



## PETITION FOR IN-STATE TUITION CLASSIFICATION

Residency for tuition classification in the State of Colorado is governed by Colorado Revised Statutes §23-7-101, *et. Seq.* Although an individual may be considered a state resident for voting and other legal purposes after being in the state for a short period of time, the tuition law specifies additional requirements for classification as "in-state" for tuition purposes. The Colorado Commission on Higher Education (CCHHE) has prepared detailed information that is available at <https://higher.ed.colorado.gov/residency-requirements>.

Initially, the Admissions Office or the Graduate School classifies all new students as in-state or out-of-state residents for tuition purposes based on information provided on an admissions application. New students who feel their classification is incorrect should contact the Admissions Office (Undergraduate students) or the Graduate School (Graduate students) as soon as possible.

The requested information in this petition is necessary to determine qualification as a Colorado resident for tuition classification purposes in accordance with Colorado statutes. Under the law, the petitioner bears the full burden of proof to show, by clear and convincing evidence, that the statutory requirements to qualify for in-state status are met.

Failure to present complete, clear, and convincing evidence and comprehensive supporting documentation may **RESULT IN A DENIAL**. **Careful review of the shaded areas** of the petition will provide information about required documentation.

### IMPORTANT INFORMATION

- Residency classification for tuition purposes is governed by Colorado Revised Statutes 23-7-101 *et. seq.* The statute provides that **the burden of proving a Colorado domicile rests entirely upon the petitioner**. UNC does not have discretion to make exceptions to the rules as established by state law.
- If you are classified as WUE (Western Undergraduate Exchange) or WICHE/WRGP (Graduate student), you cannot establish resident domicile while classified under those programs. Your WUE or WICHE is based on the fact that you are not seeking Colorado residency while receiving the WUE/WICHE benefit. For more information visit <https://www.unco.edu/registrar/residency/>
- You must answer each of the petition questions and **attach all required documentation**. If an item does not apply, mark "N/A"; if you cannot answer a question, clearly state why. Include additional pages if you need more space.
- If you are unable to attach a required document, clearly state why. **Failure to include all required documentation may delay processing and may result in the rejection of your petition.**
- Make sure your signature is **notarized**. There are Notary Publics available in the Office of the Registrar (Campus Commons 2120).
- State audit standards require retention of all documents received as a record of the basis of decisions. Your petition and documents are stored under strict standards of security. However, you may wish to redact certain personal identification numbers. You may redact all but the last four digits of such numbers prior to submitting.
- You should make a copy of the entire petition, including documentation, for your records.

### SUBMISSION DATES AND DEADLINES

- Residency petitions **submitted after the deadline date will not be processed**.
- Residency petitions **cannot be accepted for previous semesters**. Residency changes can only be petitioned for future semesters

Applicable Term	Earliest Submission Date	Priority Deadline*	Final Petition Deadline	Domicile Period
Summer 2021	Feb 15, 2021	March 14, 2021	May 2, 2021	May 17, 2020 – May 17 2021
Fall 2021	May 17, 2021	June 21, 2021	Aug 13, 2021	Aug 23, 2020 – Aug 23, 2021
Spring 2022	Oct 11, 2021	Nov 11, 2021	Jan 3, 2022	Jan 11, 2021 – Jan 11, 2022
Summer 2022	Feb 14, 2022	March 14, 2022	May 9, 2022	May 16, 2021 – May 16, 2022
Fall 2022	May 16, 2022	Jun 16, 2022	Aug 15, 2022	Aug 22, 2021 – Aug 22, 2022

**\*Priority Due Date:** It is recommended that you submit your petition no later than 60 days before the semester begins if you anticipate receiving financial aid for the semester in which you are applying for residency. This will enable your financial aid to be processed correctly and credited to your account by the time the semester starts. In most cases, Financial Aid awards will change if your tuition classification changes. You should consult a counselor in the Financial Aid office to ensure your understanding of the adjustments and any new obligations you may have incurred as a result of receiving in-state status.

