

PETITION FOR IN-STATE TUITION CLASSIFICATION

(2/24/16)

Instructions to Complete Residency Petition (*please keep this instruction page for your records*)

Residency for tuition classification in the State of Colorado is governed by Sections 23-7-101 to 104 and 23-7-105 of the Colorado Revised Statutes. Although an individual may be considered a state resident for voting, hunting or other legal purposes after being in the state for a short period of time, the tuition law specifies additional requirements for classification as “in-state” for tuition purposes. The Colorado Commission on Higher Education (CCHE) has prepared detailed information that is available via the Web at <http://higher.ed.colorado.gov/Finance/Residency/>.

Initially, the Admissions Office classifies tuition for all new students as in-state or out-of-state based on information provided on their admission application. New students who feel their classification is incorrect should contact the Admissions Office as soon as possible. Continuing Colorado Mesa University students who feel they have met residency requirements under Colorado Statute must submit the attached *Petition for In-State Tuition Classification* with supporting documentation; a change in classification *is not automatic*. Petitions and supporting documentation must be submitted to the **Admissions Office, Attention: Tuition Classification Officer, Colorado Mesa University, 1100 North Avenue, Grand Junction, CO 81501-3122** according to the following deadlines:

PETITION DEADLINES			
<u>SUBMIT YOUR PETITION</u>			
SEMESTER	QUALIFYING CUT-OFF DATE	NO EARLIER THAN...	BUT NO LATER THAN...
Summer 2016 Semester	1 st day of class	March 7, 2016	May 2, 2016
Fall 2016 Semester	1 st day of class	June 20, 2016	August 8, 2016
Spring 2017 Semester	1 st day of class	November 7, 2016	January 3, 2016
Summer 2017 Semester	1 st day of class	March 6, 2017	2 weeks prior to 1 st day of class
Fall 2017 Semester	1 st day of class	June 19, 2017	2 weeks prior to 1 st day of class
Spring 2018 Semester	1 st day of class	November 6, 2017	2 weeks prior to 1 st day of class

* **Qualifying Cut-off Date:** The date by which the 12-month physical domicile must have expired in order to **possibly** be classified in-state for the specified term. The 12-month period begins after a student has **completed** their move to the State of Colorado and has severed ties to their previous state, not merely when a student arrives in Colorado.

** **Petition Deadline:** The Tuition Classification Officer, located in the Admissions Office, must receive **fully completed petitions** by the “no later than” date above in order to be considered for the semester in question. Petitions received after this date **will not** be considered without prior exceptions being granted. Because a 12-month physical domicile must be proven, petitions will not be reviewed prior to the “no earlier than” date above.

PLEASE NOTE THE FOLLOWING:

- Read the **entire** petition completely; if you have questions, call 970.248.1958
- If an item does not apply, mark “N/A”; if you cannot answer a question, clearly state why not
- Attach **all** documentation requested – the burden of proof is placed on the student
- If you are unable to attach a required document, clearly state why not
- Before submitting your petition, **make certain your signature is notarized**; if the Parent(s) Statement for Minor Claiming Emancipation (see last page) is attached as part of a petition, **the parent(s) signature must also be notarized**

PETITION FOR IN-STATE TUITION CLASSIFICATION

(02/24/2016)

Indicate the term for which you are petitioning: Fall Spring Summer Year _____

Student's name: _____ Student ID #: 700

Address: _____
Street City State Zip

Home phone: () _____ Cell Phone: () _____

Age: _____ Birth date: _____ Marital status: _____ Date married: _____

E-mail address: _____

NOTE: Your petition decision will be e-mailed to both your CMU address and to the above address.

To determine who should complete this petition, please read the following information carefully:

Per Colorado law, tuition classification for students *under the age of 23* is determined by the student's parent. Unless a student is otherwise emancipated because of their marriage, being financially independent of their parent, or they have a dependent of their own, then a student under the age of 23 may be considered in-state if their parent is proven to be a Colorado resident.

- **If the student seeking in-state status is under the age of 23 and is emancipated** as stated in the above paragraph, then the student must complete this petition and attach their supporting documentation when requested.
- **If the student seeking in-state status is under the age of 23 and is not emancipated** as stated above, then the parent must complete this petition and attach their supporting documentation when requested.
- **If the student seeking in-state status has a court appointed legal guardian**, the legal guardian must complete this petition and attach their supporting documentation when requested. Additionally, the legal guardian must include: 1) a copy of the court decree or letters of guardianship, whichever is appropriate; 2) a statement from the court that the parent(s), if living, do not provide support to the minor child; and 3) a statement from the court certifying that the primary purpose of the appointed guardianship is not to qualify the student as a resident for tuition purposes.

Name of individual completing this petition (if other than student): _____

Address: _____
Street City State Zip

Daytime phone: () _____ Relationship to student: _____

IMPORTANT IMPORTANT IMPORTANT IMPORTANT

- Read the **entire** petition completely; if you have questions, call 970.248.1613
- If an item does not apply, mark "N/A"; if you cannot answer a question, clearly state why not
- Attach **all** documentation requested – the burden of proof is placed on the student
- If you are unable to supply a required document, clearly state why not
- Before submitting a petition, ***make certain your signature is notarized***; if the Parent(s) Statement for Minor Claiming Emancipation (see last page) is attached as part of a petition, ***the parent(s) signature must also be notarized***

AN INCOMPLETE PETITION MAY RESULT IN YOUR PETITION BEING DENIED

1. Is the student a citizen of the United States? Yes No
 If not a US citizen, is the student a Permanent Resident of the US? Yes No N/A
 Does the student hold any other immigrant visa? Yes No N/A
NOTE: If not a US citizen, please attach a copy of your Permanent Resident Card or any other immigrant visa.

2. List all dates of physical presence (most recent first) in the State of Colorado (month/day/year):
 From: _____ To: _____
 From: _____ To: _____
 From: _____ To: _____
 Reason for any absence: _____
NOTE: Please attach proof of your physical presence in Colorado for the past 12 months (i.e., copy of rental or lease agreement, letter from landlord, copies of rent receipts, etc.).

3. Did you file a Colorado State tax return during the last tax year? Yes No
 If you did not file a Colorado return in the past 12 months, please state reason(s): _____

 List exact years for which you have filed Colorado returns: _____
 For what other state have you filed tax returns? _____ Which years? _____
 Is Colorado income tax currently being withheld from your pay? Yes No
NOTE: Please attach photocopies of your state (not federal) income tax returns for the past two years (all states). Submit W-2 forms or most recent year-to-date pay stub if state returns have not yet been filed for the current tax year.

4. List all employment for the past two years (most recent position first). Be sure to list address and dates of employment for each:

Employer (Firm)	Address/City/State	From / To
Employer (Firm)	Address/City/State	From / To
Employer (Firm)	Address/City/State	From / To
Employer (Firm)	Address/City/State	From / To

5. Are you currently working, or have you accepted future employment, in the State of Colorado?
 Yes No
NOTE: If yes, please attach a photocopy of your most recent pay stub or contract for future employment.

6. Are you a registered voter? Yes No State Name? _____
NOTE: If registered in Colorado, attach a photocopy of your Certificate of Voter Registration from your county clerk. If a "Y" is next to "Voter" on your Colorado driver's license, you need not attach your Certificate of Voter Registration.

