

Petition for In-State Tuition Classification Checklist

The Colorado Tuition Classification Statute (C.R.S. 23-7-101 et. Seq.) may be obtained at <http://higher.ed.Colorado.gov/finance/residency>

The deadline to submit a complete petition, along with all documentation that you have obtained in the state of Colorado, is within 30 days of your first day of class. It is your responsibility to pay for your classes based on non-resident tuition rates, pending a decision regarding your residency status. Documentation submitted must be photocopies because the entire petition and supporting documentation become part of your permanent college record. If emailed, petition and documentation must be sent as one complete file. Communication and decisions will be sent to your student-assigned CCCS email account in eWOLF.

- ❖ Students over 23 - Complete the petition and provide ALL documentation under the *Domicile* and *Intent* areas below.
- ❖ Students under 23 whose parents or legal court appointed guardians are Colorado residents - Complete the petition and provide *Domicile* and *Intent* documentation for your biological parents or legal court-appointed guardian. If you have a legal court-appointed guardian you must provide court documents.
- ❖ Students under 23 who are financially independent and want to prove emancipation - Complete the petition and provide ALL documentation you have received in the state of Colorado under the *Domicile*, *Intent* and *Emancipation* areas below.
- ❖ Students under 23 who have been married for over one year - Complete the petition and provide ALL documentation under the *Domicile* and *Intent* areas below. Also provide a copy of your marriage certificate.

Provide ALL of the following required documentation that you have received in the state of Colorado. A decision will be made based on the documentation provided. If you do not have something listed here, please explain.

1. DOMICILE DOCUMENTATION:

- Copy of your lease(s) to cover 12 months prior to the start of the semester of which you are petitioning for residency. Homeowners should include a copy of a warranty deed. If you are not on a lease and live with a friend or relative, you must provide a notarized statement from that person indicating the property address, dates you lived with him/her, a copy of their lease, warranty deed, or property taxes, covering the period of time they are stating you lived with them.

2. INTENT DOCUMENTATION (submit copies of ALL that you have obtained in the state of Colorado):

- Signed copy of the most current years Colorado Income Tax Returns (based on school year)
- Copy of Voter Registration
- Copy of Driver's License or Identification Card issued by the State of Colorado
- Copy of Motor Vehicle Registration for the past 2 years
- Verification of Employment - letter from employer(s) verifying your employment dates, or copies of paystubs for the 12 consecutive months prior to the start of the semester of which you are petitioning for residency.
- Visa, PR card or other USCIS documentation (if applicable)

➤ EMANCIPATION DOCUMENTATION (students who are under the age of 23 whose parents do not live in Colorado who would like to prove financial emancipation, submit ALL required documentation):

- Emancipation form (included in this packet) completed and signed by parents, and notarized
- Copy of both parents' or legal court appointed guardians' Federal Income Tax Returns for the most current year/school year
- Copies of your Paystubs from all employers for 12 months prior to the start of the semester of which you are petitioning for residency
- Copy of your Federal and State Income Tax Returns and W-2s for the most current year/school year
- Copies of all financial account bank statements for 12 months prior to the start of the semester of which you are petitioning for residency (checking, savings, investments, trust accounts, etc.)

COLORADO HIGH SCHOOL RULE:**

➤ Students who have attended at least 3 years and graduated from a Colorado high school, and applied or attended a Colorado college within 12 months of graduating high school:

- Copy of your High School transcript (**must have your final date of graduation on it**)
- Copy of your admissions letter to a Colorado college or unofficial Colorado college transcript

****If you meet this Colorado high school rule requirement, simply attach a copy of the two documents listed above, complete the top half of the next page, sign the petition on page 5 and submit. You do not need to go any further or provide additional documentation.**



Petition for In-State Tuition Classification

Student Name (last, first, middle): _____

Student ID: _____ Student Email Address: _____@student.cccs.edu

Street Address (with Apt. Number), City, State, and Zip: _____

Age: _____ Year of birth: _____ Local Phone: _____

Marital Status: _____ Date Married: _____ Maiden Name: _____

Indicate which campus you plan on attending: Boulder County Larimer Westminster/Brighton Online

Indicate semester and year for which you are petitioning (spring, summer or fall, and year): _____

First Semester and year at FRCC (spring, summer or fall, and 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 Address (with Apt. Number) 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.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Have you graduated or will you graduate from a Colorado high school? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>*If yes, please see coversheet information for qualifying under Colorado high school rule.</i> | | |
| 2. Are you a citizen of the United States? | <input type="checkbox"/> | <input type="checkbox"/> |
| If not, do you hold a visa or other document issued by the United States Citizenship and Immigration Services (USCIS)? | <input type="checkbox"/> | <input type="checkbox"/> |

If yes, please **attach** a copy of these documents:
Copy of Visa, Copy of Permanent Resident Card, copy of USCIS documents or receipts.

