



SPECIAL STUDENT APPLICATION

Individuals interested in enrolling in a course or courses through the Day School, who have not been admitted to Framingham State University (through the Office of Undergraduate Admissions) as a matriculated Day School student, may do so by requesting "Special Student" status. *Individuals must be a high school graduate or have completed a G.E.D.*

A "Special Student" is a **non-matriculated student**. As a non-matriculated student:

- You have the opportunity to enroll in courses on a space available basis through myFramingham and the course registration process.
- Because you are not in a degree program at Framingham State University, you will not be assigned an advisor.
- You are not eligible for Financial Aid.
- You are required to pay in full as part of the special student application and registration process.
- Special Student Application and registration is a Day School procedure. Another registration option is to take courses through the Evening School (Department of Graduate & Continuing Education).
- Special Student status is limited to two (2) semesters (consecutive or otherwise).

The following directions explain the required forms (All of the forms must be completed to obtain Special Student Status):

Required paperwork:	Special Student Application form	Due to the Office of the University Registrar
	Proof of Residency for In-State Tuition form	Due to the Office of the University Registrar
<i>If enrolling in 3 or more course-credits:</i>	<i>Health Insurance Waiver form (Available on-line)</i>	Due to the Office of Student Accounts
	<i>Medical/Immunization History form</i>	Due to the Office of Health Services

1. **Special Student Application form:**
This form requires biographical information and the number of courses you are interested in taking. The form must be completed by you and submitted to the Office of the University Registrar. Once the form has been reviewed, you will be notified via email as to registering for a Day School course or courses using myFramingham, the University's portal.
2. **Proof of Residency form:**
This form is for the purpose of determining eligibility for in-state tuition rates. **The form must be completed and submitted with the Special Student Application.** Otherwise, you will be automatically charged the out-of-state tuition rate.
3. **Course Registration:**
All course registrations are done through myFramingham.
4. **Paying for the Course(s):**
Once you register for a course or courses, you will need to make payments through myFramingham by selecting the appropriate link in the Student Accounts Office channel to submit payment.
5. **The Timeline:**
Registration for courses ends at midnight on the last day of the formal Course Add/Drop period (the first six class days of the semester). For you to be considered enrolled as a "Special Student", all of the paperwork must be received in the Office of the University Registrar, no later than the last day of the Course Add/Drop period (See Academic Calendar on the web for exact date).
THERE ARE NO EXCEPTIONS.

Please note that if you are enrolling in three or more (3) course-credits (full-time status) you will be required to complete:

- A. *Health Insurance Waiver* (available on-line)
- B. *Medical/Immunization History form* (available at Health Services).

See Campus Police (located in the University Center) **for information regarding availability of parking stickers.** Remember to ask for a map illustrating student designated parking lots. If you park in an unauthorized space, you will likely be ticketed and/or towed.

Photo ID's may be obtained at the University Police Office (in McCarthy Campus Center). After you have completed the Special Student Registration process and have been assigned a Framingham State University student ID#, you may request a copy of the Special Student Registration form to bring with you to Campus Police.



Special Student Application

Please Print Clearly:

Demographic Information:

First Name Middle Initial/Name Last Name

Street Address

City State Zip Code Cell Phone Number

Personal Email Address FSU Email Address, if previously taken courses

Social Security Number (Required) Date of Birth (MM/DD/YY) FSU ID#, if previously taken courses

Sex: Male Female

Emergency Contact Information:

Name: _____ Relationship: _____

Contact Phone Number: _____

Academic Information:

Have you ever enrolled in a Framingham State University course before? Yes No
If Yes: Day School or Continuing Education

Are you requesting to take the course(s): for Grade *or* for Audit

Please indicate the number of courses you intend to enroll in for the semester: _____
(Note: Each course is equivalent to four semester hours. Enrolling in three courses constitutes full-time status.)

I understand the Special Student Status, if approved, is valid for the current semester only.

By my signature, I certify that the information I have provided about my academic and personal history and residency is accurate and complete. Failure to disclose any required information may result in an administrative withdrawal from the University without refund or course credits.

Student's Signature Date

For office use only

Office of the University Registrar:

Academic Semester and Year: _____ Total number of courses student is expected to enroll in for the semester: _____

Student's FSU ID#: _____ Major Code: **NON** Part-time or Full-time: _____
(Will be assigned after payment is made, if not already existing)

Registrar's (or Designee) signature indicating approval to complete application & registration to attend the Day School of the University as a special student for the semester listed above: _____

Date: _____

Tuition Residency Classification Framingham State University

Rules and Regulations Governing the Tuition Residency Status of Students for In-State Tuition Purposes

These rules and regulations, approved in 2016 by the University, and current as of publication, apply to the classification of students at Framingham State University as Massachusetts or non-Massachusetts students for tuition purposes. The Massachusetts Board of Higher Education (BHE) may revise this policy. In that event, the revised BHE policy will supersede the following. *In the event the Tuition Residency Form is not submitted prior to the semester of matriculation, the student's classification will be set to out-of-state retroactive to the semester of matriculation resulting in out-of-state tuition charges being assessed.*

Part I. Definitions

1.1 "Academic period" shall mean a term or semester in an academic year or a summer session, as prescribed by the Framingham State University Board of Trustees or under their authority.

