



# FRONT RANGE COMMUNITY COLLEGE

Boulder County Campus  
2190 Miller Drive  
Longmont, CO 80501  
Mary James  
303-678-3633  
[BCCAdmissions@fronrange.edu](mailto:BCCAdmissions@fronrange.edu)

Brighton Center  
1850 E. Egbert Street  
Brighton, CO 80601  
303-404-5454  
[Frcb.brightoncenter@fronrange.edu](mailto:Frcb.brightoncenter@fronrange.edu)

Larimer Campus  
4616 South Shields  
Fort Collins, CO 80526  
Diana Ragin  
970-204-8364  
[LCAdmissions@fronrange.edu](mailto:LCAdmissions@fronrange.edu)

Westminster Campus  
3645 West 112<sup>th</sup> Avenue  
Westminster, CO 80031  
303-404-5454  
[WCAdmissions@fronrange.edu](mailto:WCAdmissions@fronrange.edu)

## Petition for In-State Tuition Classification Checklist

The Colorado Tuition Classification Statute (C.R.S 23-7-101 et. seq) delegates responsibility to the college to determine eligibility for in-state tuition in accordance with rules that apply to all public colleges and universities in the state. The statute states that each student must document domicile (a fixed and permanent residence for 12 continuous months preceding the beginning of the term) and intent (legal ties with the state). Students under the age of 23 whose parents are not Colorado residents, and who are not married, must prove emancipation.

You must submit all checklist items that apply to you. Documentation submitted must be photocopies of your original documents because the entire petition becomes permanent record and is retained by the college. Please note: this checklist has been provided to assist you in the residency petition process and does not imply that your petition will be approved.

### Domicile documentation:

- Copy of leases or rent receipts. Homeowners should include a copy of a warranty deed. If you lived with a friend or relative, you must provide a *notarized* statement from that person indicating the property address and the dates you lived with him/her. You must also provide a copy of their lease, deed or rent receipts.

### Intent documentation:

- Copy of most current Colorado Income Tax Returns
- Copy of Voter Registration
- Copy of Drivers License or Identification Card issued by Colorado
- Copy of Motor Vehicle Registration
- Verification of Employment

### Emancipation documentation:

- Emancipation form completed and signed by parents (must be notarized)
- Copy of both parents Federal Income Tax Returns for the most current year
- Your most recent pay stub and W-2's for the most recent year
- Copy of your Federal Income Tax Returns for the most current year
- Copy of Marriage License (if applicable)
- Copies of monthly bank account statements, verification of local bank account, trust account statements
- Copy of Colorado High School Diploma or transcript

### Other documentation:

- Copy of resident alien card or other INS documentation as listed in packet
- Copies of form 2555 from your Federal Income Tax Returns for years of foreign address
- Copy of DD214, most recent LES, DD-2058 (if applicable)



# Petition for In-State Tuition

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_  
Street and Apt # City State Zip

Email Address: \_\_\_\_\_@student.cccs.edu Local Phone: \_\_\_\_\_

Age Year of Birth Marital Status Date Married Maiden Name

**IMPORTANT:** Indicate which campus you plan on attending:  Larimer  Longmont  Westminster/Brighton  
Indicate semester and year for which you are petitioning:  Summer  Fall  Spring Year: \_\_\_\_\_  
First Semester and year at FRCC:  Summer  Fall  Spring Year: \_\_\_\_\_

If the student is under 23 as of the deadline for filing this petition and is **not** emancipated, or if the student has turned 22 during the 12 months before the qualifying date and was not previously emancipated, the parent or court-appointed guardian of the student, rather than the student, must answer the questions on this petition and complete the section below. If a parent or court-appointed legal guardian completes this petition, then the information provided **must pertain to the parent or court-appointed legal guardian** rather than the student.

Name of person completing form: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
Street and Apt # City State Zip Local Phone

If you are the court-appointed legal guardian of the student, you must enclose: (1) a copy of the court decree and (2) a statement from the court that appointed you guardian certifying that the primary purpose of such appointment is not to qualify the student as an in-state resident for tuition purposes.

