

ADMINISTRATIVE MEMORANDUM

SUBJECT A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes

NUMBER 18

DATE July 16, 1973

Enclosed is one copy of A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes, which was enacted as University policy by the Board of Governors at its meeting on July 13, 1973. Will you please cause this material to be duplicated in sufficient quantity, studied carefully by appropriate administrative officials, and implemented promptly. Of particular immediate concern at several campus locations is the matter of proper retroactive classification of summer school students about whose residence status there may have been some unresolved questions with reference to the first summer term (see previous Administrative Memorandum No.16). The materials transmitted herewith now permit the resolution of any such outstanding questions.

The new legislation which this Manual treats does work a substantial change in the operating assumptions and administrative necessities associated with the classification of students for purposes of tuition differentials. In that connection, I call your particular attention to the portions of the Manual which stress our understanding of the intention of the General Assembly to foster a strict construction of the statute, so as to insure to the extent possible that students are charged at the rate accurately reflecting their legal residential status. This new demand on administrative time is potentially a burdensome one; I trust that the task will be approached with great care, consistent with the obvious concern felt by the General Assembly on this subject. No doubt there will be questions and problems associated with the implementation of this new approach. The State Residence Committee, which by the terms of the Manual will be responsible for overseeing the implementation process, will be established as soon as possible; in the interim, questions should be addressed to my assistant, Mr. Richard Robinson.

Note particularly the contents of Appendix B, which sets forth a common informational form for use in eliciting information necessary to a reliable determination of a student's residential status. While this precise form need not be used with reference to every student whose residential status is in question, it is strongly suggestive of the type of minimum inquiry which appears essential to the accurate resolution of problem cases. It is acknowledged that in the vast majority of cases, involving students or prospective students who obviously are North Carolinians in the legal sense, it would be wasteful of both institutional and student time to require a completed form of this type; thus,

a "short form" variation is suggested. However, even with respect to this suggested "short form", if essential information dispositive of such typical, nonproblematical cases currently is being or can be obtained from other institutional forms now in use, you are not bound to use the precise form indicated in Appendix B. The essential point is that every institutional decision concerning residence classification must be carefully documented through accurate and complete records maintained by the institution; these records may be subject to audit by various State agencies. It is important that the long form be used as a model in all problem cases where there is serious question about the proper classification of a student.

Note also the requirement embodied, *inter alia*, in Appendix C of clear notice to affected students of the nature of the new legislative program and the administrative practices referable thereto. In this connection, note also the requirement that copies of the controlling Manual be made available at convenient locations and times for inspection by students on request.



William Friday