7. Do you operate (drive) a motor vehicle? Yes No
 If yes, in what state is it licensed? _____
 List exact **dates** and **states** of motor vehicle registration for **past two years**: _____
 and _____
 If over the last two years you have operated a motor vehicle in Colorado but **do not** own the vehicle yourself, please list the owner of the vehicle and relationship: _____
 List state of vehicle registration for above non-owned vehicle: _____
Important: *If you do not drive, list your mode of transportation* _____
NOTE: Please attach photocopies of Colorado vehicle registrations. *If you do not currently own a motor vehicle but drive one in Colorado, please attach photocopies of that vehicle's registration – even if it is owned by another individual.*
8. Do you have a current motor vehicle driver's license? Yes No
 In what state is it issued? _____ Date issued: _____
 Driver's license number: _____
 If you **do not** have a motor vehicle driver's license, do you have a State of Colorado identification card?
 Yes No If Yes, ID card number _____
NOTE: Please attach a photocopy of your motor vehicle driver's license. If your license was re-issued during the past 12 months due to your having turned 21 years of age, also attach a photocopy of your previous license or verifying proof from the Driver's License Examination and Testing station in your community. If your driver's license has been revoked, attach verifying proof as well. If you do not have a motor vehicle driver's license but do have a State of Colorado identification card, please attach a copy.
9. Do you own residential real estate property in Colorado? Yes No
 Date of purchase: _____ Address: _____
NOTE: Please attach documentation of the date the contract for purchase was signed or a photocopy of the Warranty Deed.
10. Do you maintain a home(s) in another state(s)? Yes No
 If yes, what other state(s)? _____
 List dates that you have resided in this home(s): _____
11. Are you a graduate from a Colorado high school? Yes No Year _____
 Did you attend a Colorado high school at least three years prior to graduation? Yes No
 What is the name/location of your Colorado high school? _____
12. Have you attended a college/university during the past two years? Yes No
 If yes, please list where and approximate dates of attendance:

 Were you granted in-state tuition? Yes No Where? _____
13. Are you a Military Veteran, or are you currently serving in the military service? Yes No
 If yes, list dates of service (MM/DD/YY): From _____ To _____
 Dates of active duty *stationed in Colorado* (MM/DD/YY): From: _____ To: _____
NOTE: *If active duty*, please attach a verified copy of your most recent W-4 form filed with your military personnel office. State of record for tax purposes must be clearly identifiable. *If you are a Veteran*, please attach a copy of your DD-214. *If active duty stationed in Colorado*, please attach a copy of your military orders reflecting duty station. Thank you for your service!

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Complete questions #14a and #14b ONLY if you are under the age of 23 and seeking residency status based on your own information. If you are over the age of 23, please proceed to question #15.

14. a) List all financial support you have received from your parent(s) during the past 15 months (attach another sheet if more space is needed):

Month _____ Year _____ Amount _____
Reason: _____
Month _____ Year _____ Amount _____
Reason: _____
Month _____ Year _____ Amount _____
Reason: _____

List the last year your parent(s) claimed you as a dependent on their income tax: _____

List your parent's home address **and** the dates you resided there during the previous two years (attach another sheet if more space is needed):

_____ Address _____ From / To (month and year) _____

_____ Address _____ From / To (month and year) _____

List your sources of income from employment (yearly take home [net] pay), loans, school sources, personal savings, trust funds, and gifts from parent(s), relatives or friends for the 12-month period prior to the term you are petitioning (attach another sheet if more space is needed):

_____ Source _____ Address/City/State _____ Date _____ Amount _____

_____ Source _____ Address/City/State _____ Date _____ Amount _____

_____ Source _____ Address/City/State _____ Date _____ Amount _____

NOTE: You must attach verifying proof and documentation for each income source during the last 12 months.

