



**Verification of Students' Eligibility for Tennessee Benefits**

Responsible Official: **Assistant Vice President  
and Executive Director of  
Undergraduate  
Admissions**

Responsible Office: **Undergraduate  
Admissions**

**Policy Purpose**

This policy specifies ETSU's process for verifying status as required by the Tennessee Eligibility Verification for Entitlements Act (EVEA) before providing a State Benefit.

**Policy Statement**

In accordance with the EVEA, state public institutions of higher education are required to verify that students seeking a State Benefit are either United States citizens or lawfully present in the United States. The Office of Undergraduate Admissions is responsible for verifying each incoming student requesting a State Benefit pursuant to the EVEA requirements.

I. Request for Verification.

The Office of Undergraduate Admissions communicates in writing to all incoming students how to submit the required documentation, as specified by the EVEA, to verify the student's domicile for the purposes of qualifying for a State Benefit. Pursuant to the EVEA, ETSU cannot approve a State Benefit until United States citizenship or lawful presence has been verified.

II. Students Responsibility.

Students should submit the required documentation to the Office of Undergraduate Admissions by the first tuition payment deadline for the applicable semester. If a student does not submit the required documentation by the census date of a semester, State Benefits cannot be provided for the applicable semester.

### III. Appeals.

If a student fails to submit the required documentation to verify legal status by the deadlines indicated in this policy, the student may file an appeal. The student must follow the procedures outlined in this policy for the appeal to be considered.

### IV. Consideration of Appeals.

The Assistant Vice President and Executive Director of Undergraduate Admissions or designee will consider an appeal that meets all the requirements of this policy. If a student files all required documentation for a written appeal and the documentation meets the EVEA verification requirements during the current or a past semester, then the Assistant Vice President and Executive Director of Admissions or designee may: (1) change the student's verification status for the semesters applicable to the student's appeal; and (2) may approve a retroactive refund or State Benefit as permissible by state law; however, a retroactive refund shall only be permitted for: (1) the current semester in which the appeal is filed, and (2) up to one previous semester. The Assistant Vice President and Executive Director of Undergraduate Admissions or designee decision to approve or deny the appeal is final. The Office of Undergraduate Admissions will provide a Notice of Decision to the student.

Authority: T.C.A. § 49-8-203; Tennessee Eligibility Verification for Entitlements Act; T.C.A. § 4-58-103

## Defined Terms

**A defined term has a special meaning within the context of this policy.**

CENSUS DATE:	Fourteen (14) calendar days from the first official day of classes (note: during summer semesters the date is adjusted for condensed summer sessions and is reflect on the Office of the Registrar's website)
NOTICE OF DECISION:	A written communication from the Office of Undergraduate Admissions regarding the appeals decision.
STATE BENEFIT:	Any state benefit that requires verification pursuant to EVEA before the institution may grant the benefit (e.g. in-state tuition, lottery scholarships, academic scholarships, common market, tuition assistance or waiver benefit etc.)

## Policy History

### Effective Date

Original:

Revised:

## Procedure

### I. Student Submission Procedure for Appeal.

Student sends an email to [admissions@etsu.edu](mailto:admissions@etsu.edu) with the following:

- A. Required documentation to prove the student is either a US citizen or lawfully present in the US as required by the EVEA. Acceptable types of documentation can be found at [www.etsu.edu/evea](http://www.etsu.edu/evea);
- B. An explanation as to why the documents were not submitted prior to the census date; and
- C. The semesters to which the appeal is requested.

### II. Review of Appeal.

The Assistant Vice President and Executive Director of Undergraduate Admissions or designee reviews the written appeal from the student if the appeal meets the requirements of this policy. The Assistant Vice President and Executive Director of Undergraduate Admissions or designee reviews the documentation provided to: (1) verify if lawful status exists and/or existed for previous semesters as required by the EVEA to grant a state benefit; and (2) determine if a retroactive refund or benefit may be provided. The Office of Admissions will notify the student in writing of the decision within five (5) business days of receipt of a complete written appeal with supporting documentation.

## Procedure History

### Effective Date

Original:

Revised:

## Related Form(s) and Pages

Residency Inquiry Form:

<https://www.etsu.edu/admissions/documents/residencyinfoform.pdf>

[Office of Undergraduate Admissions Eligibility Verification](#)

## Scope and Applicability

Primary: Students

Secondary: