

The University of North Carolina at Chapel Hill
Residence Status Supplemental Form for Members of the Armed Services and Their Dependent Relatives

Active duty personnel in the armed forces and their spouses, dependent children and dependent relatives may be eligible for in-State tuition if: (1) they are stationed in North Carolina for active duty military service or live with a service member who is stationed in North Carolina for active duty military service, or (2) they are residents of North Carolina but have moved out-of-state in compliance with military orders. This benefit extends to those serving active duty in the United States Air Force, Army, Coast Guard, Marine Corps, and Navy; the N.C. National Guard; or any Reserve Units of these military units.

Please complete this form in addition to the Residence and Tuition Status Application. The directions from the Residence and Tuition Status Application form are incorporated herein by reference. Please type all responses or print them clearly in ink.

1. **Student's full name:** _____ **PID:** _____

2. **Information Regarding the Service Member Through Whom You Claim the Military Tuition Benefit**

a. **Full name:** _____ **Date of Birth:** ____/____/____

b. **Physical address where service member resides:** _____
(A post office box address is not acceptable) _____

Is the active duty service member a legal resident of North Carolina? ☐ Yes ☐ No

If yes, is he or she stationed in North Carolina because of active military service? ☐ Yes ☐ No ☐ N/A

If no, was he or she recently reassigned to live in another state? ☐ Yes ☐ No ☐ N/A

If so, please provide the effective date of any such PCS (Permanent Change in Station) Orders: ____/____/____

c. **Relationship of Student:** ☐ Self ☐ Spouse ☐ Dependent Child ☐ Other Dependent Relative

(IRS rules are used to determine who qualifies as a dependent of a member of the military, and dependents must also comply with the requirements of the Selective Service System.)

d. **Do you live with the service member at the address provided above?** ☐ Yes ☐ No ☐ N/A

e. **Branch of service:** _____ **Date of entry:** ____/____/____

Rank: _____ **Serial number:** _____

f. **Is the service member on active duty?** ☐ Yes ☐ No *(Under federal law, "active duty" is defined as a "member of the armed forces who is on active duty for a period of more than 30 days.")*

If yes, please name his or her permanent duty station: _____

If no, please provide the following information: **Date active duty ended:** ____/____/____

Reason active duty ended (please select all that apply): ☐ Honorable discharge ☐ Dishonorable discharge
☐ Retirement ☐ N/A

g. **Are you a spouse who relocated outside of North Carolina to accompany a military member who was transferred outside of North Carolina under military orders?** ☐ Yes ☐ No

(Service members and the spouses of service members who are legal residents of North Carolina will not necessarily lose their domiciliary status if they are assigned to live outside North Carolina by the military. They must prove that North Carolina legal residency has been maintained [based on the standard residency factors set forth in the Manual] by providing supporting documentation and they must show that they are living outside of

North Carolina in order to comply with military orders. Please provide supporting documentation if you live outside North Carolina but still claim to be a North Carolina legal resident.)

- h. **If the service member is assigned to a North Carolina duty station, do his or her orders provide a date on which the assignment will end?** ☐ Yes ☐ No ☐ N/A **If so, please provide the date:** ____/____/____

3. **Required Documentation**

- a. If you are a service member claiming the military tuition benefit for yourself, please provide us with a signed affidavit from the appropriate military authority attesting to your duty, status, location, and the inclusive dates of your assignment.¹
- b. If you are claiming the special military tuition benefit as a spouse or dependent of an active duty service member, please provide us with a signed affidavit from the appropriate military authority attesting to your military spouse/dependent status, the duty status and location of the related service member, and the inclusive dates of his or her assignment.
- c. If you are the spouse of a military service member, please provide us with a copy of your marriage certificate. If you are the dependent child or dependent relative of a military service member, please provide us with tax documents proving your dependent status.
- d. Please provide us with any documentation relating to the service member's most recent active duty, including any relevant PCS orders or other military orders.
- e. If you no longer live in North Carolina but seek to establish that you were a legal resident of North Carolina before being transferred to another state pursuant to military orders, please provide any documentation showing that you have maintained North Carolina legal residency based on the standard residency factors set forth in the Manual.
- f. Please provide us with any other documentation that you believe may be relevant.

4. **Signature and Certification**

I certify that all the information I have provided is true to the best of my knowledge. I understand that intentionally providing false or misleading information may result in a University Honor Code violation.

I also understand that my eligibility to receive the military tuition benefit continues only so long as the requirements set forth in the Manual, specifically page 16 of the Manual stating the requirements for the benefit for members of the armed services and their dependent relatives (*see* attached excerpt), and any other applicable provisions of state and federal law continue to be met. My eligibility may be reviewed by the University at any time.

