

*This petition is used to request tuition re-classification from Out of State based on the ASSET Rule.*

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>.

HB22-1155 In-state Tuition for Colorado High School Graduates requires an institution to classify a student as an in-state student for tuition purposes if the student:

- Graduated from a Colorado high school  
or
- *was physically present in Colorado for at least one year immediately preceding the date the student successfully completed a high school equivalency examination in Colorado;*  
and
- *Has been physically present in Colorado for at least 12 consecutive months prior to enrolling in an institution.*

**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 \_\_\_\_\_

Attach the following documents

Official Highschool Transcript verifying graduation

**Evidence of Physical Presence**

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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**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 \_\_\_\_\_

Reason for denial \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Colleague      Etrieve