# RESIDENCY FREQUENTLY ASKED QUESTIONS

## **Who sets the rules and procedures for considering individuals as “in-state” students for tuition purposes?**

The state tuition law (Colorado Revised Statutes §23-7-101, *et. Seq.*) is the basis for considering individuals as “in-state” for tuition purposes. *The University of Northern Colorado does not have discretion to make exceptions to the rules as established by state law.*

## **What documents are required to establish myself as an “in-state” student?**

Establishing a new domicile requires physical presence in a place with the simultaneous intent to make that place one’s permanent home. Tuition law lists several factors which can be used to determine that intent has been established (i.e. obtaining a driver’s license, obtaining vehicle registration, registering to vote, payment of Colorado state income tax, etc.).

There is no one set of criteria that is applied to every individual. You are expected to take appropriate action on all factors relevant in your circumstances. You should comply with all legal obligations of being a Colorado resident.

## **Why can I not change from WUE or WICHE to In-State?**

Receiving a reduced tuition classification under WUE or WICHE is based on the claim you are not a resident of Colorado and that your legal residence is within a state that participate in the Western Interstate Commission for Higher Education. For example, you cannot claim to be a resident of California while establishing a residency in Colorado at the same time. If you wish to change your classification, we would be required to notify the university that you wish to be changed to Non-Resident so you can establish your yearlong domicile in Colorado. For most students, there is not financial benefit to do so.

## **How old must I be to establish domicile in Colorado?**

According to tuition law, there are three possible situations:

1. Individuals at least 22 years of age are eligible to establish domicile in Colorado. Physical presence and intent must be established for 12 months prior to the first day of classes. Thus, an individual will meet the requirements of the law no sooner than his or her 23<sup>rd</sup> birthday.
2. Individuals under 23 years of age with parents or legal guardians who have established domicile for 12 months prior to the first day of classes could be considered “in-state” for tuition purposes.
3. Students who submit a Minor Student’s Emancipation Claim and are found to be emancipated (completely financially independent) prior to the age of 22 are eligible to establish domicile.

## **Once I live here for one year, will my tuition automatically change?**

No. Individuals classified as “out-of-state” who feel they meet the requirements for in-state tuition should submit the Petition for In-State Tuition Classification to the Registrar’s Office no earlier than 90 days prior, but no later than the Petition Deadline for the term in which they wish to be considered “in-state”. The tuition classification statute places the burden of proof on the petitioner to provide clear and convincing evidence of eligibility.

## **If I marry a Colorado resident, will I automatically be allowed to pay “in-state” tuition?**

No. Marriage to a Colorado resident does not by itself qualify you for in-state tuition status. Such a marriage may be considered some evidence of intent, but you must maintain your own Colorado domicile for one year.

## **Is there any consideration given for a minor whose parents have lived in Colorado for a number of years and established “in-state” status, but who move out of state during the minor’s senior year of high school?**

Yes. A minor who remains in Colorado may be considered “in-state” for tuition purposes if parents can provide evidence of Colorado domicile for the immediately preceding four years. If the parents or legal guardians leave the state after a minor’s junior year of high school, the minor may still be considered “in-state” if he or she enrolls in a Colorado postsecondary institution within 42 months of the parent’s move, or maintains a Colorado domicile and complies with the other provisions of the statute.

## **What if my parents are divorced and only one parent lives in Colorado?**

If one of the student’s parents has established domicile in Colorado, that unemancipated student can be considered “in-state”.

See <https://highered.colorado.gov/residency-requirements> or <http://www.unco.edu/registrar/residency/> for specific tuition classification deadlines, guidelines, and statutes.

