

IN-STATE TUITION PETITION INSTRUCTIONS AND DEADLINES

Western Colorado University

Important Dates and Deadlines

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.

Semester	Domicile Qualifying Date	Earliest Submission Date	Early Decision Deadline	Final Submission Deadline
Summer 2023	05/08/22	03/08/23	04/08/23	05/08/23
Fall 2023	08/21/22	06/21/23	07//21/23	08/21/23
Spring 2024	01/08/23	11/08/23	12/08/23	01/08/24
Summer 2024	05/06/23	03/06/24	04/06/24	05/06/24

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 University academic calendar.

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 must be submitted by 5pm on this date. **PETITIONS WILL NOT BE ACCEPTED AFTER THIS DATE.**

General Information

Military Service

Military Service members (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**. Please refer to our website or contact the Office of Admissions for additional information.

COF

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. More information and a link to the applications site is available at <http://www.western.edu/future-students/financing-your-education/types-aid/college-opportunity-fund>.

Petitioning

Colorado tuition classification law lists many factors that are relevant to determining in-state eligibility and the petition necessarily addresses 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 <https://cdhe.colorado.gov/residency-requirements> 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! A decision on your petition may be substantially delayed or may result in a denial if all information is not submitted.

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 Student Financial Services at 970.943.3085 or finaid@western.edu.

Please include all required documents. Failure to do so may substantially delay a decision and your petition may be rejected if missing documents are not supplied. **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.* Your petition will be evaluated using the criteria established by law. Current guidelines by the Office of the Attorney General can be accessed at <https://cdhe.colorado.gov/students/preparing-for-college/residency-requirements>

Your petition will be evaluated using the criteria established by law. Current guidelines by the Office of the Attorney General can be accessed at <https://cdhe.colorado.gov/students/preparing-for-college/residency-requirements/general-classification-procedures>

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

Resources

Driver’s License Office: Gunnison: 302 N Main St., Gunnison, CO
Vehicle Registration: Gunnison County Clerk’s Office, 221 N. Wisconsin St.

Colorado State Income Tax Return copies: <https://www.colorado.gov/revenueonline/> or by phone 303-238-7378

Federal Income Tax Returns copies: www.irs.gov/individuals/order-a-transcript or by phone 800-908-9946

Voter Registration verification: <https://www.sos.state.co.us/voter-classic/pages/pub/olvr/findVoterReg.xhtml> or the Gunnison County Elections Office, 221 N. Wisconsin St.

WESTERN COLORADO UNIVERSITY

PETITION FOR COLORADO RESIDENCY FOR TUITION PURPOSES

*This petition and all supporting documents **must be submitted by 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. Students new to Western State College of Colorado should request in-state classification by completing the appropriate section of the application for admission and should complete this petition only if requested to do so.

- Please PRINT all information.
- Complete all applicable sections. Incomplete petitions will result in delayed or denied decisions.
- For information on who should be the petitioner, refer to <https://western.edu/admissions-aid/tuition-costs/residency-status/> under Qualified Individuals
- Shaded boxes indicate documentation that should be submitted to support your residency.

INDICATE the term for which you are petitioning: SEMESTER _____ YEAR _____

PART 1: PERSONAL INFORMATION

Student Full Name _____ Student ID Number _____

Address: Street _____ City _____ State _____ ZipCode _____

_____@western.edu
Email Address: your Western email address may be used for correspondence

Phone Number _____ Age _____ Date of Birth _____ Single/Married _____ Date Married _____
(If married, include copy of marriage certificate)

PETITIONER, if not the student _____

Address: Street _____ City _____ State _____ ZipCode _____

_____ Email Address

Phone Number _____ Relationship to Student _____

NOTE: if you are the parent petitioning for your child, all of the following questions/answers relate to YOU, not your child, with the exception of the question about educational background.

Military Service

Military Service members (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**. Please refer to our website or contact the Office of Financial Aid for additional information.

