

*This petition is used to request tuition re-classification.*

Campus \_\_\_\_\_

Tuition Classification Officer \_\_\_\_\_ Phone \_\_\_\_\_

Deadline for return \_\_\_\_\_

This packet must be completed, signed and returned to the campus Tuition Classification Officer within 10 days after the start of the semester. If you require additional time to complete the paperwork please contact your campus Tuition Classification Officer. Failure to return the petition and all required documentation by the deadline date may delay the approval of tuition reclassification until the following semester.

***Students over 23***

Complete the petition packet 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 packet 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 packet and provide ALL documentation you have received in the state of Colorado under the Domicile, Intent and Emancipation sections.

***Students under 23 who have been married for over one year***

Complete the petition packet and provide ALL documentation under the Domicile and Intent areas below. Also provide a copy of your marriage certificate.

***DACA Students***

Complete the petition packet and provide a copy of your I-797 form.

Colorado Mountain College follows the Tuition Classification requirements set by the Colorado Department of Higher Education. For additional information please visit their website at: [www.highered.colorado.gov](http://www.highered.colorado.gov) and click on Residency Requirements.

**Appeal Process for Denial of Tuition Classification**

Colorado Mountain College has an appeal process that you can utilize if your petition for tuition reclassification is denied. Please follow these steps:

- Contact the site within two weeks of the tuition classification decision and ask to appeal the decision
- Your request will be forwarded to the college-wide tuition classification committee
- You may be asked to provide clarification or additional documentation to support your request to have your tuition classification changed
- You will have an opportunity to share with the committee your reasons that decision should be changed
- The decision of the appeal committee is final

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***The following documentation is required when you return your completed forms:***

**Copy of Permanent Resident Card if not a US citizen**

**Evidence of Domicile**

Domicile is defined as your true, fixed, and permanent home and place of habitation. Domicile is a legal characteristic that everyone has, and you can have only one domicile at any one time. Your domicile is your legal, primary residence. Provide documentation proving physical presence for a one-year period, i.e. lease agreements, mortgage payments, letter from landlord, etc.

**Verification of intent to be a Colorado resident**

Submit copies of ALL that you have obtained in the state of Colorado:

- **Copy of Colorado tax return**
- **Colorado driver's license.** If you have a driver's license from another state, you must apply for a Colorado driver's license. If you do not drive, you may obtain a Colorado identification card.
- **Colorado vehicle registration.** Please visit the Colorado Department of Motor Vehicle's [website](#) for information vehicle registration requirements.
- **Colorado Voter registration.** You may register to vote with your county clerk, or when you obtain your Colorado driver's license, as soon as you move into the State.
- **Permanent employment** or acceptance of future permanent employment in Colorado. Provide a letter from employer verifying your employment dates or copies of paystubs for 12 consecutive months prior to the start of the semester of which you are petitioning for residency.

**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 are granted in-state status. If you meet this Colorado high school rule requirement, simply attach a copy of your high school transcript (must have the date of graduation on it) and a copy of your admissions letter to a Colorado college or unofficial Colorado college transcript, complete the Personal Information section on the next page, sign the petition and submit it to the tuition classification officer on your campus.

**Denial of Tuition Re-classification**

The following may be considered as **evidence indicating domicile outside Colorado** and may prevent a change in tuition classification.

- **Failure to pay Colorado state income tax.** Filing a nonresident Colorado tax return is persuasive evidence of domicile outside Colorado.
- **Failure to comply with any law imposing a mandatory duty on a permanent resident of Colorado.** Examples include failure to register a motor vehicle and failure to change your driver's license to Colorado within the statutory periods, as well as failure to file a Colorado state income tax return.
- **Return to your former state of residence** for a substantial period of time during the summer or during other periods when not enrolled as a student or between academic sessions.
- **Maintenance of a home in another state.**
- **Prolonged absence from Colorado,** except for military or government service or for temporary absences required by an employer.
- **Any other factors particular to your situation** that indicates non-Colorado domicile. Examples include applying for a loan or receiving college financial aid from another state where domicile in that state is a condition for receiving funds, and voting or registering to vote in another state.

Visit the Colorado Department of Higher Education website at: [www.highered.colorado.gov](http://www.highered.colorado.gov) for additional information on residency requirements as well as frequently asked questions.

**To be completed by Tuition Classification Officer**

Current Tuition Classification \_\_\_\_\_ Tuition Classification Requesting \_\_\_\_\_  
 Tuition Classification Officer \_\_\_\_\_ Campus \_\_\_\_\_  
 Date Approved \_\_\_\_\_ If applicable: Date Financial Aid Notified \_\_\_\_\_  
 Date Denied \_\_\_\_\_ Reason for denial \_\_\_\_\_

**Personal Information**

Student Name \_\_\_\_\_  
 Parent/Guardian name if information is provided \_\_\_\_\_  
 CMC Student ID \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_  
 Physical address (not PO Box) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Mailing address if different from physical address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Marital Status (used only in determining emancipation) \_\_\_\_\_ Date Married \_\_\_\_\_

**Citizenship Status**

Are you a citizen of the United States? Yes  No  Nation of Citizenship \_\_\_\_\_

Attach a copy of Visa or Permanent Registration card (front and back)

Check this box if the following statement is correct:

*I have no official classification with the Department of Immigration and Naturalizations Services (INS)*

**Tax Information**

List state and year in which you most recently filed state income tax: \_\_\_\_\_

List the years you have filed Colorado returns as a Colorado resident: \_\_\_\_\_

Attach copies of copies of your most recent Federal and Colorado tax return. Attach copies of W-2 forms if Colorado returns were not filed. If you did not file, include an explanation of why.

