1 • Summer, May 1

REQUIREMENTS

1. Part-time students who are working full-time in Tennessee and living in Tennessee must be enrolled in the program for two consecutive semesters. (May be Fall/Spring, Spring/Summer, or Summer/Fall. <u>Cannot</u> be Spring/Fall.)

2. Students must work at least 30 hours per week. You can work more than one job to equal 30 hours per week.

3. Each student must provide a letter from his/her employer on letterhead, physically 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. ***Work study and most on-campus jobs do NOT qualify as employment.***

4. Students cannot be enrolled more than 11 hours while in the program.

5. Proof of Tennessee address must be provided with the initial application (TN driver's license, lease, housing contract).

6. Self-employment does not qualify for this program (including Uber, Postmates, etc.)

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.

An employment verification statement must be submitted as an official letter from the employer. **The letter must be dated, have a physical signature from the employer and state the following:**

• **Employment is at least 30 hours per week. (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 30 hours)**

• Employee hire/start date

• Likelihood of continued employment

Pay stubs or W-2 forms are not acceptable forms of employment verification but may be requested if additional verification is required. <u>MTSU will not contact your employer to request employment verification for you. MTSU will not call a work number or any employment verification service to verify your employment on your behalf.</u> **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. We do 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 anyone who resides outside of the state of Tennessee or students who plan to reside on campus after the program cannot seek permanent in-state classification status.

All applications and supporting documents should be submitted together to the MT One Stop. If you have questions, email mtonestop@mtsu.edu.

IMPORTANT: Changes to tuition rates cannot be made after the University's census date each semester (typically the 14th day of the fall and spring semesters, early July in the summer semesters). This application must be completed and processed prior to the census date for currently enrolled students to remove any out-of-state tuition charges for the current semester.

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

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

❑ My signature below is to certify the correctness and completeness of the information supplied.

❑ I further understand that any false information provided in the foregoing statements will disqualify me from being considered in-state for fee-paying purposes. Students who provide false information can be retroactively charged out-of-state tuition for any semesters they received the program's tuition discount.

❑ I understand being claimed as a dependent outside of Tennessee on any future taxes will result in out-of-state charges.

Date

Signature of Applicant

_____ _____

(To be completed by MT One Stop)

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

Processor Notes:

1st semester: _____

_____

2nd semester: _____

_____

Authorized by:

1st semester: _____ 2nd semester: _____

          Signature & Date   Signature & Date

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