# IN-STATE TUITION PETITION

## INSTRUCTIONS AND DEADLINES

***Western State College of Colorado***

Petitions will be accepted beginning 60 days before the semester starts for each academic semester. Petitions will NOT be accepted before this date.

Petitions must be received by 5 P.M. on the first day of classes for each academic semester. Petitions will NOT be accepted after this date.

You will be notified of the result of your petition by mail. Please allow up to two weeks for notification. Changes in tuition classification will also be reflected in your account statement available through your Western OnLine account.

**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 DO NOT submit an incomplete petition! Areas on the petition which are "grayed" or highlighted require documentation as specified**. Documentation you submit must be retained as a record of the basis of action on petitions and cannot be returned to you. *You should make a copy of the entire petition, including documentation, for your records. State Audit Standards requires that we keep all documents used as a record of the basis of the institution's decision.*

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### IMPORTANT DATES AND DEADLINES

| Semester | Domicile Qualifying Date | Earliest Submission Date | Early Decision Deadline | FINAL Deadline |
|---|---|---|---|---|
| Summer 2012 | 5/7/2011 | 3/5/2012 | 4/16/2012 | 5/7/2012 |
| Fall 2012 | 8/28/2011 | 6/29/2012 | 8/7/2012 | 8/28/2012 |
| Spring 2013 | 1/14/2012 | 11/15/2012 | 12/23/2012 | 1/14/2013 |

**Earliest Submission Date:** First date that petitions will be accepted for that semester.

**Early Decision Deadline:** Completed petitions received by this date will receive a decision prior to the tuition due date unless additional documentation is required. If you submit your petition after this date and a decision is not made before the tuition due date, you must pay tuition at the out-of-state tuition rate by the due date. If your petition is approved, you will be issued a refund of any overpayment you have made.

**Final Deadline:** Last day for petitions to be accepted for that semester. **PETITIONS WILL NOT BE ACCEPTED AFTER THIS DATE.**

**Domicile Qualifying Date:** The last date that a Colorado domicile must have been clearly established to meet the minimum one year domicile requirement. This date is subject to changes in the College calendar.

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To take full advantage of in-state tuition status, you must apply separately for the **Colorado College Opportunity Fund (COF)**. There are no income qualifications. You may apply for COF before being approved for in-state status. To apply for a stipend online go to https://cof.college-assist.org .

Tim Albers
Tuition Classification Officer
(970) 943-2119
talbers@western.edu

Dear Petitioner:

The Colorado tuition classification statute lists many factors that are relevant to determining in-state eligibility. This petition requires all pertinent information. We will make every effort to assist you in completing the petition items and to advise you about obtaining appropriate documentation consistent with the statutory requirements for in-state tuition. Prior to starting an application, please visit the Department of Higher Education website and review the criteria for being considered for in-state tuition at http://highered.colorado.gov/Finance/Residency/ We encourage you to carefully read the information at this site prior to asking questions of the staff as most answers can readily be found in reviewing this information.

After reviewing the information at the website above, if you feel you might qualify for in-state tuition, we encourage you to insure that you receive a prompt response to your petition by *providing all information specified by the petition*. Read each item carefully. If you are not sure what documentation to provide or how to obtain documentation, please ask! **Please do not submit an incomplete petition**. A decision on your petition may be substantially delayed or may result in a denial if all information is not submitted.

Common concerns regarding completing the petition include:

