

*This petition is used to request tuition re-classification from Out-of-State.*

If changes to tuition classification are requested for the current semester, this petition must be completed, signed and returned to the campus [Tuition Classification Officer](#) within 10 days after the start of the semester.

Colorado Mountain College follows the Tuition Classification requirements set by the Colorado Department of Higher Education. For additional information please visit their website at: <https://cdhe.colorado.gov/residency-requirements>.

**Student Information**

Student Name \_\_\_\_\_

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 \_\_\_\_\_

Current Tuition Classification \_\_\_\_\_ Tuition Classification Requesting \_\_\_\_\_

Please select your situation from the options below:

***Students over 23***

Complete the petition and provide ALL documentation requested below.

***Students under 23 whose parents or legal court appointed guardians are Colorado residents***

The remaining petition should be completed with your parent(s) or legal court-appointed guardian(s) information and provide ALL documentation requested below. If you have a legal court-appointed guardian you must provide court documents.

***Students under 23 who are financially independent***

Complete the petition and provide ALL documentation and provide ALL documentation requested below. The Emancipation Form must also be completed and signed by your parent(s) or legal guardian(s).

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

Complete the petition and provide ALL documentation ALL documentation requested below. A copy of your marriage certificate is required.

***DACA Students***

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

***This remaining information in this petition pertains to:***

***The student***

***Parent or Guardian name(s)*** \_\_\_\_\_

**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. You must show that you have been domiciled in Colorado for at last 12 months.

Provide documentation for the past 12 months of living in Colorado: photocopy of lease, rent receipts, owners deed, mortgage payment receipt, letter from landlord or roommate.

List range of dates you were physically domiciled in the state of Colorado for the previous 12 months.

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

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

The following would be expected of any permanent resident of Colorado.

- Filing a Colorado tax return.
- Permanent employment.
- Obtaining Colorado driver's license.
- Colorado vehicle registration.
- Colorado Voter registration.

**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.

**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.

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**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

**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)***Additional Information**

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

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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.*

**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.

**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

**OFFICE USE ONLY**

Tuition Classification Officer \_\_\_\_\_ Campus \_\_\_\_\_

Date Approved \_\_\_\_\_ If applicable: Date Financial Aid Notified \_\_\_\_\_

Date Denied \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TCO Signature \_\_\_\_\_ Date \_\_\_\_\_

Colleague      Etrieve