## PETITION FOR IN-STATE TUITION CLASSIFICATION

- Please print all information in **BLUE** or **BLACK** ink only.
- Complete **ALL APPLICABLE SECTIONS**. If not applicable, indicate **N/A**. Incomplete petitions will be denied.
- Contact the Office of the Registrar at [registrar@unco.edu](mailto:registrar@unco.edu) if you have questions.

TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_

UNC Bear Number	Student Full Name		
Address	City	State	Zip
<b>@bears.unco.edu</b>			
Phone Number	UNC BearMail (Communications will only be sent to Student BearMail).		
Age	Birthdate	Marital Status* <i>* Undergraduates under 23 years old only</i>	Date of Marriage* <i>*Provide copy of Marriage Certificate</i>

*If you, the student, are under 23 years of age and are not emancipated, your state residency will be the same as your parent or court-appointed guardian. They need to complete this form as the Petitioner and answer all questions based on their information and situation.*

### PARENT OR COURT-APPOINTED GUARDIAN INFORMATION

Petitioner's Name	Relationship to Student		
Address	City	State	Zip

*If 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 the parents, if living, do not provide substantial support to the student as a minor child; and (3) a statement from the court certifying that the primary purpose of such appointment is not to qualify the student as a Colorado resident for tuition purposes.*

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

**Note: Please wait to sign this petition until you have completed the petition, attached copies of supporting documentation AND you are in the presence of a Notary Public.**

I hereby swear/affirm that the answers given in this petition are accurate and complete, and that all documents attached hereto are true and unaltered copies of the original documents requested. 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 of such change.

Signature of Petitioner \_\_\_\_\_ Date \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and ascribe before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Notary \_\_\_\_\_

My commission expires \_\_\_\_\_

Date Received: \_\_\_\_\_  Approved  Denied  Appealed Classification Officer \_\_\_\_\_

Decision Date: \_\_\_\_\_

## **MILITARY SERVICE**

Military Service (Active Duty or Veteran status) or their dependents may qualify for exceptions to the one-year domicile period. If you believe that you may qualify under a military exception, please **do not complete this petition**. Refer to our website for additional information: <http://www.unco.edu/registrar/residency/military-veterans.aspx>. Additional documentation is required. You may also contact our office at 970-351-2231 or [registrar@unco.edu](mailto:registrar@unco.edu) for additional information.

## **WUE OR WICHE CLASSIFIED**

Are you currently classified as Western Undergraduate Exchange (WUE) or Western Interstate Commission for Higher Education (WICHE)?  **Yes**  **No**

**If you answered Yes, you are not eligible for Colorado residency for tuition purposes. Do not complete this form. For additional information, contact the Office of the Registrar**

## **CITIZENSHIP**

<input type="checkbox"/> U.S. Citizen	
<input type="checkbox"/> U.S. Permanent Resident: Resident Alien No. A _____	DATE ISSUED: _____
<input type="checkbox"/> Non-Citizen on a Visa: Visa Type _____	DATE ISSUED: _____ EXP DATE: _____
<b>Attach copy of both sides of your U.S. Permanent Resident card, Visa, Form I-485, Work Authorization or other evidence indicating date the U.S. Citizenship and Immigration Services accepted your application for adjustment status</b>	

## **PHYSICAL PRESENCE**

Indicate the dates of your continual physical presence in Colorado. Indicate any absences of **30 days** or more and include an explanation and documentation of your absence. Twelve months of continuous physical presence is required to be considered a Colorado resident for tuition purposes.

Arrival in Colorado (MM/DD/YYYY)	Departure (MM/DD/YYYY)	Explanation and Documentation for Absences 30 days or longer

## **RESIDENTIAL INFORMATION**

Complete all sections below or indicate N/A if not applicable

Check all criteria that apply. **Submit all appropriate documents.** Your residential information may include **one or more** of the following and must cover the 12-month domicile period.