- Petition item 3.b (**proof of place of residence**): Be sure to provide evidence of your place of residence in Colorado going back at least to the Domicile Qualifying Date listed in the Instructions and Deadlines (back of this sheet). Acceptable evidence includes a copy of your lease, statement from your landlord on letterhead or a notarized statement from roommates.
- Petition item 4.f: Be sure to provide complete copies of *all* state and federal tax returns filed for the past two years (if you lived in Colorado during all or part of those years).
  1. **Colorado returns:** If you filed your Colorado return as a part-year resident or nonresident, be sure to include a copy of *Form 104PN* (the part-year/nonresident apportionment schedule). If you do not have personal copies of your returns, you may obtain copies of Colorado returns from the Colorado Department of Revenue, telephone 303-238-7378. Best method: Download request form from http://www.revenue.state.co.us/PDF/dr5714.pdf; mail form to address on form or FAX to 303-289-6122.
  2. **Federal tax** information is available from the Internal Revenue Service, telephone 800- 829-1040. For copies of **tax returns from other states**, you should consult the appropriate agency in that state.
- Petition item 6.c (**voter registration**): your driver's license serves as evidence of voter registration *if the letter "Y" appears next to the word "voter"*. If not, contact the Gunnison County Clerks office at 221 N. Wisconsin for verification of your voter registration.
- Petition item 9.c (**date of previous Colorado driver's license**): this is available from the Colorado Driver's License Examiner at 221 N Wisconsin St # C.
- Petition item 15.a: Be sure to provide a *complete* list of all **sources of financial support** and provide *complete* documentation for each source including where funds originated within different accounts.
- Petition item 19: Be sure to have your signature **notarized**.
- Petition item 20 (if applicable): Be sure your **parents** provide accurate and complete information on this form and that their signatures are **notarized**. If the signature of one parent cannot be obtained, provide a signed statement from the other parent explaining the circumstances.

Your petition will be evaluated using the criteria established by law. Current guidelines by the Office of the Attorney General can be accessed at http://highered.colorado.gov/Finance/Residency/Guidelines_2009.pdf.

The burden of proof by law is on the petitioner to provide clear and convincing evidence of eligibility. The College reserves the right to require evidence in addition to the items specified in the petition when appropriate.

**Please be sure to read the petition instructions carefully.** Fill out all questions required for your petition status. Omission of required documentation will delay any decision on your petition and may result in a denial of your petition. If you have questions regarding tuition classification or the petition, please contact Tim Albers at 970 943 2119 or talbers@western.edu.

WESTERN STATE COLLEGE OF COLORADO

# PETITION FOR IN-STATE TUITION CLASSIFICATION

***This petition and all supporting documents must be submitted by 5 P.M. the first day of class of the term in order to be considered for that term.***

**Purpose of Petition**: This petition is provided for current students to request a change from out-of-state residency to in-state residency for tuition purposes.

IMPORTANT: Indicate the term for which you are petitioning: TERM _____ YEAR _____

STUDENT NAME _____ STUDENT ID NO. _____

ADDRESS FOR REPLY_____

EMAIL ADDRESS:_____

_____

TELEPHONE AGE BIRTHDATE MARITAL STATUS DATE MARRIED

NON-STUDENT PETITIONER (see below) _____

ADDRESS:_____

_____

TELEPHONE _____RELATIONSHIP TO STUDENT _____

## Information for Petitioners

**Petitioner Determination.** If one year prior to the first day of class of the academic term for which you are petitioning you were 22 years old, or were married, or were 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 parent's or guardian's information and you will qualify for in-state residency only if your parent or guardian qualifies. This person must have been your parent or guardian for at least one year before the first day of classes for the term for which you are petitioning. If your parent or guardian moved to Colorado after your 21st birthday, and you were not 22 years old as of the beginning of the 12-month period, *both* you and your parent or guardian must submit petitions; you need not complete items 16 -19 and 22 in this situation. For students who first enrolled at a public institution of higher education in Colorado for the Fall Semester 1996 or earlier, these ages should be decreased by 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 or to your parents. The only exceptions provided by statute to this 12-month period are for 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 one year.

**The Phrase "12 month domicile period"** refers to the 12 months immediately preceding the first day of class of the term for which you are petitioning.

**YOU MUST ANSWER ALL QUESTIONS IN THE PETITION. IF YOUR ANSWER IS "NONE" OR "NOT APPLICABLE", SO INDICATE. IF YOU DO NOT HAVE ROOM FOR A COMPLETE ANSWER, ATTACH ADDITIONAL SHEETS. FAILURE TO INCLUDE ALL REQUIRED DOCUMENTATION MAY DELAY PROCESSING AND MAY RESULT IN REJECTION OF YOUR PETITION.**

