

# UAMS Academic Affairs Policy – 3.3.5



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

**Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs**  
**Subject: Employee and Spouse/Dependent In-State Residency Exception for Tuition and Fee Purposes**  
**Number: 3.3.5**

**Date Approved (Council of Deans, Provost):**  
**Date Effective: October 17, 2018**  
**Last Review/Revision: April 21, 2023**  
**Next Review/Revision: April 21, 2025**

## **PURPOSE**

This policy was created in compliance with University of Arkansas Board of Trustees Policy 520.6 Resident Status of University Employees.

## **DEFINITIONS**

**Official Arkansas Residency Classification** – This status refers to a student’s official, legal classification of Arkansas resident or non-resident as defined in UAMS Academic Affairs Policy 3.2.1 and UA Board of Trustees Policy 520.8.

**Residency Exception** – A residency exception allows a student to be charged tuition at a rate different from her/his official Arkansas Residency Classification based upon an approved scenario. The Bursar’s and Financial Aid Offices use residency exceptions in the application of tuition charges and packaging of financial aid awards. Students receiving a tuition residency exception will appear as out-of-state/non-resident for all other reporting purposes because a residency exception does not impact a student’s official Arkansas Residency Classification.

**Dependent** – The qualifying dependent child must be considered a dependent child by the Internal Revenue Service and cannot attain the age of 24 during the calendar year to receive a tuition discount for any term within that calendar year per the Internal Revenue Service.

## **POLICY**

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UAMS shall provide a tuition residency exception to UAMS employees whose appointment for pay purposes is for half-time or greater shall be considered in-state residents for tuition and fee purposes. Similarly, such employee's spouse, children under the age of eighteen, and children who are dependent upon the employee for support (as defined by the Internal Revenue Service) and are fulltime students at the University of Arkansas shall also be considered as in-state residents for fee purposes.

Post-doctoral fellows, resident doctors, and interns employed by the University of Arkansas for Medical Sciences and graduate students and graduate assistants are considered students and are not considered employees for the purpose of this policy.

## **PROCEDURE**

Prospective students must speak with their admissions officers during the application process to ensure they are correctly coded in the GUS Student Information System. Notification of UAMS employee status must be submitted to the admissions officer at least one week prior to the official UAMS start date for the term in which the residency exception is to be effective. Current students must submit notification to the Office of the University Registrar by the same deadline. Requests received after the deadline will be reviewed case-by-case, and requests may not become effective until the following term. Residency exceptions may not be applied retroactively for prior terms. The admissions officer or registrar will verify employment status with UAMS Human Resources prior to applying the residency exception in GUS.

UAMS employees are encouraged to complete the appropriate process through UAMS Human Resources to apply for tuition discounts if applicable.

## **REFERENCES**

UA Board Policies 520.6 and 520.8

UAMS Academic Affairs Policy 3.2.1