1. Are you a citizen of the United States?.....  YES  NO  
If not, do you hold a visa or other document issued by the U.S. Immigration and Naturalization Service (INS)? **If yes, please attach a copy of these documents.**.....  YES  NO  
**Copy of Visa, Copy of Permanent Resident Card, copy of INS documents or receipts.**

2. List all specific dates of physical presence in Colorado and **attach proof of your presence in Colorado for the past 12 months (rent receipts, warranty deed, lease agreement, canceled rent checks or notarized letters from landlords.)**

FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year

3. List all extended absences from Colorado.

FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year

YES NO

4. Did you file a Colorado State income tax return as a resident in the past 12 months? .....
- a. List which years you have filed Colorado returns as a Colorado Resident: \_\_\_\_\_
- b. List which years you have filed returns in another state: \_\_\_\_\_
- c. If you did not file a Colorado return in the past 12 months, state reason(s): \_\_\_\_\_

d. Is Colorado income tax currently being withheld?.....

**e. Attach signed copies of Colorado (not Federal) income tax returns for the past 2 years. Submit W-2 forms if Colorado returns were not filed for the past 2 years.**

5. List employment for past 2 years. Attach a statement from Colorado employers on letterhead during the past year indicating dates of employment, whether you were hired on a permanent or temporary basis, and whether it was/is full-time or part-time.

a. \_\_\_\_\_  
 Employer (Company Name)  
 \_\_\_\_\_  
 Address of Employer  
 \_\_\_\_\_  
 Dates of Employment FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Month Day Year Month Day Year

b. \_\_\_\_\_  
 Employer (Company Name)  
 \_\_\_\_\_  
 Address of Employer  
 \_\_\_\_\_  
 Dates of Employment FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Month Day Year Month Day Year

c. \_\_\_\_\_  
 Employer (Company Name)  
 \_\_\_\_\_  
 Address of Employer  
 \_\_\_\_\_  
 Dates of Employment FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Month Day Year Month Day Year

d. \_\_\_\_\_  
 Employer (Company Name)  
 \_\_\_\_\_  
 Address of Employer  
 \_\_\_\_\_  
 Dates of Employment FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Month Day Year Month Day Year

**(\*\*Submit separate sheet if listing more employers.\*\*)**

6. Have you accepted future employment in Colorado? .....
- a. Effective date of future employment: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- b. **Attach a copy of contract or other proof on company letterhead and notarized statement.**

7. Are you registered to vote? .....
- a. In what state? \_\_\_\_\_ Date of registration: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- b. If registered in Colorado, **Attach a copy of voter registration from County Clerk.**

YES NO

8. Have you operated a motor vehicle within the past 12 months? .....
- a. In what state is/was the vehicle registered? \_\_\_\_\_
- b. If registered in Colorado, date of registration: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- c. Attach copies of all Colorado vehicle registration showing the exact dates of registration for the past 2 years.

**NOTE:** If you do not currently own a motor vehicle, but have owned one which was registered in Colorado in the past 2 years, attach copies of these registrations or proof from the Motor Vehicle Office.

9. Do you have a current Drivers license or a State I.D.? .....
- a. In what state was it issued? \_\_\_\_\_ Issue date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- b. Attach a copy of your Driver's license or State I.D.**

**NOTE:** If license was re-issued in Colorado during the past 12 months, also **attach copy of your previous license or proof from the Motor Vehicle Office.**

10. Do you own residential property in Colorado? .....
- a. Date Purchased: \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- b. Address: \_\_\_\_\_
- Street City State Zip

11. Do you maintain a home(s) in another state? .....
- a. List state(s): \_\_\_\_\_
- b. List dates that you have resided in this home(s):

From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month Day Year Month Day Year

From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month Day Year Month Day Year

12. Have you graduated or will you graduate from a Colorado high school? .....

13. Have you attended any college or university during the past 2 years? .....
- Institution \_\_\_\_\_ Dates attended (month/year) \_\_\_\_\_
- \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
- \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
- \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

At which school(s) were you assessed in-state tuition? \_\_\_\_\_

14. Have you served in the Armed Forces during the past 2 years? .....
- a. List dates of service:

From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month Day Year Month Day Year

- b. During what period of this time were you stationed in Colorado?

