

ADMINISTRATIVE POLICY
STUDENT LOCATION FOR DISTANCE EDUCATION PURPOSES

This policy pertains to students.

In accordance with the U.S. Department of Education regulations, institutions must determine student location, by State, for distance education purposes in educational programs leading to State licensure or certification. Under these regulations, a *State* is defined as:

A State of the Union, American Samoa, the Commonwealth of Puerto Rico, the District of Columbia, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau. The latter three are also known as the Freely Associated States.

For the purposes of required professional licensure and certification disclosures and reporting under 34 CFR § 668.14 and 34 § CFR 668.43, Fox Valley Technical College will determine the location of a student as follows:

- Individuals residing within a *State* as defined above, will have their location determined at the time of submitting an admission application by using the U.S. State or Territory entered in the student information system (SIS). The State or Territory on record in the SIS (student information system) at the time of submitting an admission application will be used to determine licensure and certification disclosure requirements.
- Individuals residing outside of a *State* as defined above will have their location determined at the time of submitting an admission application by the international address field entered in the SIS (student information system) if no domestic address is on file. Licensure and certification disclosure requirements do not apply to individuals located outside of U.S. States and Territories.

The US Department of Education requires that all institutions define the point of *initial enrollment*. For Fox Valley Technical College, the point of *initial enrollment* is defined as the date of admission application. Student location designations will remain in effect unless and until a student officially notifies the College that their location has changed by updating their address in the SIS (student information system). Students are responsible for keeping their location of residence up to date with Fox Valley Technical College.

Fox Valley Technical College will use the student's location and date of initial enrollment as defined above when making professional licensure and certification disclosure and reporting decisions.

Note: Student location is different from residency. Residency information provided to Fox Valley Technical College is used to determine admission priority and tuition/fees. Residency is determined according to Wisconsin Administrative Code and more details are found in the [Residency for Admission and Tuition](#) Policy.

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