



Petition for In-State Tuition Classification

5900 S. Santa Fe Drive, P.O. Box 9002, Littleton, CO 80160-9002. 303.797.4ACC (Tel) 303.797.5970 (Fax)

Indicate the term and year for which you are petitioning: Term _____ Year _____

Purpose of petition: This petition is provided for current and former Arapahoe Community College students to request a change from out-of-state residency to in-state residency for tuition purposes. Students new to the ACC system should request in-state classification by completing the appropriate section of the application for admission and should complete this petition only if requested to do so.

Student Name _____

Student ID Number _____ Social Security Number* _____

Address for Reply _____
(Notify the tuition classification office of any changes made after submitting the petition)

E-mail Address _____

Telephone _____ Age _____ Birthdate _____ Marital Status _____ Date of Marriage _____

*For record keeping and identification of students.

Petitioner, if not the student (see below)

Address _____

Telephone _____ Relationship to Student _____

Information for Petitioners

Petitioner determination: If you were 23 years old one year prior to the first day of class of the academic term for which you are petitioning, or were married, or emancipated from your parents, you must petition for yourself. Otherwise, a parent or court appointed legal guardian must petition for you. This petition will then be based on the parents of guardians information, and you will qualify for in-state residency only if your parent or guardian qualifies. This person must have been your parent or legal guardian for at least one year.

Legal Guardian: If the petitioner is your court-appointed legal guardian, enclose: (1) a copy of the court decree or letters of guardianship, as appropriate; (2) a statement from the court affirming that your parents, if living, do not provide substantial support to you as a minor child; and (3) a statement from the court certifying that the primary purpose of such appointment is not to qualify you as a Colorado resident for tuition purposes.

The 12-Month Domicile period: In-state status requires domicile, or legal residence, in Colorado at least one year before the first day of class for the term for which you are petitioning. Depending on your age and marital status, this 12 month period may apply either to you, your parents or legal guardian. Please read "Tuition Classification Information" sheet for more detailed information, available at Information Central or on the College website at www.arapahoe.edu. The only exceptions provided by statute to this 12 month period are active duty military personnel on permanent duty station in Colorado, for certain Olympic athletes, and for former Colorado residents who have resided outside Colorado for less than a year.

1. Petitions **must be received by the 10th day of the term** for which you are petitioning. Petitions received after the 10th day of the term will be considered for the following term
2. **PLEASE INCLUDE ALL REQUIRED DOCUMENTS.** Failure to do so will substantially delay a decision and your petition may be rejected if deficiencies are not corrected. Please consult Admissions and Records if you have questions or need assistance in completing the petition. Documentation you submit cannot be returned to you and must be destroyed per state statute. ***You should make a copy of the entire petition, including all documentations, for your records.***
3. You will be notified of the result of your petition by mail. Changes to tuition classification will also be reflected on ACC Web page. ***Please allow four weeks for notification.***
4. Financial aid recipients should submit petitions prior to the early registration payment deadline to allow adequate time for reprocessing of awards. In most cases, Financial awards will change if your tuition classification changes. You should consult a counselor in the Office of Financial Aid to ensure your understandings of the adjustment and any new obligations you may have incurred as a result of receiving in-state status.

Petition for In-State Tuition Classification

The questions in this petition cover each factor that may potentially influence your residency classification. Answer **ALL** questions (answer "none" or "non applicable" if appropriate), and provide all required documentation. Failure to do so may delay processing and may result in rejection of your petition. Please do not submit a petition with missing or incomplete information. Include additional pages if you need more space for your answers.

1. Are you a citizen of the United States? YES ____ NO ____
 (If yes, go on to question 2.)

A. If no, do you hold an immigrant visa? _____ YES ____ NO ____

B. Date immigrant visa was issued _____
 Or type of nonimmigrant visa _____

Include a copy of your resident alien nonimmigrant visa.

If your immigrant visa was issued after the beginning of the 12-month domicile period, **include evidence indicating the date on which the Bureau of Citizenship and Immigration Services (BCIS) certified your eligibility to reside permanently in the United States.**

2. If you are a U.S. citizen or resident alien, have you resided in a foreign country (as other than a student or tourist) during the past two years? YES ____ NO ____
 (If no, go on to question 3.)

A. If yes, did this residence occur since you began living in Colorado? YES ____ NO ____
 (If no, go on to question 3.)

B. List period of residence:
 FROM _____ TO _____ COUNTRY _____

C. Explain your immigration or visa status in that country, and include a copy of your visa: _____

Include copies of Form 2555 of your federal income tax returns for all years of foreign residence. If not filed include an explanation.

3. List all specific periods you have physically resided in the State of Colorado. Indicate all absences. If necessary, attach additional sheets.

