13. Students who moved to Arkansas for the primary purpose of accepting or maintaining full time employment may qualify for in-state tuition immediately.

14. Students need to complete the Request from Employer for Residency Verification form and submit it to the Admissions Office.

It is the responsibility of each student, at the time of registration, to seek the proper residency classification for tuition purposes. Any residency classification which is made by the institution may be appealed to the Director of Admissions. This individual shall receive evidence and take other appropriate steps to render a decision and provide notice of that decision to the student. Each student who appeals his or her residency status shall be provided written notice of the decision. For successful appeals (e.g. those in which tuition is reduced) a schedule-bill print is sufficient written notice.

A student whose geographic origin is outside the state of Arkansas has the burden of establishing proof that he/she should be classified a resident of Arkansas for tuition purposes. Evidence must be provided in writing and verified under oath by the student.

Anyone who knowingly gives erroneous information in order to evade payment of out-of-state tuition or fees shall be subject to dismissal by the college. Initial classification as an out-of-state student shall not limit the right of any student to be reclassified later as a resident of Arkansas for tuition purposes, provided that the student can establish proof of legal residence in Arkansas.

The above guidelines will be followed to establish a student as an in-district resident for tuition purposes. This means that Bentonville or Rogers public school districts is the

legal place of residence of the student for all purposes and that student demonstrates by good faith acts the intent to make Bentonville or Rogers school districts his/her permanent home. In order to be classified as an in-district resident for tuition purposes, legal residence in Bentonville or Rogers school districts is required for at least six continuous months prior to the first day of classes of the semester in which the student is enrolling. Mere physical presence in Bentonville or Rogers school districts is not sufficient to establish residency or demonstrate future intent.

Procedure to Establish Residency:

For In-district, Out-of-district, Contiguous county, and Out-of-state residents.

1. The prospective student shall submit to the Admissions or Student Records office at least one of the following documents:

    a) Current Arkansas driver's license
    b) Personal property tax assessment
    c) Rental property lease agreement
    d) Real estate contract
    e) Vehicle registration
    f) PO Box rental receipt with verified physical address and date of rental.
    g) Letter from County Clerk with date registered to vote and physical address.
    h) Completed and signed "Employer Residency Verification" form, available at the Admissions Office (or certified letter from employer covering the same information).

2. Any one of the above documents dated six months prior to the beginning of a semester may serve as proof of residency. In circumstances in which a student residency remains unclear (i.e. student presents conflicting documentation), NorthWest Arkansas Community College reserves the right to request additional documentation to establish residency.