

**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: April 2018

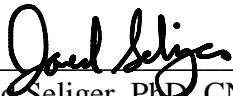
No: 2-R-800F-01

Last Review Date: June 2018

Required Review Date: April 2022

Administrative Unit: Financial Aid

Approved by:

  
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Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Residency Policy for State Scholarships and Grants

**PURPOSE:** To determine residency status for recipients of state scholarships and grants.

**EFFECTIVE**

**FOR:** Students and Student Financial Services

**POLICY:** Administration and staff shall adhere to established guidelines provided regarding residency determinations for student recipients of state aid.

**PROCEDURE:**

1. Staff will review the FAFSA to determine if a student is an Iowa resident based on the residency questions within the FAFSA. If the student is an Iowa resident, and has been for at least five years based on the FAFSA, no further review is necessary.
2. If Iowa residency cannot be determined from the FAFSA and the student is a dependent student, the parent(s)' address will be reviewed on the FAFSA and the student's permanent address will be reviewed on their application for admission. Dependent students who are financially dependent upon their parents will be considered residents of the state in which their parents reside unless the student/parent(s) meet one of the conditions outlines in Chapter 1 of the Iowa Student Financial Aid Guide.
3. If the student is independent, or additional confirmation is needed, the following will be reviewed:
  - a. Reside in Iowa for 12 consecutive months and be primarily engaged in activities other than those of a full-time student, immediately prior to the beginning of the term for which residency is being sought. (Example would be proof of employment from an employer in Iowa.)

- b. If a determination of residency cannot be made by the Student Financial Services staff, the student can complete an “Application for Iowa Resident Classification” form at the following link:  
<https://www.iowacollegeaid.gov/content/forms-and-applications> to have the Iowa College Aid Commission staff review and confirm the residency.
4. Refugees or individuals granted asylum by the government may be considered Iowa residents if they come directly to Iowa from refugee facilities or come to Iowa within a reasonable time and have not established domiciles in another state.
5. American Indians who have origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition with a tribe or nation connected with the state of Iowa may be considered Iowa residents.