

# Out-of-State Resident Employment Verification

Student Affairs—Admissions/Records/Enrollment Services  
4501 Amnicola Hwy., Chattanooga, TN 37406-1097  
Phone: 423-697-4401 Fax: 423-697-4709  
www.chattanoogastate.edu

Name (please print): \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Student ID (A Number): \_\_\_\_\_

Street Address - must be the same as on file: \_\_\_\_\_

City, State, ZIP - must be same as on file: \_\_\_\_\_

County of Residence: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Term of Enrollment Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

*TBR Policy 3:05:01:00 provides that part-time students who are non-Tennessee residents but employed full-time in Tennessee are exempt from paying out-of-state tuition and are allowed to pay in-state fees. To qualify for the out-of-state tuition exemption, you must provide verification of full-time employment each term. Full-time students do not qualify for this exemption but may qualify for other waivers. Out-of-state tuition will be removed when the employment verification is received. However, all information is subject to internal and external audit. Submission of false or unverifiable documentation may result in additional fee-payment obligations and/or immediate dismissal without refund. Registration for more than 11 hours will result in automatic calculation and responsibility for out-of-state tuition. You and your employer may complete this form or your employer may submit equivalent verification using official company stationery. In the event the company owner and the student are the same or related, state and/or federal employer identification information, business license information and/or earnings records may be required as proof of full-time employment in Tennessee.*

I certify that I am eligible for this waiver and that the information presented is true and correct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Employer Verification

This section must be completed by the employer, dated, and submitted to Chattanooga State Community College within **two weeks** of fee payment.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

*I am authorized to complete this verification and certify the above named person is a full-time employee with a reasonable expectation of continued full-time employment.*

Name and Title of Certifying Official: \_\_\_\_\_

Office Phone: ( \_\_\_\_ ) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Verification of Tennessee  
employment is invalid if  
dated earlier than 2 weeks before fee  
payment.**