Periods of Residence (month, day, year)		Periods of Absence (month, day, year)	
From _____	To _____	From _____	To _____
From _____	To _____	From _____	To _____
From _____	To _____	From _____	To _____

4. Include evidence of your place of residence in Colorado during the 12-month domicile period as indicated below. The enclosed qualifying deadline sheet indicated the necessary dates for documentation. Submit evidence documenting your place or residence beginning *no later* than the Domicile Qualifying Date for the term for which you are applying through the date you submit the petition. Renters should provide one of the following: copies of leases, rent receipts, or letters from landlords. Evidence submitted must include the address of the property and the landlord's signature and address. Homeowners should submit a copy of the warranty deed.

5. Income tax information.

- A. List all years for which you have filed Colorado state income tax returns: _____
- B. List all years for which you have filed state tax returns in a state other than Colorado: _____
- C. List all years for which you filed federal income tax returns: _____
- D. If you did not file a Colorado state return in the past two years, please state the reason: _____

Include copies of all State income tax returns; including returns from states other than Colorado, for the past two years (include copies of W-2 forms if you did not file tax returns). You may omit this documentation for years that you did not reside in Colorado, unless you were a permanent resident of Colorado who was temporarily absent for that year. If you do not have personal copies, you must obtain copies from your tax preparer or from the appropriate federal or state agency.

6. List all employers for the past two years, including both Colorado and non-Colorado positions. Be sure to list the month, day, and year of employment. **Include verification from each Colorado employer regarding dates of employment.** A letter from the employer or copies of payroll statements is acceptable documentation. You may omit documentation for temporary and student assistant positions.

A. Employer _____ From _____ To _____

Address _____

B. Employer _____ From _____ To _____

Address _____

C. Employer _____ From _____ To _____

Address _____

7. Have you ever registered to vote in the United States? (If no, go on to question 8). YES ____ NO ____

A. State of most recent vote registration: _____

B. If registered in Colorado, date of most recent registration: _____

If registered in Colorado, include a copy of your certificate of registration from your county clerk documenting the date of registration. If your voter registration is noted on your Colorado driver's license, that license will be sufficient documentation.

8. Have you owned or been the primary user of a motor vehicle since you began living in Colorado? YES ____ NO ____

Include copies of all Colorado vehicle registrations for the past two years. (If No, go on to question 9.)

A. Name of registered owner _____

B. Relationship to you _____

C. List states and dates of vehicle registration during the past two years: _____

9. In any state, have you ever had a motor vehicles operator's license? YES ____ NO ____

A. Current or most recent state of issue: _____

B. Date of issue: _____ (month, day, year)

- **Include a copy of your drivers license**
- If you have a Colorado license that was renewed during the 12- month domicile period, also **include copy of your previous Colorado license, verifying the original date of issue.** This evidence is available from the Department of Motor Vehicles.
- If you have a Colorado identification card rather than a driver's license, provide a copy of the identification card. If this card was renewed or reissued during the 12-month domicile period, also provide evidence of the date of issue or any previous Colorado identification. **You must also include a copy of any driver's license you may have.**

10. During the past year, have you had any significant life activities, other than employment or education, which required your presence in Colorado or elsewhere? Such activities might include athletic competition, religious activities, or other personal matters. If yes, include an explanation of these activities. YES ____ NO ____

11. Do you maintain a home in another state or country? (If no, go on to question 13.) YES ____ NO ____

A. Location _____

B. List periods of residence there: _____

12. Did you graduate from a Colorado High School? YES ____ NO ____

If yes, list the high school name, location, and graduation date. _____

13. List all colleges and universities you have attended, including ACC. If no such attendance, please indicate 'none'.

Institution	Dated Attended (month, year)	
_____	From _____	To _____
_____	From _____	To _____
_____	From _____	To _____

a. At which schools were you assessed nonresident tuition? _____

For any school you attended outside Colorado since you began living in Colorado, **include documentation verifying your nonresident classification.**

14. Have you been an active-duty member of the US armed forces during the past two years? YES ____ NO ____
(If no, go on to question 16.)

A. If yes, list period of service: From _____ To _____

B. What were the dates you stationed in Colorado? From _____ To _____

- If discharged, include a copy of Form DD 214.
 - If you were on active duty during the 12-month domicile period, and were stationed in Colorado, **include a copy of your most recent Form DD 2058 (State of Legal residence for tax purposes) or copies of your leave and earning statements indicating your state of legal residence for tax purposes during entire 12-month period.**
 - If you were on active duty during the 12-month domicile period, but were *not* stationed in Colorado, **include copies of W-2 forms, Colorado tax returns, or other evidence of your state of legal residence for tax purposes for each year since you were last stationed in Colorado.**
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15. Explain why you regard Colorado as your permanent home. If you are a student, indicate your plans for residence and employment after you leave Arapahoe Community College. Supply any and all additional information you feel can help show your intent to make Colorado your permanent home. If applicable, also supply any and all additional information you feel can help show your emancipation from your parents. Include any relevant documentation. If you are the student's parent or guardian, please indicate the expected duration and employment (if employed) in Colorado.