From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month Day Year Month Day Year

- c. **Attach a copy of your most recent W-4 form filed with your military personnel office, a recent leave earning statement (LES), a copy of DD-2058, and a copy of DD-214 if discharged.**

15. Supply any additional information you believe may help show your intent to make Colorado your permanent home: (attach separate sheet if necessary)

**If you are over 23 years of age, skip to next page.**  
**If you are under 23 and are petitioning with your own information, please complete the following questions completely and supply all documentation required.**

16.

a. List all financial support provided to you by either of your parents or legal guardians during the past 12 months.

Month \_\_\_\_\_ Year \_\_\_\_\_ Amount \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_ Amount \_\_\_\_\_

b. Indicate the last year either of your parents or legal guardians claimed you as a dependent on their Federal tax return: \_\_\_\_\_

c. List both of your parents' or legal guardians' home address and the dates you resided there in the past 2 years.

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

d. List all of your sources of income (employment, loans, school sources, personal savings, trust funds and gifts from relatives, friends, etc.) since your parents/legal guardian ceased providing financial support.

**NOTE: You must attach proof and documentation for each income source in the past 12 months. Attach a separate sheet for any additional Sources of Income.**

1. If your income is provided by a trust fund, furnish written documentation (such as copies of legal papers setting up the trust) of the purpose for which the fund was formed, date it was established, and dates, amounts and persons by whom any money was added to the trust fund in the past 12 months.

2. If you have checking and savings, attach documentation of monthly statements covering the entire 12-month period.

3. If employment is an income source, list it in terms of **yearly** take-home totals (as documented by W-2 forms, statements from employers, etc.) **NOT** in terms of wages per hour, per week or per month.

Source \_\_\_\_\_ Address \_\_\_\_\_

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Amount \_\_\_\_\_ / per year

Source \_\_\_\_\_ Address \_\_\_\_\_

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Amount \_\_\_\_\_ / per year

Source \_\_\_\_\_ Address \_\_\_\_\_

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Amount \_\_\_\_\_ / per year

**TOTAL INCOME FOR YEAR \$ \_\_\_\_\_**

e. List and calculate expenses for the last 12 months:

Housing per month \_\_\_\_\_ Total for year \$ \_\_\_\_\_

Food per month \_\_\_\_\_ Total for year \$ \_\_\_\_\_

Tuition/fees per term \_\_\_\_\_ Total for year \$ \_\_\_\_\_

Other per month \_\_\_\_\_ Total for year \$ \_\_\_\_\_

("Other" expenses include auto payments, medical bills, entertainment, etc.)

**YEAR GRAND TOTAL EXPENSES \$ \_\_\_\_\_**

**TOTAL INCOME LESS EXPENSES \$ \_\_\_\_\_**



Boulder County Campus  
2190 Miller Drive  
Longmont, CO 80501  
303-678-3722  
Fax: 303-678-3637  
[BCCAdmissions@frontrange.edu](mailto:BCCAdmissions@frontrange.edu)

Brighton Center  
1850 E. Egbert Street  
Brighton, CO 80601  
303-404-5099  
Fax: 303-655-1763  
[Frcb.brightoncenter@frontrange.edu](mailto:Frcb.brightoncenter@frontrange.edu)

Larimer Campus  
4616 South Shields  
Fort Collins, CO 80526  
970-204-8107  
Fax: 970-204-8365  
[LCAAdmissions@frontrange.edu](mailto:LCAAdmissions@frontrange.edu)

Westminster Campus  
3645 West 112<sup>th</sup> Avenue  
Westminster, CO 80031  
303-404-5414  
Fax: 303-404-5150  
[WCAAdmissions@frontrange.edu](mailto:WCAAdmissions@frontrange.edu)

I hereby swear/affirm that the answers given in this petition are accurate and complete, and that all documents attached hereto are true and unaltered copies of the original documents requested. If my circumstances change, affecting the tuition status requested by this petition, I agree to notify the Admissions Office in writing with 15 days after such change. I also understand that I am financially and academically responsible for all classes that I will or have register(ed) for regardless of the outcome of this petition process.

