



Student Location Policy

Purpose

This policy establishes that Houghton University determines a student's location at the time of initial enrollment. It also outlines the responsibilities of a student to regularly review their location and report changes in their location. This policy is intended to comply with the Department of Education's requirement for Title IV, [34 CFR § 600.9\(c\)](#), the professional licensure disclosure requirements of 34 [CFR §668.43](#)

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."

Determination of Student Location

Student location is determined at the time of a student's initial enrollment at the University. For purposes of this policy, student location is defined as the U.S. state in which the enrolled student physically resides.

For prospective students, the student location is the state of the prospective student's residency at the time the student applies for admission, indicates an intent to enroll, and is subsequently entered into the University's student information system (PowerCampus).

Once established, a student's location designation remains in effect unless and until the student formally reports a change in location by completing the [Student Address/Contact Info Change Form](#), either upon the student's request or when prompted by the University.

Student Responsibilities

Students are responsible for:

- Regularly reviewing their address and location information maintained by the University; and
- Promptly reporting any change in their physical state of residence by submitting the required form.

Failure to report a change in location in a timely manner may affect the University's ability to determine eligibility for certain programs, professional licensure disclosures, or compliance with federal and state regulations.