16. Emancipation information. Complete questions 16-18 and page 6 if you will not be 23 years of age by the first day of class of the term for which you are petitioning. Otherwise, go on to question 19. If you were married as of the beginning of the 12-month domicile period, you may include a copy of your marriage certificate instead of completing question 16-18.

List and compute expenses for the past twelve months _____

Room per month _____ = Total for year _____

Food per month _____ = Total for year _____

Tuition and fees per term _____ = Total for year _____

*Miscellaneous per month _____ = Total for year _____

Total expenses (all columns) for year: _____

*Additional expenses include utilities, telephone, transportation, medical, recreation, books and supplies, and all other expenses.

17. In support of your claim of emancipation, you must make a complete financial disclosure.

A. List all sources of financial support during your 12-month domicile period. Estimate funds for future months. This should include income from employment; commercial loans; college financial aid; personal savings; trust funds; gifts and loans from parents, other relatives, and friends; and all other sources. Use additional sheets if necessary. **Provide documentation for each source listed that clearly indicated that fund received and the date of receipt.**

For employment income, list total take-home pay (as documented by W-2 forms, payroll statements, or letters from employers) during the 12-month period, not hourly or monthly wages. **For any unreported income such as tip income, provide statements from employers verifying amounts.**

Source	Address	Date	Amount

Total amounts listed must equal or exceed expenses listed in question 16. Total: _____

18. Include copies of the first page of your parents federal income tax returns for the years you have been emancipated, and have each parent complete question 21 (separate forms may be used).

**Arapahoe Community College
Parental Statement for Minor Claiming Emancipation**

I (We), _____, the parent (s) of _____, have entirely surrendered the right to care, custody and earnings of this minor as of _____ (month, day, and year). As of and since that date, I (we) have made no provision for the financial support of this minor child. The last tax year for which he or she was claimed by me (us) as a state or federal income tax exemption was _____, and he or she will not be so claimed in this or any subsequent years. All funds provided to this minor since emancipation include _____ (list dates, amounts, and purposes; if none, so state). I (we) do not intend to resume financial support in any manner. I (we) have included copies of the first page of all federal income tax returns covering the year(s) of emancipation.

The emancipation referred to herein is an absolute emancipation for all purposes whatsoever. I (we) agree that if periodic reexamination of the minor child's status reveals that he or she is no longer emancipated, he or she may be subject to retroactive reclassification as a nonresident for tuition purposes. I (we) understand that supporting the minor or claiming the minor as a tax exemption will provide evidence for reclassification.

Signature _____ Date _____
Each parent must sign, even though only one may have legal custody. Separate forms may be used.)

Signature of Notary Public _____

County of _____ State of _____

My commission expires _____

Sworn and subscribed to me this _____ day of _____, 20 _____

Signature _____ Date _____
Each parent must sign, even though only one may have legal custody. Separate forms may be used.)

Signature of Notary Public _____

County of _____ State of _____

My commission expires _____

Sworn and subscribed to me this _____ day of _____, 20 _____

19. Any false information or falsified supporting documents included in this petition may subject you to both criminal charges and Arapahoe Community College disciplinary proceedings, and out-of-state tuition may be retroactively assessed.

I hereby swear and affirm that the answers given in this petition are accurate and complete, and that all documents included hereto are true and unaltered copies of the original documents. If my circumstances change, affecting the tuition status requested by this petition, I agree to notify the tuition classification officer in writing within 15 days after such change.

Printed Name _____

Signature of Petitioner _____

(Sign only in presence of notary)

Date _____

Printed Name _____

Signature of Parent or Legal Guardian completing this form

(Sign only in presence of notary)

Date _____

County of _____

State of _____

Sworn and subscribed to me this ____ day of _____

My Commission Expires _____

Signature of Notary Public

Petition Checklist

Please make sure you

Physical presence (lease, warranty deed) ____

Driver's license ____

Voter's registration ____

Car registration ____

Colorado Tax Returns _____

Other _____

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DO NOT WRITE BELOW THIS LINE

Viewed Documents: _____

Emancipation Review: _____

Documents Verified: Physical presence (lease, warranty deed) ____ Start Date _____
 Driver's license ____ Date Issued _____
 Voter's registration Yes No
 Car registration ____ Date Issued _____
 Colorado Tax Returns (year) _____
 Federal Tax Returns (year) _____

Tuition classification decision: Approved Denied Date _____

Effective _____ 20_____ Decision made by: _____

Further action taken:

Arapahoe Community College does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission, access, treatment, or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and section 504 may be referred to David Castro, director of Human Resources, 5900 S Santa Fe Dr, PO Box 9002, Littleton, CO 80160-9002, telephone (303) 797-5704.