
2024 STUDENT LOCATION POLICY

LOCATION

USF determines the location of all students based on the “State” address record in the student information system. Prospective students applying to the university self-provide their address at the time of application. Current students have the ability to edit their address by visiting the MyUSF portal and selecting “My Contact Info” from their account preferences.

TIME OF INITIAL ENROLLMENT

Location of a student at time of initial enrollment, is determined by the location as noted above at the point in time that the student pays their enrollment/tuition deposit.

For primarily residentially delivered programs (those with less than 25% of credits delivered via distance education) at the University of St. Francis, Joliet, Illinois campuses, the location for students at time of initial enrollment is presumed to be the State of Illinois.

For students whose address is not within a U.S. state or territory, their location at time of initial enrollment is presumed to be the State of Illinois.

ATTESTATION

If a student, at the time of initial enrollment, is in a state where the University of St. Francis does not meet the licensure requirements for a given program, the student may still enroll in the program by providing an attestation stating that they intend to work in a state where the university meets the licensure requirements. This must be a state noted on the passive disclosure records defined below.

The attestation must be a written statement by the student that includes the following:

1. They have spoken with an admission advisor, academic advisor, or dean regarding their intent to enroll at the University of St. Francis.
2. They understand they are enrolling in a program in a state where the University of St. Francis does not meet the licensure requirements.
3. Upon graduation, the student intends to seek employment in a specified state where the university meets the licensure requirement as noted on the passive disclosure record.
4. The statement includes the date and student’s signature.

The attestation must be appended to, and stored with, the student record in the student information system.

PASSIVE DISCLOSURES

The public and prospective students are made aware of state authorizations and licensure disclosures from the Your Right to Know page of the USF website. <https://www.stfrancis.edu/your-right-to-know/>

ACTIVE DISCLOSURES

Active disclosures are sent:

1. When a student updates their location to a state where we are either unable to offer a program or are not approved for licensure.
2. Upon learning that the university is no longer in compliance with the licensure requirements for a given state.