

# POLICY ON RESIDENCY AND EXPENSES

Fees at LCC vary according to the privileges granted and the place of residence of the student, whether a resident of Kentucky or of another state. Fees may change from time to time.

## Residency Requirements

13 KAR 2:045.

**DETERMINATION OF RESIDENCY STATUS FOR ADMISSION AND TUITION ASSESSMENT PURPOSES.**

**RELATES TO: KRS CHAPTER 13B, 164.020, 164.030, 164A.330(9)**

**STATUTORY AUTHORITY: KRS 164.020(8)**

**NECESSITY, FUNCTION, AND CONFORMITY:** KRS 164.020(8) requires the Council on Postsecondary Education to determine tuition and approve the minimum qualifications for admission to a state-supported postsecondary education institution and authorizes the Council to set different tuition amounts for residents of Kentucky and for nonresidents. This administrative regulation establishes the procedure and guidelines for determining the residency status of a student who is seeking admission to, or who is enrolled at, a state-supported postsecondary education institution.

### **Section 1. Definitions.**

- (1) "Academic term" means a division of the school year during which a course of studies is offered, and includes a semester, quarter, or single consolidated summer term as defined by the institution.
- (2) "Continuous enrollment" means enrollment in a state-supported postsecondary education institution at the same degree level for consecutive terms, excluding summer term, since the beginning of the period for which continuous enrollment is claimed unless a sequence of continuous enrollment is broken due to extenuating circumstances beyond the student's control, including serious personal illness or injury, or illness or death of a parent.
- (3) "Degree level" means enrollment in a course or program which could result in the award of a:
  - (a) Certificate, diploma or other program award at an institution;
  - (b) Baccalaureate degree or lower including enrollment in a course by a nondegree-seeking postbaccalaureate student;
  - (c) Graduate degree or graduate certification other than a first-professional degree in law, medicine, dentistry or "Pharm. D"; or
  - (d) Professional degree in law, medicine, dentistry, or "Pharm. D".
- (4) "Demonstration of Kentucky domicile and residency" means the presentation of documented information and evidence sufficient to prove by a preponderance of the evidence that a person is domiciled in Kentucky and is a resident of Kentucky.
- (5) "Dependent person" means a person who cannot demonstrate financial independence from parents or persons other than a spouse and who does not meet the criteria established in Section 5 of this administrative regulation.
- (6) "Determination of residency status" means the decision of a postsecondary education institution that may include a formal hearing that results in the classification of a person as a Kentucky resident or as a nonresident for admission and tuition assessment purposes.
- (7) "Domicile" means a person's true, fixed, and permanent home and is the place where the person intends to remain, and to which the person expects to return if absent without intending to establish a new domicile elsewhere.
- (8) "Full-time employment" means continuous employment for at least forty-eight (48) weeks at an average of at least thirty (30) hours per week.
- (9) "Independent person" means a person who demonstrates financial independence from parents or persons other than a spouse and who can meet the criteria established in Section 5 of this administrative regulation.

(10) "Institution" means an entity defined in KRS 164.001(10) if the type of institution is not expressly stated and includes the Kentucky Commonwealth Virtual University.

(11) "Kentucky residency" or "Kentucky resident" means the result of a determination by an institution that a person is a resident of Kentucky as determined by this administrative regulation.

(12) "Nonresident" means a person who is domiciled outside of Kentucky or who currently maintains legal residence outside Kentucky or who has not met the criteria for Kentucky residency established in this administrative regulation.

(13) "Preponderance of the evidence" means the greater weight of evidence, or evidence which is more credible and convincing to the mind.

(14) "Parent" means one (1) of the following:

- (a) A person's father or mother; or
- (b) A court-appointed legal guardian if:
  1. The guardianship is recognized by an appropriate court within the United States;
  2. There was a relinquishment of the rights of the parents; and
  3. The guardianship was not established primarily to confer Kentucky residency on the person.

(15) "Residence" or "residency" means the place of abode of a person and the place where the person is physically present most of the time for a noneducational purpose in accordance with Section 3 of this administrative regulation.

(16) "Student financial aid" means all forms of payments to a student if one (1) condition of receiving the payment is the enrollment of the student at the institution.

(17) "Sustenance" means living expenses including room, board, maintenance, transportation, and also may include educational expenses including tuition, fees, books, and supplies.

