

**NORTHWEST VISTA COLLEGE  
PROCEDURE**

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Procedure Number: SS 2.1.3  
Procedure Title: NVC Manual Residency Review

**I. Purpose**

The manual Residency Review process is implemented to help support student success and completion through the verification of student's residency status. In-State Residency classifications are defined by the Texas Administrative Code (TAC) and the Texas Higher Education Coordinating Board (THECB). Board policy and procedures define In District classifications. Residency status directly impacts the students' tuition, and reclassification must occur prior to the Census day of the term in which they are attending. If reclassification occurs after the intended terms Census date, then the reclassification will be applied to and become effective for the subsequent term.

**II. Procedure Statement**

- A. Once applications open, the NVC Records team manually extracts the Argos STU0019 residency report, weekly, to review any students with a residency status that does not indicate "In State – In District."
- B. The NVC Records team reviews residency data provided on the Apply Texas application, and reconcile it against the student record in Banner.
- C. Once the evaluation has been completed, all students who were reviewed and verified as true Out of District, Out of State, and International, will receive outreach via email.
- D. Each student will be notified their residency classification and to advise them of their options for reclassification.
- E. When students respond either in person, by phone, or email, each student's record will be reviewed by an NVC Records team member on a case by case basis and given individualized options for proof of residency reclassification, based on guidelines approved by the state of Texas, and Alamo Colleges Board policy F.2.1.1.

Contact for Interpretation: Director, Admissions and Records

Relevant Board Policy: F.2.1 – Student Enrollment Requirements (F.2.1.1 State Residency – Procedure)

Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated: September 22, 2016

Approved: \_\_\_\_\_  
Vice President for Student Success

**F.2.1.1 (Procedure) State Residency**

Responsible Departments: Vice Chancellor for Student Success  
Based on Board Policy: [F.2.1 - Student Enrollment Requirements](#)  
Approved: 5-19-09  
Last Amended: 5-19-09  
Reviewed: 2-22-16

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Every student is required to prove to the satisfaction of the College District that he/she is entitled to be classified as a resident of Texas domiciled within the College District boundaries before minimum tuition rates apply.

A student who can qualify as a resident of the State, but who resides or is domiciled outside College District boundaries on the date of his/her registration shall be charged the out-of-District rate.

Once a student has been found to be nonresident, this status continues as long as he/she remains in attendance at the College District or until a petition for change of status has been approved.

**F.2.1 (Policy) Student Enrollment Requirements**

Responsible Department: Vice Chancellor for Student Success  
Board Adoption: 5-19-09  
Last Board Action: 5-19-09  
Reviewed: 2-22-16

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The College District has an open door admissions policy to ensure that every person has the opportunity to get a college education. Students who apply to one college of the College District are eligible to attend any of the colleges: Northeast Lakeview College, Northwest Vista College, Palo Alto College, St. Philip’s College, and San Antonio College.

The general requirements for admission are included in the current college catalogs as mandated by relevant law as approved by the College District Board of Trustees. These requirements are based upon current conditions and are subject to change, as necessitated by legislative action and/or Board action.