Finally, I understand that I must advise the University of any change in the facts or circumstances that may impact my resident status. If, at any time, it is discovered that my resident status was obtained using false or fraudulently submitted information, the University shall have the right to seek and collect payment of full, out-of-state tuition for the applicable semester(s), along with any fees and costs associated with such collection.

Signature of Student

Date

¹ The "appropriate military authority" includes commanding officers, payroll office administrators, base education officers, or any person not related to you who has the authority to make an affidavit attesting to the above-described information and its veracity.

2. Members of the Armed Forces and Their Families.

Active duty personnel in the armed services, and their spouses, dependent children and dependent relatives may be eligible for in-state tuition. An active duty member of the military³³ (and their eligible family members) who qualifies for admission to an institution of higher education in the State may qualify for in-state tuition in two ways:

- as a domiciliary of the State, or
- under a special provision of North Carolina and federal law requiring that non-resident active duty military personnel and their eligible family members be charged in-state tuition.

Under the special in-state tuition laws for active duty military personnel and their eligible family members, if a non-resident member of the armed services is stationed in North Carolina because of his or her active duty military service, then the service member as well as his or her spouse, dependent children, and dependent relatives who are living with the service member shall be charged the in-state tuition rate along with any applicable mandatory fees. IRS rules are used to determine who qualifies as a dependent of a member of the military, and dependents must also comply with the requirements of the Selective Service System.

Active duty members of the armed services include those serving in the United States Air Force, Army, Coast Guard, Marine Corps, and Navy; the N.C. National Guard; and any Reserve Units of these military units. Military reservists (other than those of the N.C. National Guard) must be on active duty to qualify for the in-state tuition benefit.

Unlike other military personnel, any member of the North Carolina National Guard, regardless of whether the person is a legal resident of North Carolina, is eligible for in-state tuition rate during the Guard member's period of service whether in a reserve or active status.³⁵ However, the in-state tuition benefit does not apply to the spouses or dependents of non-resident Guard members unless the Guard member is serving in North Carolina on active duty. Spouses or dependents of non-resident Guard members can become eligible for in-state tuition when (and only when) the member is activated for National Guard duty in North Carolina.

If a non-domiciled active duty member of the armed services or eligible family member qualifies for the in-state tuition rate and fees and his or her military status changes, the following rules apply:

a. Reassignment. If the active duty member is reassigned, meaning the member receives a "Permanent Change in Station" or "PCS orders" to a military base or installation outside of North Carolina, the service member and his or her spouse and dependent relatives will continue to be eligible for the in-state tuition rate as long as the service member, spouse, or dependent is continuously enrolled in the degree or other program in which they were enrolled at the time of reassignment. The service member's dependent must continue to be a dependent to qualify for the benefit.

b. Retirement. If the active duty member retires, the service member and his or her spouse and dependent relatives will continue to be eligible for the in-state tuition rate as long as they remain continuously enrolled in the degree or other program in which they were enrolled at the time of retirement. The service member's dependent must continue to be a dependent to qualify for the benefit.

c. Honorable Discharge. If the active duty member receives an Honorable Discharge (no other type of discharge will qualify), the service member is eligible for the in-state rate if he or she establishes legal residency in North Carolina within thirty days of discharge and is continuously enrolled in the degree or other program in which he or she was enrolled at the time of Honorable Discharge. A dependent relative of an honorably discharged service member must establish legal residency within thirty days after the discharge, remain continuously enrolled in the degree or other program in which the dependent was enrolled at the time of discharge, and remain a dependent of the service member who is honorably discharged to continue to be eligible for the in-state rate.

A North Carolina domiciliary does not lose in-state status simply by joining the armed services or by being assigned outside North Carolina by the military. To determine whether a military member is a legal resident, consider the usual residency factors discussed elsewhere in this Manual. The domiciled active duty member who is assigned outside of North Carolina has the burden of proving that North Carolina residency has been maintained by providing documentation in support of that claim.

Federal law allows the spouses of military personnel to retain legal residency (domicile) in the spouse's home state for voting and tax purposes after relocating from that state to accompany the military member when the military member is

transferred to another state in compliance with the military member's military orders. Being able to retain legal residency for voting and tax purposes may make it easier for the spouse to retain domicile status in his or her home state.

An individual's eligibility to receive these military-related tuition benefits continues only so long as the requirements described in this Section and any other applicable provisions of state and federal law continue to be met. An individual's continued eligibility may be confirmed at regular intervals as determined by the institution.

North Carolina State Residence Classification Manual, p. 16.