1. Are you a citizen or Permanent Resident of the United States? Yes _____ No _____
   (If a Permanent Resident, include a copy (both sides) of your Resident Alien Card)
   a. If not, do you hold an immigrant visa? Yes _____ No _____
   b. Date immigrant visa was issued _____
      or type of nonimmigrant visa _____
   c. **If your immigrant visa was issued after the beginning of the 12-month waiting period, include evidence indicating the date on which the Immigration and Naturalization Service accepted your Application for Adjustment of Status.**

2. If you are a U.S. citizen or Resident Alien, have you resided in a foreign country, other than as a student or tourist, during the past two years? Yes _____ No _____
   (if no, go to question 3)
   a. If yes, did this residence occur since you began living in Colorado? Yes _____ No _____
      If no, go to question 3.)
   b. If yes, list period of residence.

      FROM: _____ TO: _____ Country _____
      MONTH DAY YEAR MONTH DAY YEAR

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

   d. **Attach copies of Form 2555 of your federal income tax returns for all years of your foreign residence. If not filed, attach an explanation.**

3. a. For the last three years, list all specific periods you have been physically present in the state of Colorado. Indicate all absences. If necessary, attach additional sheets. Please attach an explanation for absences greater than 30 days.

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

   b. **Include evidence of your place of residence in Colorado during the 12-month domicile period. Submit evidence documenting your place of residence beginning no later than the Domicile Qualifying date (see cover sheet) 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. If you resided with a friend or relative and were not on the lease or mortgage, that person is regarded as your landlord. **Letters should be notarized or on company letterhead**

**RESIDENCE LIFE RESIDENTS** should provide a copy of contract (copy available from the Residence Life office) and/or copy of tuition and fee statements (available from the Cashier's Office.)

**HOMEOWNERS** should provide closing papers or warranty deed.

4. Did you file a Colorado state income tax return in the last 12 months? Yes _____ No _____

a. List all years for which you have filed Colorado returns: _____

b. List exact years for which you have filed returns in another state: _____

c. List years for which you have filed federal income tax returns: _____

d. If you did not file a Colorado state return in the past two years, please state reason(s):

_____

_____

e. If state taxes are currently being withheld, indicate for which state: _____

f. Attach photocopies of **all state and Federal income tax returns, including returns for state other than Colorado,** for the past two years. Include copies of W-2 forms if you did not file tax returns.

5. List all employment for the **past two years**, including both Colorado and non-Colorado positions. List most recent first.

1. _____
Employer (Firm) Address City State

FROM: _____ TO: _____
Month day year month day year

2. _____
Employer (Firm) Address City State

FROM: _____ TO: _____
Month day year month day year

3. _____
Employer (Firm) Address City State

FROM: _____ TO: _____
Month day year month day year

4. _____
Employer (Firm) Address City State

FROM: _____ TO: _____
Month day year month day year

**Include verification from each Colorado employer regarding the dates of employment. A letter from the employer or copies of payroll statements are acceptable.**

6. Are you registered to vote? Yes _____ No _____

a. State of most recent registration _____

b. If registered in Colorado, date of Registration: Month _____ Day _____ Year_____

c. **If registered in Colorado, attach 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, a copy of that license will be sufficient.**

7. Have you operated a motor vehicle in Colorado since you began living in the state? Yes _____ No _____
(If you have operated a motor vehicle on even one occasion, your answer must be "yes")

If yes, approximate dates: _____

8. Have you owned or been the primary operator of a motor vehicle in since you began living in Colorado? Yes _____ No _____

a. Name of registered owner: _____
b. If the owner is not you, what is your relationship to the registered owner I_____
b. List states and dates of registration during the **past two years:**_____

c. **Attach photocopies of all Colorado vehicle registrations showing the exact dates of registration for the past two years. If your Colorado registration was renewed during the 12-month domicile period, include a copy of your previous Colorado registration. Copies of previous registrations are available from the county clerk.**

9. Do you have a current motor vehicle operator's license, or a state ID card from any state? Yes _____ No _____

a. In what state was it issued? _____

b. Date of Issue: Month _____ Day _____ Year _____

c. **Attach a photocopy of your Colorado motor vehicle operator's license or state ID card. NOTE: If you have a Colorado license that was renewed or reissued during the 12-month domicile period, also include a Driver's History, available from any Colorado Driver's License Office, documenting the original date of issue.**

10. Do you maintain a home(s) in another state or country? Yes _____ No _____

a. List location: _____
b. List dates that you have resided in these home(s): _____

11. Did you graduate from a Colorado high school? Yes _____ No _____

a. If so, list high school name, location and graduation date:

_____

12. Have you attended any college or university during the past two years? Yes _____ No _____

Dates attended (Month/Year) Institution (include Western State College)

From: _____ To: _____ _____

From: _____ To: _____ _____

From: _____ To: _____ _____

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

.

