# Business Process Procedures

## 6.10 RESIDENCY – AFFECTS ON TUITION CALCULATION

**Overview**    This document discusses the affects changes to a student's residency record have on tuition calculation and other Student Financials processing.

**Key Points**    NVCC residency is determined during the student's web application submission, or by the Student Services Center staff.  Business Office staff will be granted display only access to view the values on the Residency Data page, but will not be able to make any additions, deletions or changes.

The residency page is designed with three sections:

1.  Residency Data to capture academic career
2.  Official Residency Data to capture term specific residency values
3.  Additional Residency Data to capture residency exception values

**Important!**    **Failure to properly record residency will cause tuition calculation to fail for those terms and careers that do not have an accurate residency value.  Tuition calculation failures will prevent students from making payments and from receiving refunds.**

**Navigation**    Home > Campus Community > Personal Information > Identification > Residency Data

## Part 1 – Residency Data Section

**Discussion**    The Residency Data section of the page should contain a row for each career in the student's academic record.

**Note**    The student should have a career row for each career in which he is enrolled.  If there is no row for CREDIT, the student needs to Apply for Admission.

**Important!**    <u>**Students must have a residency row for each career in their academic record, but the residency values for the CEU and NonCredit rows must be left blank or tuition calculation will fail.**</u>

**The Credit career is the only row that should have a residency value.**

## Part 2 – Official Residency Data Section

**Discussion**    The Official Residency Data section of the page should contain a row for each residency change.  Although the page does not contain an "effective date" field, a residency value is valid for an entire term, and continues to be valid into the future until another term row is inserted, and a new value is recorded.

**Important!** RESIDENCY SHOULD ONLY BE CORRECTED IS AS THE RESULT OF A SUCCESSFUL APPEAL OR TO CORRECT AN OPERATOR ERROR MADE WHEN ENTERING THE INITIAL VALUE.

**Field Definitions**

| Field | Description |
|---|---|
| **Official Residency Data** | |
| Institution | The student will have one row for each institution to which he has applied.<br><br>**! If you do not see an NV280 row, the student has not yet applied for admission to NVCC.** |
| Effective Term | The Effective Term is populated from that process when the student submits a web application.  For a new student, the Effective Term will typically be the same term as the application term.<br><br>**! A student may only have one row per term value.** |
| Residency | There are only two valid values:<br>• IS for In-State<br>• OS for Out-of-State<br><br>**! A CREDIT career residency value is REQUIRED BY VCCS AND NOVACONNECT in order for tuition calculation and other Student Financials processes to run successfully.** |
| Residency Date | This field may be blank or may contain the date the status was entered.<br><br>**! This field is NOT an Effective Date, and does not determine when residency becomes valid.**<br>**Validity of residency is determined by the value in the Effective Term field.** |

**Note**     Although there is a place to enter a "Residency Date", this field is only used to store information – the system does not reference that date or use it in any processes.

The Residency Date is NOT an effective date that determines at which point data on the residency page becomes "active".  Therefore, it is not possible to use that date to trigger a change in residency before a term begins, during a term or after a term ends.

## Part 3 – Additional Residency Data Section

**Detailed Discussion**     The Additional Residency Data section of the page is used to record exceptions to the student's official residency.

**Field Definitions**

| Field | Description | |
|-------|-------------|---|
| **Additional Residency Data** | | |
| | **General Use** | **Exceptions** |
| Admissions | Not used. | Not used. |
| Fin Aid Federal Res | | |
| Fin Aid State Res | | |
| Tuition | This field will automatically be populated from the Residency field.<br><br>This field should never change for in-state students.<br><br>**! This field will change for out-of-state students qualifying for an exception.** | **! If an exception is entered the expiration term of the exception must also be entered at the same time.** |

The example below shows the correct way to record a Military Spouse exception.  The value in the Residency field remains Out-of-State, while the Tuition and Tuition Residency Exception fields are changed to reflect the terms of the exception.  When Student Services Center staff records an exception, they must, at the same time, insert a future term row to record the term in which the exception will expire.

## Part 4 – Practical Examples and Troubleshooting

**Discussion**     This is an example of how effective term rows work.

**Example 1**     This student has 3 effective term rows:  2042, 2053 and 2064.  If an operator deletes the 2053 row, the residency value for terms 2053 through 2063 will come from the 2042 row.

| Effective Term | Residency | Length of Effectiveness |
|---|---|---|
| 2042 | O/S | From 2042 to next effective term row (2053). |
| ~~2053~~ | ~~I/S~~ | ~~From 2053 to next effective term row (2064).~~ |
| 2064 | I/S | From 2064 to next effective term row. |

**Example 2**     This student has 3 effective term rows:  2042, 2053 and 2064.  If an operator deletes the 2042 row, the missing residency value for terms 2042, 2043, 2044 and 2052 will cause tuition calculation to fail.

| Effective Term | Residency | Length of Effectiveness |
|---|---|---|
| ~~2042~~ | ~~O/S~~ | ~~From 2042 to next effective term row (2053).~~ |
| 2053 | I/S | From 2053 to next effective term row (2064). |
| 2064 | I/S | From 2064 to next effective term row. |

**Example 3**     *If a row already exists for the term and you just need to change the residency value, then correct the current residency value.*

In the example below, the student was originally given Out-State residency for term 2053. After a successful appeal, the student was granted In-State residency.  Therefore, to correct the original residency value, the operator will change the residency value for 2053 from O/S to I/S.  The student will continue to have In-State residency until the 2064 term, where residency will revert back to Out-State.

| Eff Term Was | Eff Term Now | Length of Effectiveness |
|---|---|---|
| 2042 O/S | same | Out-State from 2042 to next effective term row (2053). |
| 2053 O/S | 2053 I/S | In-State from 2053 to next effective term row (2064). |
| 2064 O/S | | Out-State from 2064 to next effective term row. |