1.2 "Continuous attendance" shall mean enrollment at the University for the normal academic year in each calendar year; or the appropriate portion or portions of such academic year as prescribed by the Board of Trustees or under their authority.

1.3 "Eligible person" shall mean a United States citizen, lawful immigrant, permanent resident or holder of another legal immigration status, or is eligible to apply and has applied for such status; who has satisfied the durational residency requirement and can demonstrate his/her intent to remain in Massachusetts.

1.4 "Emancipated person," for the purposes of residency classification for tuition, shall mean a person who has attained the age of 18 years and is financially independent of his or her parents, or if under 18 years of age:

- whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such person;
- a person who is legally married;
- a person who has no parent.

If none of the aforesaid definitions apply, said person shall be deemed an "unemancipated person."

1.5 "Parent" shall mean:

- the person's father and mother, jointly;
- if the person's father is deceased, the person's mother; if the person's mother is deceased, the person's father;
- if a legal guardian has been appointed by a court having jurisdiction, the legal guardian;
- if neither the father nor mother is living and no legal guardian has been appointed, the person who then stands in loco parentis to the person;
- if the father and mother are divorced, separated or unmarried, the parent who has been awarded legal custody of the person; or if legal custody has not been awarded, the parent with whom the person lives. With respect to any adopted student, the word "adoptive" should be inserted before the words "father" and "mother" wherever used.

1.6 "Reside," "residency" or "resident" shall mean "domicile," i.e., a person's true, fixed and permanent home or place of habitation, where he or she intends to remain permanently.

Part II. Classification

2.1 For the purpose of assessing tuition, each student shall be classified as a "Massachusetts resident" or a "non-Massachusetts resident." A person shall be classified as a Massachusetts resident if he or she (or the parent of an unemancipated student) shall have resided in the Commonwealth of Massachusetts for purposes other than attending an educational institution (public or private) for twelve months immediately preceding the student's entry or reentry as a student.

2.2 Physical presence for this entire twelve-month period need not be required as long as the conduct of an individual, taken in total, manifests an intention to make Massachusetts his or her permanent dwelling place. However, residency is not acquired by mere physical presence in Massachusetts while the person is enrolled in an institution of higher education (public or private).

Part III. Determination of Residency

3.1 Proof of Residency

- Each case will be decided on the basis of all facts submitted with qualitative rather than quantitative emphasis. A number of factors are required for residency to determine the intention of the person to maintain permanent residence in Massachusetts. No single index is decisive. The burden of proof rests on the student seeking classification as a Massachusetts resident.
- The following shall be primary indicia of residency:
 - The unemancipated persons, the residency of parents, having custody, within Massachusetts;
 - Copies of both federal and state income tax returns including W-2 forms;
 - Permanent employment in a position not normally filled by a student;
 - Reliance on Massachusetts sources for financial support;
 - Former residency in Massachusetts and maintenance of significant connections there while absent.
- The following shall be secondary indicia of residency, to be considered of less weight than the indicia listed above in subsection b):
 - Continuous physical presence in Massachusetts during periods when not an enrolled student;
 - Military home of record;
 - All other material of whatever kind or source, which may have a bearing on determining residency (such as motor vehicle registration and operator's license and vehicle insurance policy benefits page).

3.2 Proof of Emancipation.

A student asserting that he or she is an emancipated person shall furnish evidence to support such assertion. Such evidence may include:

- Birth certificate or any other legal document that shows place and date of birth;
- Legal guardianship papers - court appointment and termination must be submitted;
- Statements of the person, his or her parent(s), guardian(s), or others certifying no financial support;
- Certified copies of federal and state income tax returns filed by the person and his or her parent(s);
- Where none of the foregoing can be provided an affidavit of the emancipated person in explanation thereof and stating fully the grounds supporting the claim of emancipation.

3.3 Presumptions

- Residency is not acquired by mere physical presence in Massachusetts while the person is enrolled in an institution of higher education. (See Section 2)
- A person having his or her residency elsewhere than in Massachusetts shall not be eligible for classification as a Massachusetts resident for tuition purposes except as herein provided:
 - Any person who is registered at the University as a Massachusetts resident shall be eligible for continued classification as a Massachusetts resident for tuition purposes (until attainment of the degree for which he or she is enrolled) during continuous attendance at the institution.
 - The spouse of any person who is classified or is eligible for classification as a Massachusetts resident is likewise eligible for classification as a Massachusetts resident. This provision will not apply in the case of a spouse in the United States on a non-immigrant visa.
 - A person who is a lawful immigrant/permanent resident of the United States (or is eligible to apply and has applied for such status) is eligible to be considered for Massachusetts residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen.

A Non-citizen who is in refugee/asylum status are likewise eligible to be considered for Massachusetts residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen. A non-citizen must provide appropriate United States Citizenship and Immigration Services documentation to verify his/her status.

NOTE: A student attending the University on a non-immigrant visa (A through T) is not eligible for Massachusetts In-State tuition unless the student is eligible and has applied for lawful immigrant status (documentation of such actions will be required).