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

13. Have you been an active-duty member of the armed forces of United States during the past two years? (if no, go to question 14) Yes _____ No _____

a. If yes, list dates of service
FROM: _____ TO: _____

b. What period of this time were you stationed in Colorado?
FROM: _____ TO: _____

c. **If you were on active duty during the 12-month waiting period, AND WERE STATIONED IN COLORADO, attach a copy of your most recent Form DD 2058 (State Legal Residence for Income Tax Purposes) or copies of Leave and Earnings Statements indicating your state of legal residence for tax purposes during the entire 12-month period.**
**If you were on active duty during the 12-month waiting period, BUT WERE NOT STATIONED IN COLORADO, attach 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**
**If discharged, include a copy of Form DD214.**

**Complete questions 14-17** If you will **not** be 23 years of age as of the first day of classes for the term for which you are petitioning. *If not applicable, go to question 18. If you were married as of the beginning of the 12-month domicile period, you may attach a copy of your marriage certificate instead of completing questions 14-17.*

14. Beginning with the month that is one year before the term for which you are petitioning (your 12 month domicile period), list all your expenses. Estimate expenses for remaining months. Students applying for the fall term will begin with the previous August; students applying for spring term will begin with the previous January, and students applying for summer session will begin with the appropriate summer month based upon the first day of classes you attend.

**Indicate the month and year of 'Month 1': _____**

| | TUITION AND FEES | RENT OR MORTGAGE PAYMENTS | FOOD | ADDITIONAL EXPENSES* |
|---|---|---|---|---|
| Month 1 | _____ | _____ | _____ | _____ |
| Month 2 | _____ | _____ | _____ | _____ |
| Month 3 | _____ | _____ | _____ | _____ |
| Month 4 | _____ | _____ | _____ | _____ |
| Month 5 | _____ | _____ | _____ | _____ |
| Month 6 | _____ | _____ | _____ | _____ |
| Month 7 | _____ | _____ | _____ | _____ |
| Month 8 | _____ | _____ | _____ | _____ |
| Month 9 | _____ | _____ | _____ | _____ |
| Month 10 | _____ | _____ | _____ | _____ |
| Month 11 | _____ | _____ | _____ | _____ |
| Month 12 | _____ | _____ | _____ | _____ |
| TOTAL: | _____ | _____ | _____ | _____ |

**TOTAL EXPENSES FOR YEAR(all columns)** $_____

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

15. In support of your claim of emancipation, you must make a complete financial disclosure. List all sources of financial support during your 12-month domicile period. Estimate funds for remaining 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.

a. **Provide documentation for each source listed that clearly indicates the funds 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 waiting period, not hourly or monthly wages. For any unreported income such as tip income, provide statements from employers verifying the amounts. Total income must meet or exceed expenses listed above.**

| Source | Address (City/State) | Date of Receipt Or Period of Employment | Amount |
|---|---|---|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

**TOTAL INCOME FOR THE YEAR** $_____

b. List all financial accounts from which you accessed funds during the 12 month domicile period. Include savings accounts, checking accounts, brokerage accounts, credit card accounts and all other accounts of any kind.

**Provide copies of all monthly statements from these accounts during the 12-month domicile period. In addition, the original source of funds in these accounts at the beginning of the 12 month domicile period (if any) must be documented, with evidence detailing the source, amount, and date of receipt. In part "a" above, list the net funds used from these accounts during the 12-month domicile period.**

| Institution and Account Number (last 4 digits) | Dates Account Active (Month/year) | Type of Account | Original Source* |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

* Source of the funds in this account **at the beginning of the 12-month period**. **A previous account is not an original source**.

c. List any other assets held during the 12-month domicile period and during the 6 months preceding this domicile period. Such assets include real estate, trust funds, or any other source of income.