<b><u>Colorado Residential Information</u></b>	<b><u>Documentation Required</u></b>
<input type="checkbox"/> Rent/Lease an apartment or house	<b>Include one of the following</b> <input type="checkbox"/> Signed statement from landlord or homeowner. <input type="checkbox"/> Signed Lease showing the entire domicile period (12-months) <input type="checkbox"/> Tenant Ledger/ Rent Receipts (12-months)
<input type="checkbox"/> University Housing	<input type="checkbox"/> Letter of Verification from Housing and Residential Education
<input type="checkbox"/> Own Residential real property in Colorado Date Purchased ____ / ____ / ____	<input type="checkbox"/> Provide copy of warranty deed.
<input type="checkbox"/> Maintain a home or own residential property in another state or country. <b>Address of home:</b> _____ Dates you resided in that home during the 12-month domicile period: _____	

**COLORADO LEGAL TIES**

Complete all sections below or indicate N/A if not applicable

<b><u>Legal Ties Information</u></b>	<b><u>Documentation Required</u></b>
<p>• Colorado driver's license or Colorado Identification Card</p> <p><input type="checkbox"/> Yes. Date of issue ____ / ____ / ____</p> <p><input type="checkbox"/> No. Which state license or ID? _____</p>	<p><input type="checkbox"/> Include a copy of your Colorado driver's license or ID card. If your license was renewed or re-issued during the 12-month domicile period, please provide the original issue date: _____</p> <p><input type="checkbox"/> Include a copy of your current driver's license or state ID card.</p>
<p>• Registered to Vote in Colorado? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of Colorado voter registration: ____ / ____ / ____</p> <p>List state(s) of prior voter registration: _____</p>	<p><input type="checkbox"/> Include a copy of your voter registration record/card from your county clerk's office. See resource page for more information.</p>
<p>• Own or operate a motor vehicle?</p> <p><input type="checkbox"/> Yes: Dates Operated motor vehicle in Colorado</p> <p>Start: ____ / ____ / ____ End: ____ / ____ / ____</p> <p><b>Is the motor vehicle your operate registered in Colorado?</b></p> <p><input type="checkbox"/> Yes. Please provide:</p> <p>Date vehicle first registered in Colorado ____ / ____ / ____</p> <p>Name of registered owner: _____</p> <p>Relationship to owner: _____</p> <p><input type="checkbox"/> No. State Registered? _____</p> <p>Why not registered in Colorado? _____</p> <p>_____</p> <p><input type="checkbox"/> No. I do not operate a vehicle in Colorado.</p>	<p><input type="checkbox"/> Include a copy of all Colorado vehicle registrations covering the 12-month domicile year</p> <p><input type="checkbox"/> Include a copy of all out-of-state vehicle registrations covering the domicile year showing you are not on the registration.</p>
<p>• Did your graduate from a Colorado High School. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, Please provide</p> <p>_____</p> <p>High School                      City                      Graduation Date</p>	<p><input type="checkbox"/> Include a copy of high school diploma showing graduation date.</p>

**EMPLOYMENT HISTORY**

Complete all sections below or indicate N/A if not applicable

List all employment for the past two years, both Colorado and non-Colorado, including any military service, or indicate N/A.

From	To	Employer	City, State	Documentation Required
				<input type="checkbox"/> Provide employment verification for all Colorado employment  <i>For example, include a copy of one of the following: pay stub, offer or contract letter, W-2 form or signed letter from the employer.</i>
Did you accept a job in Colorado prior to moving to Colorado? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, effective date of employment ____ / ____ / ____				

**INCOME TAX HISTORY**

Complete all sections below or indicate N/A if not applicable

Check any criteria in the first column that applies to you and include required documentation as indicated.

If you previously held domicile in Colorado for 12 continuous months and then moved away, include copies of W-2 forms, Colorado tax returns, or other evidence of your state of legal residence for each year since you were last physically present in Colorado.