**(This petition must be signed in the presence of a notary public.)**

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian completing this form

\_\_\_\_\_  
Date

State of (\_\_\_\_\_)

County of (\_\_\_\_\_)

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires \_\_\_\_\_ (SEAL)

NOTE: CLASSIFICATION FOR TUITION PURPOSES WILL BE REVIEWED AND RE-EXAMINED PERIODICALLY. IF IT APPEARS THAT A STUDENT IS NO LONGER AN IN-STATE RESIDENT FOR TUITION PURPOSES, THE STUDENT IS SUBJECT TO BEING RECLASSIFIED AS AN OUT-OF-STATE RESIDENT FOR TUITION PURPOSES. IN SUCH EVENT, DOCUMENTATION OF DOMICILE WOULD AGAIN BE REQUIRED.



# Parent(s)/Legal Guardian(s) Statement for Minor Claiming Emancipation

I (We) \_\_\_\_\_, the parent(s) of \_\_\_\_\_  
(MINOR'S NAME)

hereby swear/affirm that I (we) have entirely surrendered the right to care, custody, and earning of

\_\_\_\_\_, as of \_\_\_\_/\_\_\_\_/\_\_\_\_/. The last time this minor was claimed by me (us) as a state or  
(MINOR'S NAME) month day year

federal income tax exemption was \_\_\_\_/\_\_\_\_/\_\_\_\_/, and he/she will not be so claimed in this or subsequent years.  
month day year

The last time the minor was carried on any medical or motor vehicle insurance by the parent/step parent/legal guardian was  
\_\_\_\_/\_\_\_\_/\_\_\_\_/. The only support I (we) have provided to this minor since emancipation has been:  
month day year

\_\_\_\_\_  
\_\_\_\_\_

**Attached are copies of all federal income tax returns (not W-2 forms) covering the above period of emancipation.**

The emancipation referred to herein is an absolute emancipation for all purposes whatsoever and was not done for the purpose of tuition classification.

**IMPORTANT: SIGNATURE OF PARENT(S) MUST BE NOTARIZED**

\_\_\_\_\_  
\_\_\_\_\_  
Signature of Parent(s)

\_\_\_\_\_  
\_\_\_\_\_  
Date

State of (\_\_\_\_\_)

County of (\_\_\_\_\_)

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires \_\_\_\_\_ (SEAL)

**NOTE: IF UPON PERIODIC RE-EXAMINATION OF AN INDIVIDUAL'S STATUS AS AN EMANCIPATED MINOR, IT APPEARS THAT THE STUDENT IS NO LONGER EMANCIPATED, THE STUDENT IS SUBJECT TO BEING RECLASSIFIED AS AN OUT-OF-STATE RESIDENT FOR TUITION PURPOSES. EVIDENCE THAT A MINOR IS NO LONGER EMANCIPATED MAY INCLUDE SUPPORT BY PARENT(S) OR BEING CLAIMED AS A TAX EXEMPTION BY PARENT(S)**



## College Opportunity Fund Stipend Sign Up and Authorization

As a resident student, you are eligible to receive a COF stipend to pay the state's portion of the total cost of education. In order to receive the stipend, you must sign up for COF by going to [www.frontrange.edu](http://www.frontrange.edu) and clicking on the **College Opportunity Fund** button. Then complete the sign up process. You are also asked to authorize the use of the stipend each semester when you first register for classes. If you have already registered for classes for the semester for which you are petitioning for residency, please complete the information below. If your residency petition is approved, your authorization will be entered and you will be eligible for the stipend.

I, \_\_\_\_\_, Student ID \_\_\_\_\_  
agree to authorize the use of my College Opportunity Fund stipend for the  
\_\_\_\_\_ semester.