- Those students whose higher educational pursuits are funded by the Massachusetts Department of Institutional Assistance, the Massachusetts Rehabilitation Commission, or any of the other Commonwealth of Massachusetts public assistance programs.
- A person does not gain or lose in-state status solely by reason of his or her presence in any state or country while a member of the Armed Forces of the United States.
- For the purposes of this policy the following persons shall be presumed to be Massachusetts residents:
 - The student meets the qualifications for In-State Tuition under Federal Public Law 113-146 (The Veterans Access, Choice, and Accountability Act of 2014).

Part IV. Appeals and Reclassification

4.1 In any case where the Admissions Office is unable to make a determination prior to initial enrollment based on the evidence submitted, the applicant may be required to submit a "Tuition Residency Reclassification Form" to the University Registrar for review before residency classification is finalized.

4.2 Any student or applicant who is unwilling to accept the initial ruling relative to his or her residency classification, or who wishes to seek reclassification may file a "Tuition Residency Reclassification Form."

4.3 Any student or applicant who is unwilling to accept the ruling relative to his or her residency after submitting a Tuition Residency Reclassification Form" may submit a written appeal to the Vice President for Enrollment & Student Development or his/her designee. The decision on appeal is final and may not be appealed further.

4.4 Retroactive Effect: Any change in a student's classification as the result of a request for reclassification or an appeal will be retroactive only to the beginning of the semester during which the institution makes the final decision to reclassify the student.

Part V. Penalties

Misrepresentation in or omission from any evidence submitted with respect to any fact which, if correctly or completely stated, would be grounds to deny classification as a Massachusetts resident (for tuition purposes), shall be cause for exclusion or expulsion from or other disciplinary action by the institution.

Framingham State University

Tuition Residency Form

PLEASE READ THE TUITION CLASSIFICATION RULES AND REGULATIONS FOR CLASSIFICATION AS A MASSACHUSETTS RESIDENT

(SEE REVERSE SIDE OF THIS FORM)

Student's Full Legal Name _____

Student's Social Security Number (SSN) or Taxpayer Identification Number (TIN): _____ Sex: (check one) Male ___ Female ___

Student's Date of Birth _____ City, State, & Country of Birth _____
Month/Day/Year City, State, & Country

Are you a U.S. Citizen? (check one) Yes* ___ No ___ If not, are you Permanent Resident, Refugee/Asylum, or DACA Status? (check one) Yes* ___ No ___

**If warranted, the applicant may be asked to provide proof of Citizenship.*

**If Yes, applicant must present ID card so that a photocopy of the front and back sides may be made. For DACA, copies of I-797 Action forms, indicating approved status, are required.*

Please note that only U.S. Citizens, individuals with Legal Immigrant Status, or individuals with approved Deferred Action for Childhood Arrivals (DACA) & Employment Authorization are eligible to be considered for In-State Tuition.

Are you or either (or both) of your parents a Veteran or member of the Armed Forces on Active Duty? (check one) Yes* ___ No ___

**If Yes, applicant must provide of copy of the DD214 for the Veteran or Active Duty Armed Forces.*

Student's Permanent Address: Street _____
City/Town _____ State: _____ since: _____
Month/Day/Year

*Parent's/Legal Guardian's Name(s): _____

Parent's/Legal Guardian's Permanent Address: Street _____
City/Town _____ State: _____ since: _____
Month/Day/Year

ALL APPLICANTS MUST COMPLETE AND SIGN (UNDER THE PENALTIES OF PERJURY) THE APPROPRIATE SECTION BELOW:

MASSACHUSETTS RESIDENTS COMPLETE THE SECTION BELOW

By my signature, I certify that I have read the Tuition Classification Rules and Regulations for the Classification of Students for Tuition Purposes on the back of this form and that I am aware of the appeals procedure under those rules and regulations. I acknowledge that concealment of facts or untruthful statements may cause me to be denied admission and/or dismissal from the University. I also certify that pursuant to said rules and regulations I am maintained continuous permanent residence in the Commonwealth of Massachusetts since _____.

Month/Day/Year

Applicant's Signature: _____ Date _____
Month/Day/Year

*Parent's /Legal Guardian's Signature: _____ Date _____
Month/Day/Year

NON-RESIDENTS OF MASSACHUSETTS COMPLETE THE SECTION BELOW

By my signature, I certify that I have read the Tuition Classification Rules and Regulations for the Classification of Students for Tuition Purposes on the back of this form and that I am aware of the appeals procedure under those rules and regulations. I acknowledge that concealment of facts or untruthful statements may cause me to be denied admission and/or dismissal from the University. I also certify that I am NOT a Massachusetts resident and I will be classified as an Out-of-State student for tuition purposes.

Applicant's Signature: _____ Date _____
Month/Day/Year

*Parent's/Legal Guardian's Signature: _____ Date _____
Month/Day/Year

*If applicant is under the age of 18 years, the parent/legal guardian must sign the appropriate section. If indicating Massachusetts residency and a legal guardian has been appointed, proof of custody must be included with this form.