### **Section 2. Scope.**

- (1) State-supported postsecondary education institutions were established and are maintained by the Commonwealth of Kentucky primarily for the benefit of qualified residents of Kentucky. The substantial commitment of public resources to postsecondary education is predicated on the proposition that the state benefits significantly from the existence of an educated citizenry. As a matter of policy, access to postsecondary education shall be provided so far as feasible at reasonable cost to an individual who is domiciled in Kentucky and who is a resident of Kentucky.
- (2) The Council on Postsecondary Education requires a student who is neither domiciled in nor a resident of Kentucky to meet higher admission standards and to pay a higher level of tuition than resident students.
- (3) This administrative regulation applies to all student residency determinations regardless of circumstances, including the Southern Regional Education Board contract spaces; reciprocity agreements, where appropriate; the Kentucky Commonwealth Virtual University and academic common market programs.

### **Section 3. Determination of Residency Status; General Rules.**

- (1) A determination of residency shall include:
  - (a) An initial determination of residency status by an institution during the admission process or upon enrollment in an institution for a specific academic term or for admission into a specific academic program;
  - (b) A reconsideration of a determination of residency status by an institution based upon a changed circumstance; and
  - (c) A formal hearing conducted by an institution upon request of a student after other administrative procedures have been completed.
- (2) An initial determination of residency status shall be based upon:

- (a) The facts in existence when the credentials established by an institution for admission for a specific academic term have been received and during the period of review by the institution;
  - (b) Information derived from admissions materials;
  - (c) Other materials required by an institution and which are consistent with this administrative regulation; or
  - (d) Other information available to the institution from any source.
- (3) An individual seeking a determination of Kentucky residency status shall demonstrate that status by a preponderance of the evidence.
- (4) A determination of residency status shall be based upon verifiable circumstances or actions.
- (5) Evidence and information cited as the basis for Kentucky domicile and residency shall accompany the application for a determination of residency status.
- (6) A student classified as a nonresident shall retain that status until the student is officially reclassified by an institution.
- (7) A student may apply for a review of a determination of residency status once for each academic term.
- (8) If an institution has information that a student's residency status may be incorrect, the institution shall review and determine the student's correct residency status.
- (9) If the Council on Postsecondary Education has information that an institution's determination of residency status for a student may be incorrect, it may require the institution to review the circumstances and report the results of that review.
- (10) An institution shall impose a penalty or sanction against a student who gives incorrect or misleading information to an institutional official, including payment of nonresident tuition for each academic term for which resident tuition was assessed based on an improper determination of residency status. The penalty may also include:
- (a) Student discipline by the institution through a policy written and disseminated to students; or
  - (b) Criminal prosecution.

#### **Section 4. Presumptions Regarding Residency Status.**

- (1) In making a determination of residency status, it shall be presumed that a person is a nonresident if:
- (a) A person is, or seeks to be, an undergraduate student and admissions records show the student to be a graduate of an out-of-state high school;
  - (b) A person's admissions records indicate the student's residence to be outside of Kentucky at the time of application for admission;
  - (c) A person moves to Kentucky primarily for the purpose of enrollment in an institution;
  - (d) A person moves to Kentucky and within twelve (12) months enrolls at an institution more than half time; or
  - (e) A person has a continuous absence of one (1) year from Kentucky.
- (2) A presumption arising from subsection (1) of this section shall be overcome by a demonstration of Kentucky domicile and residency.

#### **Section 5. Determination of Whether a Student is Dependent or Independent.**

- (1) In a determination of residency status, an institution shall first determine whether a student is dependent or independent. This provision is predicated on the assumption that a dependent person lacks the financial ability to live independently of the person upon whom the student is dependent and therefore lacks the ability to form the requisite intent to establish domicile.
- (2) In determining the dependent or independent status of a person, the following information shall be considered as well as other relevant information available at the time the determination is made:
- (a) 1. That the person has not been claimed as a dependent on the federal or state tax returns of a parent or other person for the year preceding the date of application for a determination of residency status; or

- 2. That the person is no longer claimed by a parent or other person as a dependent or as an exemption for federal and state tax purposes; and
  - (b) That the person has financial earnings and resources independent of a person other than an independent spouse necessary to provide for the person's own sustenance.
- (3) An individual who enrolls at an institution immediately following graduation from high school and remains enrolled shall be presumed to be a dependent person unless the contrary is evident from the information submitted.
- (4) Domicile may be inferred from the student's permanent address, parent's mailing address, or location of high school of graduation.
- (5) Marriage to an independent person domiciled in and who is a resident of Kentucky shall be a factor considered by an institution in determining whether a student is dependent or independent.
- (6) Financial assistance from or a loan made by a parent or family member other than an independent spouse, if used for sustenance of the student:
- (a) Shall not be considered in establishing a student as independent; and
  - (b) Shall be a factor in establishing that a student is dependent.

