

Office of the Registrar
Attn: Tuition Classification Officer
Bear Central, Campus Commons 2120
Campus Box 50
Greeley, CO 80639
(970) 351-4315 (970) 351-1870 FAX



UNIVERSITY OF
NORTHERN
COLORADO

COLORADO NATIONAL GUARD TUITION ADJUSTMENT FORM

Indicate the term for which you are requesting the Colorado National Guard Tuition Adjustment: Term _____ Year _____

Certification of this form *must* be signed by the Education Services Officer and submitted to Office of the Registrar **30 days prior to the first day of classes**. Failure to submit this form by the published deadline may result in non-resident tuition classification for the semester without right to appeal. Colorado National Guard tuition adjustment eligibility expires the first term following Colorado National Guard retirement/ discharge or loss of dependent status. Complete this form only if you are a non-resident student wishing to claim Colorado as your true and fixed permanent state of residence.

Student's Name: Last _____ First _____ Middle _____ Former Name _____

Address _____ Street _____ City _____ State _____ Zip _____

UNC Bear Number _____ Date of birth _____ E-mail _____ (_____) _____
Daytime Phone Number

Sponsor's Name: (if not student) Last _____ First _____ Middle _____ Former Name _____

Address _____ Street _____ City _____ State _____ Zip _____

(_____) _____
Daytime Phone Number _____ Relationship to Student _____ E-mail _____

Part I – To be Completed by the Education Services Officer

I certify that (name) _____ is a permanent duty member of the Colorado National Guard with permanent duty station in (location) _____ and that (name of dependent) _____ is a legal dependent of this member. I further attest that the information certified above will remain in effect as of the first day of classes for the requested semester at University of Northern Colorado.

Education Services Officer: Name _____ Title _____
(Please print)
Office or Command _____

Signature of Certifying Official _____ Date _____

Part II – Verification of Domicile

Complete the following questions for the Colorado National Guard member and attach all requested documentation to support their Colorado domicile.

1. Dates of physical presence in Colorado, from _____ - _____ - _____ to _____ - _____ - _____
mm dd yyyy mm dd yyyy

Provide copies of one of the following:

- Lease- including renter and landlord's signatures – addendums not needed
- Month-to-month Lease agreement, along with a notarized statement from the landlord stating the length of time you resided at that residence.
- Notarized letter from your landlord and a copy of your landlord's lease, warranty deed, or property tax statement. (If you resided with a friend or relative, that person would be considered your landlord.)
- Warranty Deed

2. Colorado state income tax, list last two years filed _____
Attach signed copies of your Colorado state income tax return or tax transcript for last year filed. Include CO 104 and 104 PN if filed as part-year resident.
3. Date of Colorado Driver's License: _____
Attach a copy of your State of Colorado Driver's License. (enlarge size of ID when copying)
4. Date of Colorado Voter's Registration Card: _____
Attach a copy of your Colorado Voter's Registration Card
5. Date of Colorado Vehicle Registration: _____
Attach a copy of your Colorado Vehicle Registration. If applicable
6. Date military I.D. issued: _____
Attach a copy of military I.D. (enlarge size of ID when copying)
7. List all employers and dates of employment in the last year including Colorado National Guard. **Attach documentation of employment, such as letters of employment verification or most recent pay statement for current employers.**

Employer in Colorado	From	To

Part III – Student Certification

I understand and agree to the following conditions:

- This form must be completed and submitted to Office of the Registrar no earlier than 30 days prior to the first day of classes and no later than the first day of classes.
- This certification remains in effect as long as I maintain continuous enrollment, maintain National Guard dependent status, or my sponsor or I continue to be a member of the Colorado National Guard on permanent duty status with sole domicile in Colorado.
- I understand that I will be responsible for turning in all requested documentation to maintain a current request form.
- I must notify the Tuition Classification Officer at least one semester prior to (1) the expiration of my dependent status, or (2) when my sponsor or I are no longer a permanent duty member of the Colorado National Guard (retired or discharged from the Colorado National Guard).
- Complete this form only if you are a non-resident student wishing to claim Colorado as your true and fixed permanent state of residence.