**Physical Presence**

List range of dates you were physically domiciled in the state of Colorado for the previous 12 months Provide documentation for the past 12 months of living in Colorado: photocopy of lease, rent receipts, owners deed, letter from landlord or roommate.

Dates From/To	Address	City	State/Zipcode	Rent/Own/Other
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Employment**

List all periods of employment for the last 12 months. If you had earned income and did not file a Colorado Tax Return for last year documentation is required from each of your employers.

Dates From/To	Employer	City	State/Zipcode
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you accepted future employment in Colorado? Yes \_\_\_\_\_ Start date of employment \_\_\_\_\_ No

Attach a copy of a contract or other proof on company letterhead and notarized statement.

**Previous Education**

List all colleges, universities or educational institutions you attended during the past 12 months.

Dates From/To	College	City	State/Zip	Tuition In/Out of State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Additional Documentation**

In what state is your driver's license issued? \_\_\_\_\_

In what state is your motor vehicle registered? \_\_\_\_\_

In what state are you currently registered to vote? \_\_\_\_\_

Include copies of Colorado driver's license and Colorado motor vehicle registration

I do not have a driver's license      I have a Colorado state ID (provide copy)

I do not have a motor vehicle      I am not registered to vote in any state

I/we understand that the information provided on this form will be used in determining your eligibility for in-state or in-district tuition. I/we understand that providing false or misleading information to receive this tax supported subsidy of tuition may result in disciplinary action and /or criminal charges.

I hereby certify that the answers provided with this petition are accurate and complete, and all the documents attached are true and unaltered copies of the original documents. If my circumstances change which may affect the tuition status requested by this petition, I agree to immediately notify the Enrollment Services office at the campus I will be attending. If I am receiving financial aid, I understand that I must immediately notify the Financial Aid Office of any change in my tuition classification.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent or Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Parent or court appointed guardian must sign this form if their information is included in the Petition.*

**If you are under 23, unmarried, and are petitioning with your own information, please answer the following questions or provide a copy of your Colorado income tax from the last year. The Parent/Guardian Emancipation form must also be completed and included with your petition.**

List all your sources of income (employment, loans, school sources, personal savings, trust funds and gifts from relatives, friends etc.) since your parents/legal guardian stopped providing financial support. A minimum of twelve months of financial independence from your parents/legal guardians is required.

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

Dates income received \_\_\_\_\_ Amount per year \_\_\_\_\_

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

Dates income received \_\_\_\_\_ Amount per year \_\_\_\_\_

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

Dates income received \_\_\_\_\_ Amount per year \_\_\_\_\_

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

Dates income received \_\_\_\_\_ Amount per year \_\_\_\_\_

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

Dates income received \_\_\_\_\_ Amount per year \_\_\_\_\_

List and calculate your expenses for the last twelve months:

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

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

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

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

Total expenses per year \_\_\_\_\_

Total income less expenses \_\_\_\_\_

Supply any additional information you believe may help show your intent to make Colorado your permanent home.

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**Parent/Legal Guardian Statement for Minor Claiming Emancipation**

*If you are under 23 years old and claiming emancipation your parents or legal guardians must complete this form.*

**Emancipation** requires that your parents cannot provide financial support of any nature for any purpose. Parental support includes funds your parents may have previously set aside for your current support even if those funds are in your name. Parents may provide reasonable incidental gifts but may not provide significant funds. Emancipation by parental intent exists when the minor establishes two elements:

- (1) That his/her parents have entirely surrendered the right to his/her care, custody, and earnings; and
- (2) That his/her parents are no longer under any duty to support him/her and have made no provision to support or maintain him/her.

**A copy of the parent's most recent tax return must be submitted with this completed document to verify that the minor has not been claimed as a dependent.**

Married students under the age of 23 years old are considered emancipated after one year of marriage.

I/we \_\_\_\_\_ the parent (s)/step-parent (s)/legal guardian (s) of \_\_\_\_\_ (Student's name)

have entirely surrendered the right to care, custody, earnings, as of \_\_\_\_\_ (Date).

The last time we claimed \_\_\_\_\_ (Student's name) on our state or federal income tax was \_\_\_\_\_ (Date) and he/she will not be claimed in subsequent years.

The only support I/we have provided has been \_\_\_\_\_

***Please include photocopies of all federal income tax returns (not W-2 forms) covering the 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.

Signature of Parent /Guardian 1: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian 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 re-classified 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).