#### **Section 6. Effect of a Determination of Dependent or Independent Status on a Determination of Residency Status.**

- (1) The effect of a determination that a person is dependent shall be as follows:
- (a) The domicile and residency of a dependent person shall be the same as either parent. The domicile and residency of the parent shall be determined in the same manner as the domicile and residency of an independent person.
  - (b) The domicile and residency of a dependent person whose parents are divorced, separated, or otherwise living apart shall be Kentucky if either parent is domiciled in and is a resident of Kentucky regardless of which parent has legal custody or is entitled to claim that person as a dependent pursuant to Kentucky income tax provisions.
  - (c) 1. If the parent or parents of a dependent person are Kentucky residents and are domiciled in Kentucky but subsequently move from the state, the dependent person shall be considered a resident of Kentucky while in continuous enrollment at the degree level in which currently enrolled.
  - 2. If continuous enrollment is broken or the current degree level is completed, the dependent person's residency status shall be reassessed when the circumstances detailed in subparagraph 1 of this paragraph are present.
- (2) If the sole parent or both parents of a dependent person moves out of state, Kentucky domicile and residency, having been previously established, shall be retained until steps are taken to establish domicile and residency elsewhere.

#### **Section 7. Member of Armed Forces of the United States, Spouse and Dependents; Effect on a Determination of Residency Status.**

- (1) A member, spouse, or dependent of a member whose domicile and residency was Kentucky at the time of induction into the Armed Forces of the United States, and who maintains Kentucky as home of record and permanent address, shall be entitled to Kentucky residency status:
- (a) During the time of active service; or
  - (b) If the member, spouse, or dependent returns to this state within six (6) months of the date of the member's discharge from active duty.
- (2) (a) A member, spouse or dependent of a member of the Armed Forces of the United States stationed in Kentucky on active military orders shall be considered a Kentucky resident while the member is on active duty in this state pursuant to those orders if the member is not:
- 1. Stationed in Kentucky for the purpose of enrollment at an institution; or
  - 2. On temporary assignment of less than one (1) year.

- (b) A member, spouse or dependent of a member, shall not lose Kentucky residency status if the member is thereafter transferred on military orders while the member, spouse or dependent requesting the status is in continuous enrollment at the degree level in which currently enrolled.
- (3) Membership in the National Guard or civilian employment at a military base alone shall not qualify a person for Kentucky residency status under the provisions of subsections (1) and (2) of this section.
- (4) A person's residency status established pursuant to this section shall be reassessed if the qualifying condition is terminated.

**Section 8. Status of Nonresident Aliens; Visas and Immigration.**

- (1) (a) A person holding a permanent residency visa or classified as a political refugee shall establish domicile and residency in the same manner as another person.
- (b) Time spent in Kentucky and progress made in fulfilling the conditions of domicile and residency prior to obtaining permanent residency status shall be considered in establishing Kentucky domicile and residency.
- (2) A person holding a nonimmigrant visa with designation A, E, G, H, I, L, N, O, P, R, S, TD or TN shall establish domicile and residency the same as another person.
- (3) (a) An independent person holding a nonimmigrant visa with designation B, C, D, F, J, K, M, or Q shall not be classified as a Kentucky resident, because that person does not have the capacity to remain in Kentucky indefinitely and therefore cannot form the requisite intent necessary to establish domicile within the meaning of this administrative regulation.
- (b) A dependent person holding a visa as described in paragraph (a) of this subsection, but who is a dependent of a parent holding a visa as described in subsection (2) of this section, shall be considered as holding the visa of the parent.
- (c) A dependent person holding a visa described in subsection (2) of this section or paragraph (a) of this subsection, if a parent is a citizen of the United States and is a resident of and domiciled in Kentucky, shall be a resident of Kentucky for the purposes of this administrative regulation.

**Section 9. Beneficiaries of a Kentucky Educational Savings Plan Trust.**

A beneficiary of a Kentucky Educational Savings Plan Trust shall be granted residency status if the beneficiary meets the requirements of KRS 164A.330(9).

