



NORTHERN ARIZONA UNIVERSITY

Waiver of Non Resident Tuition for Full Time Teachers or Full Time Classroom Aides Instructions and Information

**This waiver is for students who are: taking classes for teacher certification,
have lived in Arizona for less than a year and
have current contract as a teacher
or classroom aide.**

Educational Certifications that qualify: Special Education certification
Elementary certification
Secondary certification
MEd- Elementary Education – certification emphasis
MEd - Secondary Education – certification emphasis

1. Attach a copy of your current employment (teaching) contract.
2. Attach copy of your **Arizona** Drivers License.
3. Attach a copy of your **Arizona** vehicle registration.
4. Verification of coursework must be signed by the dean's designee **prior** to sending the waiver to the residency specialist. Only courses necessary to complete requirements for certification qualify for in state tuition. The dean's designees are the chair of the appropriate department.

The forms must be submitted to the Residency specialist by the last day of regular registration for the applicable semester. The student will be notified of the residency specialist's determination. The student cannot appeal this decision.

If the waiver is approved, the residency specialist will notify the Bursar's Office, Office of Financial Aid and the Registrar.

The student must apply and prove eligibility for this waiver **each semester** until the student's petition to change residency is approved.

Mail forms to Northern Arizona University
Graduate College
Box 4125
Flagstaff, Arizona 86001

Phone: (928) 523-4348
email: Karen.Cornelius@nau.edu



NORTHERN ARIZONA UNIVERSITY

Waiver of Non-Resident Tuition For Full-time Teacher or Full-time Classroom Aide (ARS 15-1802*)

Mr. Mrs. Ms.	Name	Student ID No.
Mailing Address		Telephone (include area code)
E-Mail Address (Optional)		
Date of Birth		School District of Employment
Citizenship (specify country) U.S. Other _____		

I. Verification of full-time employment as teacher or aide in Arizona school district:

A. As the applicant, you are a Full-time Teacher Full-time Non-certified Classroom Aide

B. **Attach** a copy of your current contract.

II. Intent to establish Arizona domicile:

Your evidence of intent to be a resident of this state is demonstrated by the absence of ties to your former state of residence.

A.

Arizona Driver's License
Yes Date Issued _____
No

Arizona Vehicle Registration
Yes Date Issued _____
No

B. **Attach** copies of your Arizona Driver's License and Vehicle Registration.

III. Verification of courses:

Under ARS 15-1802, only "courses necessary to complete the requirements for certification by the State Board of Education to teach in a school district in this state" qualify for in-state tuition.

Complete the attached form "Verification of Teaching Certification Required Coursework" and obtain the signature of the Dean's designee from the College of Education confirming that classes for which you are registered or intend to register are necessary to complete your state certification.

Note: You are responsible for paying non-resident tuition for any courses not officially verified as necessary for certification. This will be monitored, and you will be billed for the difference.

IV. Non-resident tuition waiver determination:

- A.** Submit petition and supporting documents to the Residency Specialist **by the last day of regular registration for the applicable semester.** The office is located in Ashurst (building #11), Room 102.

Residency Classification Office contact information:

Northern Arizona University
Graduate College
Residency Classification
PO Box 4125
Flagstaff, AZ 86011-4125

Telephone: (928) 523-4348
Fax: (928) 523-8950

- B.** Once your file is complete and evaluated, you will receive notification of the residency office's determination.
1. If your petition is approved or denied, the residency classification office will notify the tuition office.
- C.** You will need to re-apply and prove your eligibility for the waiver of non-resident tuition under this exception each semester until you qualify and petition for reclassification to resident status.

I certify that all statements, information, and evidence presented are true and complete. I understand that if I provide false information, if I make a material misrepresentation or omission in connection with my petition, or, if I make any effort to fraudulently claim Arizona as my state of legal domicile, it will jeopardize my case for residency and subject me to disciplinary action, dismissal from the University, repayment of tuition fraudulently waived, repayment of financial aid fraudulently obtained, and may result in civil and criminal liability. I hereby grant permission for the residency office to verify any supporting evidence submitted with this petition.

Subscribed and sworn (affirmed) to before me this ____ day
of _____ 20__ State of _____ County of _____

Signature of Applicant
(Sign in the presence of a Notary)

Notary Signature

*ARS 15-1802: The person is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time noncertified classroom aide, at a school within that school district, for purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph.



NORTHERN ARIZONA UNIVERSITY

Graduate College PO Box 4125 Flagstaff, AZ 86011-4125
Phone: (928) 523-4349 Fax: (928) 523-8950

VERIFICATION OF TEACHING CERTIFICATION REQUIRED COURSEWORK COLLEGE OF EDUCATION

STUDENT NAME: _____

STUDENT ID.: _____

CERTIFICATION PROGRAM: _____

Pursuant to ARS 15-1802, resident tuition will be assessed if “the person is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school district, for purposes of this paragraph, the person is eligible for classification as an in-state student *only for courses necessary to complete the requirements for certification* by the state board of education to teach in a school district in this state. No member of the person’s family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph.”

I hereby verify that the above student is required to complete the coursework listed for teaching certification:

Course Number/Prefix	Course Title	Semester Hours

Dean’s Designee

Title

Printed Name

Date