<b><u>Income Tax Return Information</u></b>	<b><u>Documentation Required</u></b>
<input type="checkbox"/> Filed Federal Income Tax return(s) <input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, List last two years: _____  If No, State reason why not: _____ _____ _____	Include one of the following (Do NOT include schedules):  <input type="checkbox"/> Copy of the first page of your most recent federal 1040 EZ income tax return (copy of the original that you filed). <input type="checkbox"/> Copy of the first two pages of your most recent federal 1040 income tax return (copy of the original that you filed).  See resource page for more information regarding tax forms.
<input type="checkbox"/> Filed Colorado Individual Income Tax return(s) <input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, List last two years: _____  <input type="checkbox"/> I have included a copy of my Colorado Form 104PN <input type="checkbox"/> If no Colorado Form 104PN, indicate why not filed/included:  _____  If No, state reason for not filing a Colorado Income tax return:  _____ _____	<input type="checkbox"/> Copy of most recent Colorado Form 104 income tax return. <input type="checkbox"/> Copy of form 104PN if filed as a part-year resident.  See resource page for more information regarding tax forms.  <input type="checkbox"/> If you did not file tax returns, include copies of your W-2 form(s).  Provide a written statement if you need more space.
<input type="checkbox"/> List years you filed state tax returns in a state other than Colorado:  _____  What State(s): _____	<input type="checkbox"/> Include copies of W-2 forms, state tax returns, or other evidence of your state of legal residence for tax purposes for each year since you last physically lived in Colorado for a continuous 12-month domicile year.
<input type="checkbox"/> If states taxes are currently being withheld from wages or salary, indicate for which state: _____	<input type="checkbox"/> Include copies of other state tax returns or W-2 forms
<input type="checkbox"/> Tax Information for <b>Spring Petitioners</b>  Will you file a current year Federal Income Tax Return and Colorado Tax Return? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Provide a written statement about your intent to file for the current-year. If no, please explain why not.

**STUDENT'S EDUCATIONAL BACKGROUND (FOR ADULT STUDENT PETITIONERS ONLY)**

Have you attended any college or university (including University of Northern Colorado) during the past two year?     Yes     No

If yes, list each college/university, dates attended and your residency classification at that college/university.

College/University	Dates Attended	Resident or Non-Resident

## **PERSONAL STATEMENT AND SIGNIFICANT LIFE ACTIVITIES**

Petitioner, please include a statement describing your reason for moving to Colorado and demonstrating your intent to create a true, fixed and permanent home in Colorado. Include expected duration of your residency in Colorado and plans after you leave the university including future employment plans. In addition, describe any significant life activities, other than employment or education, which have required your presence in Colorado or your presence outside of Colorado.

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## **ACKNOWLEDGEMENTS**

*Initial each box to acknowledge that you have read and understand each of the following:*

\_\_\_\_\_ Include all required documentation and filled out all applicable sections, incomplete petitions may be closed with no appeal.

\_\_\_\_\_ Submit copies of documents on standard letter-sized paper. Original documents will not be returned nor copies made for petitioners.

\_\_\_\_\_ **Hand deliver your petition to the Office of the Registrar or send by means of delivery that provides tracking services** (e.g., certified mail, registered mail, FedEx, UPS, etc.). Petitions must be received by the posted deadline. Use the following address of mailing/shipping

Office of the Registrar  
University of Northern Colorado  
Campus Commons 2120  
Campus Box 50  
Greeley, CO 80639

\_\_\_\_\_ **Emailed Petitions will not be accepted.** Email is not a secure way to deliver sensitive data.

\_\_\_\_\_ **Submit your completed petition before close of business on the published final deadline.** Petitions received after the deadline date and/or incomplete petitions will not be accepted nor evaluated.

\_\_\_\_\_ **Important communications** are sent to the student's @bears.unco.edu email address. The student may receive emails requesting additional information by a stated deadline; failure to provide requested information may result in a petition denial. Final petition decisions are sent to the student's @bears.unco.edu email.