- ***If employment is used as an income source, list it in terms of yearly take home (net) totals (as documented by W-2 forms, statements from employers, etc.) rather than in terms of wages per hour, per week, or per month. Year-to-date pay stub(s) are required as proof.***
- ***If your income is provided by a trust fund, furnish written documentation (such as photocopies of legal papers setting up the trust) stating the purpose for the trust, the date it was established, and the dates, amounts, and persons by whom any money was added to the trust fund in the last 12 months.***
- ***If you have savings, they must be documented by photocopies of balance statements covering the entire previous 12 month period. You must also prove where the monies in your savings came from (personal earnings, loans, gifts, etc.).***

14. b) Compute and list your estimated expenses for the past 12 months:

Room (rent) per month _____ = _____ per year

Board (meals) per month _____ = _____ per year

Tuition and fees per semester _____ = _____ per year

Miscellaneous per month _____ = _____ per year

NOTE: Students under the age of 23 completing questions #14a and #14b (seeking residency status based on their own information) must attach copies of their PARENT(S) FEDERAL INCOME TAX RETURN (first page only). Parent(s) must also complete question #16 on the last page of this document.

15. Supply any additional information you feel is important in proving your intent to make Colorado your permanent home: _____

IMPORTANT IMPORTANT IMPORTANT IMPORTANT

- If false information or any falsified supporting document is included in this petition, the petition will be voided and any determination of in-state tuition classification will be nullified.
- Students will be notified of their residency decision **no later than three (3) weeks after submitting a completed petition for review.**
- If you do not agree with the decision of tuition classification as provided to you after review of this petition, you may appeal the decision. Written appeals (with any additional supporting documentation) must be provided to the Tuition Classification Officer, Colorado Mesa University, Admissions Office, no later than 15 days from the date the denial e-mail was sent to the student. Please ensure that your e-mail address as contained on page one of this residency petition is correct. The decision of the Residency Appeals Committee is the **final** college determination.

I hereby swear/affirm that the answers given in this residency petition are accurate and complete, and that all documents attached hereto are true and unaltered copies of the original documents requested. I also understand that **all copies attached hereto are nonreturnable and become a permanent part of my record.** Should circumstances change that would affect the tuition status requested by this petition, I agree to notify (in writing) the Tuition Classification Officer, CMU Admissions Office, within 15 days after such change.

DO NOT SIGN UNLESS DONE SO IN THE PRESENCE OF A NOTARY PUBLIC!

Signature of Student Date

Signature of Parent (or Legal Guardian) Completing this Form Date

NOTARY USE ONLY: State of _____ County of _____

Sworn and subscribed before me this _____ day of _____, Year **20** _____

Signature of Notary Public: _____ Commission Expires: _____

PARENT(S) STATEMENT FOR MINOR CLAIMING EMANCIPATION

16. I (We), _____, the parent(s) of _____ relinquish any claim or right to the care, custody, support, and earnings of said minor as of _____(MM/DD/YY). The last time this minor was claimed by me (us) as a state or federal income tax exemption was _____(MM/DD/YY) **and he/she will not be so claimed in this or subsequent years.** The only support I (we) have provided to this minor since emancipation has been the following (attach another sheet if more space is needed):

Amount	Date	Reason

IMPORTANT IMPORTANT IMPORTANT IMPORTANT

- Attach photocopies of **FEDERAL TAX RETURNS** (front page only - not W-2 forms) for the last two years.
- If upon periodic re-examination of an individual’s status as an emancipated minor it appears that he/she is no longer emancipated, the student may be reclassified as out-of-state for tuition purposes. Evidence that a minor is no longer emancipated may include financial support by parent(s) or being claimed as a tax exemption by parent(s).
- Failure to fully complete this form could result in denial of your *Petition for In-State Tuition Classification*.
- **Signature of parent(s) must be notarized.**

I (we) hereby swear/affirm that the emancipation referred to herein is an absolute emancipation for all purposes whatsoever, and was not done for the purpose of tuition classification.

DO NOT SIGN UNLESS DONE SO IN THE PRESENCE OF A NOTARY PUBLIC!

Signature of Parent	Date
Signature of Parent	Date

NOTARY USE ONLY: State of: _____ County of _____

Sworn and subscribed before me this _____ day of _____, Year **20** _____

Signature of Notary Public: _____ Commission Expires: _____