Student Signature

Date

Colorado National Guard Member Signature (if not the student)

Date

Remember:

- Attach all required documentation required above.
- Make copies of all documentation. Documentation will not be returned.
- Return completed forms and supporting documents:
 - Fax to: 970-351-1870 (enlarge copy of military IDs when faxing)
 - Deliver petition to:

Office of the Registrar
Attn: Tuition Classification Officer
 Bear Central, Campus Commons 2120
 Greeley, Colorado 80639
- **The Tuition Classification Office must receive completed forms no later than the stated deadline.**
- Petitions received after the deadline date and/or incomplete petitions will not be accepted or reviewed for that term. **The result will be tuition assessed as a non-resident for that term.** Your tuition classification status remains unchanged until your form is approved and financial decisions should be made accordingly.
- Financial aid will be adjusted if you are granted resident-based tuition. You will no longer be eligible for scholarships based on non-resident tuition.

HOW TO LOCATE RESIDENCY INFORMATION AND DOCUMENTATION

Voter Registration Certificate or Card:

Acceptable Documentation:

- Copy of voter registration card
- Certificate of voter registration
- Print a copy of the online verification: <https://www.sos.state.co.us/voter-classic/secuRegVoterIntro.do>

Federal Income Tax Returns: Internal Revenue Service, 1-800-908-9946

Acceptable Documentation:

- Signed photocopies of your Federal Income tax returns filed for the past two years.
 - If you cannot locate copies of your tax returns, contact the IRS office at 1-800-829-1040 for a tax transcript or request on line at <http://www.irs.gov/Individuals/Order-a-Transcript>, for the appropriate tax year(s). You must sign the tax transcript form and include the form with your petition.

Note: Allow 30 calendar days to receive your copies.

Colorado State Income Tax Returns: Department of Revenue

Acceptable Documentation:

- A signed copy of your completed Colorado State income tax returns filed for the past two years.
Note: If you filed as a part year resident, please include the Colorado 104PN form.
- If you did not keep copies of your returns contact the Colorado Revenue Department for a tax liability form. (To request a copy online <https://www.colorado.gov/revenueonline/#1>)

Other State Returns: Contact the state revenue department of that particular state.

Acceptable Documentation:

- A signed copy of your complete state income tax returns filed for the past two years.
- If your state does not have state taxes please indicate on the petition.

Note: Allow up to six weeks to receive requested income tax returns.

Driver's License, State ID card, or Driver's History: Department of

<https://www.colorado.gov/pacific/dmv>

Acceptable Documentation:

- Copy of your driver's license or driver's history record.

Note: If you have lost, replaced, or renewed your driver's license, please attach a copy of your driver's history record.

Vehicle Registration:

Acceptable Documentation:

- Colorado vehicle registration for the past year. To obtain a copy of your registration contact the Motor Vehicle division for a copy of your registration showing the original date of your registration.

Residential Information:

Acceptable Documentation:

- A signed copy of your lease and or leases covering the 12-month period.
- Month-to-month Lease agreement, along with a notarized statement from the landlord stating the length of time you resided at that residence.
- No lease agreement: Please provide notarized statement from property owner stating the length of time you resided at that residence along with copy of the residence warranty deed or property tax statement.
- Living with roommate but not on lease: Please provide notarized statement from roommate along with copy of their lease.
- Living with parents: Provide copy of parents warranty deed or lease along with notarized letter from parents.

Note: **notarized letter** must include the following: date, address of the residence, date of continued presence of the tenant, and the identification of the writer of the letter; i.e. landlord, homeowner, roommate. All documentation must cover the 12-month waiting period: August to August for fall term; January to January for spring term; and June to June for the summer term.