



COLLEGE POLICY

Policy Title	Student Location for Distance Education Purposes
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Policy number	5509
Date issued	
Responsible office(s)	Student Affairs
Keywords	Location; Licensure; Disclosure

Policy purpose

In accordance with United States Department of Education (DOE) federal regulations, institutions must determine student location by State for distance education purposes.

Scope

Deans, Associate Deans, Registrar

Definitions

State: 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.

Policy

In accordance with United States Department of Education (DOE) federal regulations, institutions must determine student location by State for distance education purposes.

For the purposes of required professional licensure and certification disclosures and reporting under [34 CFR § 668.14 and 34 CFR § 668.43](#) , Madison Area Technical College will determine the location of a student as follows:

- Individuals residing within a U.S. State and/or Territory 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 U.S. State and/or Territory 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.

Per DOE requirements, Madison College must define the point of “initial enrollment.” For Madison College, the point of initial enrollment is defined as date of acceptance into a program.

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 requested to update or affirm their location each semester of enrollment.

Note: student location is different from residency. Residency information provided to Madison College is used to determine admission priority and tuition/fees. Residency is determined according to [Wisconsin administrative code](#) and more details are found at <https://students.madisoncollege.edu/register/student-status/residency>. Students with questions about residency found on the Free Application for Federal Student Aid (FAFSA), which differs from Madison College residency, should contact [Financial Aid](#).

Links to state/federal regulations

https://www.federalregister.gov/documents/2023/10/31/2023-22785/financial-responsibility-administrative-capability-certification-procedures-ability-to-benefit-atb?utm_campaign=subscription+mailing+list&utm_medium=email&utm_source=federalregister.gov

Supporting documents

Related policies