**Section 10. Criteria Used in a Determination of Residency Status.**

- (1) A determination of Kentucky domicile and residency shall be based upon verifiable circumstances or actions. A single fact shall not be paramount, and each situation shall be evaluated to identify those facts essential to the determination of domicile and residency.
- (2) The following facts, although not conclusive, shall have probative value in their entirety and shall be individually weighted, appropriate to the facts and circumstances in each determination of residency:
  - (a) Acceptance of an offer of full-time employment or transfer to an employer in Kentucky or contiguous area while maintaining residence and domicile in Kentucky;
  - (b) Continuous physical presence in Kentucky while in a nonstudent status for the twelve (12) months immediately preceding the start of the academic term for which a classification of Kentucky residency is sought;
  - (c)
    1. Filing of Kentucky resident income tax return for the calendar year preceding the date of application for a change in residency status; or
    2. Payment of Kentucky withholding taxes while employed during the calendar year for which a change in classification is sought;
  - (d) Full-time employment of at least one (1) year while living in Kentucky;
  - (e) Attendance as a full-time, nonresident student at an out-of-state institution based on a determination by that school that the person is a resident of Kentucky;

- (f) Abandonment of a former domicile or residence and establishing domicile and residency in Kentucky with application to or attendance at an institution following and incidental to the change in domicile and residency;
- (g) Obtaining licensing or certification for a professional and occupational purpose in Kentucky;
- (h) Payment of real property taxes in Kentucky;
- (i) Ownership of real property in Kentucky, if the property was used by the student as a residence preceding the date of application for a determination of residency status;
- (j) Long-term lease of at least twelve (12) consecutive months of noncollegiate housing;
- (k) Marriage of an independent student to a Kentucky resident;
- (l) Continued presence in Kentucky during academic breaks; and
- (m) The extent to which a student is dependent on student financial aid in order to provide basic sustenance.
- (3) Except as provided in subsection (4) of this section, the following facts, because of the ease and convenience in completing them, shall have limited probative value in a determination that a person is domiciled in and is a resident of Kentucky:
  - (a) Kentucky automobile registration;
  - (b) Kentucky driver's license; and
  - (c) Registration as a Kentucky voter.
- (4) The absence of a fact contained in subsection (3) of this section shall have significant probative value in determining that a student is not domiciled in or is not a resident of Kentucky.
- (5) Kentucky residency status shall not be conferred by the performance of an act which is incidental to fulfilling an educational purpose or by an act which is performed as a matter of convenience. Mere physical presence in Kentucky, including living with a relative or friend, shall not be sufficient evidence of domicile and residency.

**Section 11. Effect of a Change in Circumstances on Residency Status.**

- (1) If a person becomes independent or if the residency status of a parent or parents of a dependent person changes, an institution shall reassess residency either upon a request by the student or a review initiated by an institution.
- (2) Upon transfer to a Kentucky institution, a student's residency status shall be reassessed by the receiving institution.
- (3) A reconsideration of a determination of residency status for a dependent person shall be subject to the provisions for continuous enrollment, if applicable.

**Section 12. Student Responsibilities.**

- (1) A student shall register under the proper residency classification which includes the following actions:
  - (a) Raising a question in a timely manner concerning residency classification;
  - (b) Making application for change of residency classification in a timely manner with the designated office or person at the institution; and
  - (c) Notifying the designated office or person at the institution immediately upon a change in residency.
- (2) If a student fails to notify an institutional official of a change in residency, an institutional official may investigate and evaluate the student's current residency status.
  - (3) (a) If a student fails to provide, by the date specified by the institution, information required by an institution in a determination of residency status, the student shall be notified by the institution that the review has been canceled and that a determination has been made.
    - (b) Notification shall be made by registered mail, return receipt requested.
    - (c) Notification shall be made within ten (10) calendar days after the deadline for receipt of materials has passed.
- (4) A student shall not be entitled to appeal a determination of residency status if the determination made by an institution is because a student has failed to meet published deadlines for the submission of information as

set forth in subsection (3) of this section. A student may request a review of a determination of residency status in a subsequent academic term.

