

## **Student Location Policy**

**Responsible for Policy:** The Office of the College Registrar

**Effective Date:** 7/1/2024

**Contact:** Registrar

### **Purpose**

The purpose of this policy is to define how Berkeley College determines a student's location and time of initial enrollment. It also outlines the responsibilities a student has to regularly review their location and to report changes in their location. This policy is intended to comply with the Department of Education's requirements for Title IV, 34 CFR 600.9, Institutional Information, as amended, related to student location, which states:

"An institution must make a determination regarding the State in which a student is located at the time of the student's initial enrollment in an educational program and, if applicable, upon formal receipt of information from the student, in accordance with the institution's procedures, that the student's location has changed to another State."

### **Scope**

This policy applies to all students taking credit-bearing courses at Berkeley College.

### **Definitions**

#### **Student's Location**

A student is deemed to be located at the geographic location ("student's location") where the student is primarily residing while enrolled in their academic program. Except as otherwise set forth in this policy, the student's location shall be deemed to be the student's permanent address as indicated in the Berkeley College student information system ("PeopleSoft"). A designated student's location shall remain in effect unless and until the student changes their permanent address in PeopleSoft using the online student self-service tool. When a student enters a new permanent address in PeopleSoft, the new address will be deemed to be the student's location for the purposes of this policy.

#### **Time of Initial Enrollment**

The term "time of initial enrollment" is defined as the date on which a student first officially registers for classes at the College as recorded in PeopleSoft. This date marks the beginning of the student's academic relationship with the College.

### **Student Responsibilities**

Students should review their permanent address in PeopleSoft upon enrolling each semester and must update their permanent address in PeopleSoft within thirty (30) days of a change of permanent address.

### **Periodic Notice of this Policy**

Students will be notified of this policy each semester.