\_\_\_\_\_ If you are granted Colorado residency classification, your tuition and financial aid will be adjusted, and you will not be eligible for scholarships based on non-resident classification.

\_\_\_\_\_ **ANY FALSE INFORMATION OR FALSIFIED SUPPORTING DOCUMENTATION INCLUDED IN THIS PETITION MAY SUBJECT YOU TO BOTH CRIMINAL CHARGES AND UNIVERSITY DISCIPLINARY PROCEEDINGS. IN-STATE STATUS MAY BE RESCINDED AND OUT-OF-STATE TUITION MAY BE RETROACTIVELY ASSESSED.**

\_\_\_\_\_ Under Colorado tuition law, a person may not establish domicile in Colorado for the sole purpose of changing tuition classification to "in-state". In the absence of clear and convincing evidence to the contrary, any student classified as out-of-state who seeks to establish Colorado domicile while registered is presumed under the tuition law to do so solely for tuition purposes

# HOW TO LOCATE RESIDENCY INFORMATION AND DOCUMENTATION

This information is not a checklist but a guide for finding and accessing documents which may be required in the petition process.

## **Voter Registration Certificate or Card:** <https://www.sos.state.co.us/voter-classic/pages/pub/olvr/findVoterReg.xhtml>.

Acceptable Documentation:

- A copy of your voter registration card.
- A certificate of voter registration.
- A copy of the online verification: [www.sos.state.co.us/voter-classic/pages/pub/olvr/findVoterReg.xhtml](http://www.sos.state.co.us/voter-classic/pages/pub/olvr/findVoterReg.xhtml).

## **Federal Income Tax Returns:** Internal Revenue Service, [www.irs.gov](http://www.irs.gov).

Acceptable Documentation:

- A photocopy of your federal income tax return filed for the most current tax year. Please submit only the first page of Form 1040EZ or the first two pages of Form 1040. DO NOT include additional schedules, tax credit forms, etc.
- If a copy of tax return is not available, order a tax return transcript or certification of non-filing.
  - Online at [www.irs.gov/Individuals/Order-a-Transcript](http://www.irs.gov/Individuals/Order-a-Transcript) for the appropriate tax year.
  - Call 1-800-908-9946 to order a tax return transcript.

## **Colorado State Income Tax Returns:** Colorado Department of Revenue, 303-238-SERV (7378).

Acceptable Documentation:

- A copy of your completed Colorado state income tax returns filed for the most current tax year.  
Note: If you filed as a part-year resident, you must include the Colorado 104PN form.
- A copy of the return may be accessed online at [www.colorado.gov/revenueonline](http://www.colorado.gov/revenueonline) using your login ID and password or by setting up a new account.

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

Acceptable Documentation:

- A copy of your complete state income tax returns filed for the most current tax year.
- 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:** [www.colorado.gov/dmv](http://www.colorado.gov/dmv).

Acceptable Documentation:

- A copy of your driver's license or driver's history record or state ID card.

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

## **Vehicle Registration:** [www.colorado.gov/pacific/dmv/registration-requirements](http://www.colorado.gov/pacific/dmv/registration-requirements).

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.
- Other state vehicle registration for any vehicle you are driving in Colorado. Contact appropriate state motor vehicle division.

## **Residential Information:**

Acceptable Documentation:

- A signed copy of your lease and or leases covering the 12-month domicile period.
- Month-to-month lease agreement, along with a signed statement from the landlord stating the length of time you resided at that residence.
- No lease agreement: Please provide signed statement from property owner.
- Living with a roommate but not on lease: Please provide signed statement from the roommate along with copy of their lease.
- Note: Signed statements must include the following: date, address of the residence, date of continued presence of the tenant, and the identification and contact information of the writer of the letter (e.g., landlord, homeowner, roommate). All documentation must cover the 12-month domicile period: August to August for fall term, January to January for spring term, and May to May for the summer term.