### **Section 13. Institutional Responsibilities.**

Each institution shall:

- (1) Provide for an administrative appeals process that includes a residency appeals officer to consider student appeals of an initial residency determination and which shall include a provision of fourteen (14) days for the student to appeal the residency appeals officer's determination.
- (2) Establish a residency review committee to consider appeals of residency determinations by the residency appeals officer. The residency review committee shall make a determination of student residency status and notify the student in writing within forty-five (45) days after receipt of the student appeal.
- (3) Establish a formal hearing process as described in Section 14 of this administrative regulation.
- (4) Establish written policies and procedures for administering the responsibilities established in subsections (1), (2), and (3) of this section and that are:
  - (a) Approved by the institution's governing board;
  - (b) Made available to all students; and
  - (c) Filed with the council.

### **Section 14. Formal Institutional Hearing.**

- (1) A student who appeals a determination of residency by a residency review committee shall be granted a formal hearing by an institution if the request is made by a student in writing within fourteen (14) calendar days after notification of a determination by a residency review committee.
- (2) If a request for a formal hearing is received, an institution shall appoint a hearing officer to conduct a formal hearing. The hearing officer:
  - (a) Shall be a person not involved in determinations of residency at an institution except for formal hearings; and
  - (b) Shall not be an employee in the same organizational unit as the residency appeals officer.
- (3) An institution shall have written procedures for the conduct of a formal hearing that have been adopted by the board of trustees or regents, as appropriate, and that provide for:
  - (a) A hearing officer to make a recommendation on a residency appeal;
  - (b) Guarantees of due process to a student that include:
    1. The right of a student to be represented by legal counsel; and
    2. The right of a student to present information and to present testimony and information in support of a claim of Kentucky residency.
  - (c) A recommendation to be issued by the hearing officer.
- (4) An institution's formal hearing procedures shall be filed with the Council on Postsecondary Education and shall be available to a student requesting a formal hearing.

### **Section 15. Cost of Formal Hearings.**

- (1) An institution shall pay the cost for all residency determinations including the cost of a formal hearing.
- (2) A student shall pay for the cost of all legal representation in support of the student's claim of residency. (17 Ky.R. 2557; eff. 4-5-91; Am. 22 Ky.R. 1656; 1988; eff. 5-16-96; 23 Ky.R. 3380; 3797; 4099; eff. 6-16-97; 24 Ky.R. 2136; 2705; 25 Ky.R. 51; eff. 7-13-98; 25 Ky.R. 2177; 2577; 2827; eff. 6-7-99.)

### **Revised Effective June 7, 1999**

For further information about residency, please contact the Office of Admissions, 200 Oswald Building, Cooper Drive, Lexington, KY 40506-0235.

## **Additional Fees and Deposits**

### **Auditors**

Auditors are charged the same fee that they would pay for credit.

### **Graduation**

Candidates for graduation may rent caps and gowns.

## **Cancellation of Registration for Non-Payment of Fees**

Registration fees are payable in full just prior to the beginning of each semester. There is no provision by LCC for partial or deferred payment for tuition, although the University of Kentucky Student Billing Services offers an installment payment plan for the Fall and Spring semesters only. Information regarding the plan may be obtained by consulting the web at <http://www.uky.edu/studentbilling>. The University of Kentucky Federal Credit Union also offers installment loans for tuition and fees for qualified LCC students. Information regarding credit union loans may be obtained by calling 859-257-2678.

## **Financial Delinquency**

Students who are delinquent in their financial obligations to LCC, or any division or organization of LCC, or the University of Kentucky, shall not be allowed to register for the next term, to transfer their credits to another school, or to graduate.

## **Continuing Education and Workforce Development Fees and Refund Policy**

**FEES:** Fees for non-credit programs will vary depending on the length and content of program offerings. All fees are payable upon registration. No registration will be accepted unless accompanied by the appropriate fee.

**REFUNDS:** If a program or offering is canceled by the unit, the registration fee will be fully refunded unless the student chooses to enroll in an alternate equivalent course. A full refund will be granted if a student officially withdraws from a course five working days prior to the first class session.

Official withdrawal from a course requires that students notify the Continuing Education Office regarding their intention to withdraw. The date on which notification of withdrawal is received in the Continuing Education Office will be used to determine eligibility for a refund. Failure to attend class does not constitute official withdrawal.

Occasionally LCC will offer special programs for which no refund will be given. Continuing education/community service programs, for which a different refund policy applies, will indicate the specific refund policy in the announcements, pamphlets, and/or brochures that advertise the programs.