3. List all specific dates of physical presence in Colorado and **attach** proof of your presence in Colorado for the past 12 months (warranty deed, lease agreement, canceled rent checks or notarized letters from landlords)
FROM (Month, day, year): _____ / _____ / _____ TO (Month, day, year): _____ / _____ / _____

4. List all extended absences from Colorado.
FROM (Month, day, year): _____ / _____ / _____ TO (Month, day, year): _____ / _____ / _____

5. Did you file a Colorado State income tax return as a resident in the past 12 months? YES NO
- 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.

6. 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 (Month, day, year): ____/____/____ TO (Month, day, year): ____/____/____
- b. Employer (Company Name): _____
Address of Employer: _____
Dates of Employment:
FROM (Month, day, year): ____/____/____ TO (Month, day, year): ____/____/____
- c. Employer (Company Name): _____
Address of Employer: _____
Dates of Employment:
FROM (Month, day, year): ____/____/____ TO (Month, day, year): ____/____/____
- d. Employer (Company Name): _____
Address of Employer: _____
Dates of Employment:
FROM (Month, day, year): ____/____/____ TO (Month, day, year): ____/____/____

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

7. 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.
8. 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 last 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 Driver's 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/Apartment number, 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 (Month, day, year): ____/____/____ TO (Month, day, year): ____/____/____
FROM (Month, day, year): ____/____/____ TO (Month, day, year): ____/____/____

12. Have you attended any college or university during the past 2 years?
- | | |
|----------------------------|------------------------------|
| a. List Institution Names: | Dates attended (month/year): |
| _____ | From _____ To _____ |
| _____ | From _____ To _____ |
| _____ | From _____ To _____ |
| _____ | From _____ To _____ |
- b. At which school(s) were you assessed in-state tuition? _____

15. College Opportunity Fund Stipend Sign Up and Authorization:

As a resident student, you are eligible to receive a College Opportunity Fund (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. You can do this by going to the Front Range Community College website, and under Paying for College, go to Tuition Discount Programs, and then College Opportunity Fund. There you will find a link to complete the sign up process, or go to www.frontrange.edu/cof. 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, or you may choose to decline these funds.

I, _____, student ID _____ agree to:

- Authorize the use of my College Opportunity Fund stipend for the _____ semester.
- Decline the use of my College Opportunity Fund stipend for the _____ semester.

Affirmation:

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 Office of the Registrar 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.

Signature of Petitioner: _____

Date: _____

Signature of Parent/Legal Guardian completing this form: _____

Date: _____

If you are under 23 and are petitioning with your own information, please answer the following questions and supply all documentation.

16. 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 _____

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

17. 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 \$ _____

18. 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 \$ _____



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

I/We _____, the parent(s)/step-parent(s)/legal guardian(s) of (MINOR'S NAME) _____

hereby swear/affirm that I/we have entirely surrendered the right to care, custody, and earning of (MINOR'S NAME) _____ as of (month/day/year) ____/____/____.

- When was the last time this minor was claimed by the parent(s)/step-parent(s)/legal guardian(s) on state or federal income taxes? (month/day/year) ____/____/____.
- When was the last time this minor was carried on any medical insurance by the parent(s)/step-parent(s)/legal guardian(s)? (month/day/year) ____/____/____.
- When was the last time this minor was carried on any motor vehicle insurance by the parent(s)/step-parent(s)/legal guardian(s)? (month/day/year) ____/____/____.
- The only support I/we have provided to this minor has been:

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(S) OF BOTH (IF APPLICABLE) PARENT(S)/STEP-PARENT(S)/LEGAL GUARDIAN(S) MUST BE INCLUDED AND NOTARIZED

Signature of Parent 1: _____ Date: _____

Signature of Parent 2: _____ 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)