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 and living in Tennessee must be enrolled in the program for two 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, 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 does NOT qualify as employment.

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

5. Proof of address must be provided with the initial application.

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 have a physical signature from the employer and state the following:

- Employment is at least 32 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 32 hours)
- Employee hire/start date
- Likelihood of continued employment

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

Pay stubs or W-2 forms are not acceptable forms of employment verification but may be requested if additional verification is required. 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. 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 reside on campus cannot seek in-state classification status.

All applications and supporting documents should be submitted 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

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.

________________________________________________________________________________________________________________

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)

___________________________________  _______________________________________   ________________   ______________

Date  Signature of Applicant

________________________________________________________________

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

Notes:

________________________________________________________________

________________________________________________________________

Authorized by

Signature  Date

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.
☐ 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.

Authorized by

Signature  Date