**Provide documentation of your ownership of each asset and documentation of the amount of funds available to you from each asset during the 12-month waiting period. In addition, the original source of each asset must be documented. In part "a" above, list the net funds used from these assets during the 12-month domicile period, not the value of the asset.**

| Type of Asset | Date Acquired | Value at beginning Of Domicile Period | Original Source |
|---|---|---|---|
| | | | |
| | | | |

d. **If you are the beneficiary of a trust fund, include a copy of the trust agreement and documentation stating the dates and amounts of any funds provided to the trust and the names of the persons providing such funds. Funds you have received from the trust during the 12-months domicile period must be documented by account statements or statements from the trustee. Include any funds received during the 12 month domicile period in part "a".above**

e. **If loans or gifts were provided by friends or relatives, documentation must include notarized statements from those individuals and from your parents indicating whether the grantor has been or expects to be compensated by your parents for such loans or gifts. Also provide copies of cancelled checks or other appropriate documentation and include in part "a" above.**

f. **If you sold personal possessions for income to meet expenses, provide copies of sales receipts and include money received in part "a" above.**

g. List all funds provided to you by your parents during the 12-month waiting period and during the 6 months preceding this waiting period by month, year, amount. If none, so state.

Month _____ Year _____ Amount _____
Month _____ Year _____ Amount _____
Month _____ Year _____ Amount _____

16. **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 20 (separate forms may be used).**

17. If you will not be 22 years of age by the first day of class of the term for which you are petitioning, indicate your anticipated sources of financial support for your college education and all other expenses until your college education and all other expenses until your 22nd birthday. List each income source and the amount expected from each source. Attach any available documentation for each source. This documentation might include records of savings, loan applications, financial aid award letters, letters from persons who will provide gifts or loans, or other relevant evidence.

SOURCE AMOUNT

_____

_____

_____

_____

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18. Explain why you regard Colorado as your permanent home. If you are a student, indicate your plans for residence and employment after you leave the College. Supply any and all additional information you feel can help to show your intent to make Colorado your permanent home; if applicable, also supply any and all 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 of your residency and employment in Colorado.

_____

_____

_____

_____

_____

_____

_____

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

I hereby swear or affirm that the answers given in this petition are accurate and complete, and that all documents included herein 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** _____ **Date** _____
(sign only in the presence of a notary)

Signature of Notary Public _____

County of _____ State of _____ My commission expires _____

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

**20.** **PARENT(S) STATEMENT FOR MINOR CLAIMING EMANCIPATION**

I (We), ____________________________________________________________, the parents of

____________________________________________________________,have entirely surrendered the right to care, custody, and earning of this minor as of ________________________________________ (month, day, year).

As of and since that date, we have made no provisions 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. I (we) have listed all funds provided to this minor since emancipated (list dates, amounts, and purposes; if none, so state): ______________________________________________

__________________________________________________________________________________________________________

**I (We) have attached copies of the first page of all federal income tax returns covering the above period 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 as an emancipated minor 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 evidence that a minor is no longer emancipated may include support by parents or being claimed as a tax exemption by parents.

________________________________________________________ ____________________

**Signature** **Date**

(Each parent must sign, even if only one may have legal custody. Separate forms may be used)

State of _________________________________, County of ______________________________________

Signed & Acknowledged before me this __________ day of _______ ____________________, 20______

________________________________________

Notary Public

Commission expires ________________________

________________________________________________________ ____________________

**Signature** **Date**

(Each parent must sign, even if only one may have legal custody. Separate forms may be used)

State of ______________________________, County of ________________________________________

Signed & Acknowledged before me this __________ day of ____________________________, 20______

________________________________________

Notary Public

Commission expires ________________________

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**DO NOT WRITE BELOW THIS LINE**

Tuition Classification Decision Approved __________ Denied __________ Date _______________________

Signature of Tuition Classification Officer: __________________________________________________________________