Citizenship

<input type="checkbox"/> U.S. Citizen	
<input type="checkbox"/> U.S. Permanent Resident: Resident Alien No. A	Date Issued _____
<input type="checkbox"/> Non U.S. Citizen: Country of Citizenship _____	Length of Time in U.S. _____
<input type="checkbox"/> On a Visa: Visa Type _____	Date Issued _____ Exp date _____
<input type="checkbox"/> DACA Deferred Action for Childhood Arrivals	Date Issued _____ Exp date _____

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.

Student's Educational Background

Graduated from a Colorado high school? Yes _____ No _____

If yes: Name of High School and city _____

Dates Attended and Graduation Date: _____

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

College/University	Dates attended	Resident or nonresident

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

Part 2: Physical Presence and Legal Ties to Colorado

Physical Presence

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.

Arrival in STATE MM/DD/YYYY	Departure MM/DD/YYYY	Explanation and Documentation for Absences 30 Days or Longer
__/__/____	__/__/____	
__/__/____	__/__/____	
__/__/____	__/__/____	
__/__/____	__/__/____	

Place of Residence

<u>Place of Residence</u>	<u>Documentation Required</u>
<input type="checkbox"/> Rent an apartment or house	Provide all documents necessary to cover the full 12 month domicile period: must include dates you resided at that address. Please provide one of the following: <input type="checkbox"/> Lease(s) with your name on lease and signatures. <input type="checkbox"/> Signed statement from your landlord or homeowner (if you sublet a room from someone on a lease, that person is considered your landlord)
<input type="checkbox"/> Live in the residence halls or university housing	<input type="checkbox"/> Provide a copy of housing contract and/or copies of student account showing housing costs.
<input type="checkbox"/> Live with parents	<input type="checkbox"/> Provide a copy of parents' lease or warranty deed along with signed statement from parents.
<input type="checkbox"/> Own residential real property in Colorado Date purchased ____ / ____ / ____	<input type="checkbox"/> Provide copy of warranty deed or other proof of ownership.
<input type="checkbox"/> Maintain a home or own residential property in another state or country. Address of home _____ <i>Dates you resided in that home during the 12-month domicile period</i> _____	

Legal Ties to Colorado

<u>Legal Ties Information</u>	<u>Documentation Required</u>
<ul style="list-style-type: none"> Colorado driver's license or identification card <ul style="list-style-type: none"> <input type="checkbox"/> Yes. Date of Issue: ____/____/____ <input type="checkbox"/> No. Which state license or ID you have? _____ Provide explanation: _____ 	<input type="checkbox"/> Include a copy of your Colorado driver's license or ID card. If your license was renewed or reissued during the 12-month domicile period, also include a driver's history, available from Colorado DMV license offices. <input type="checkbox"/> Include a copy of your current out-of-state driver's license or state ID card.
<ul style="list-style-type: none"> Registered to vote in Colorado <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Colorado voter registration: ____/____/____ List state(s) of prior voter registration: _____ 	<input type="checkbox"/> Include a copy of your voter registration record/card from your county clerk's office.
<ul style="list-style-type: none"> Own or operate a motor vehicle? <ul style="list-style-type: none"> <input type="checkbox"/> Yes: Dates operated motor vehicle in Colorado: Start: ____ / ____ / ____ End: ____ / ____ / ____ Is the motor vehicle you operate registered in Colorado? <ul style="list-style-type: none"> <input type="checkbox"/> Yes. Please provide: Date vehicle first registered in Colorado ____ / ____ / ____ Name of registered owner _____ Relationship to petitioner _____ <input type="checkbox"/> No. Where is the vehicle registered? _____ Why not registered in Colorado? _____ _____ <input type="checkbox"/> No, I do not operate a vehicle in Colorado. _____ 	<input type="checkbox"/> Include a copy of all Colorado vehicle registrations covering the domicile year. <input type="checkbox"/> Include a copy of all out-of-state vehicle registrations covering the domicile year.

Part 3: Employment History

List all employment for the past two years, both Colorado and non-Colorado, including any military service.

From	To	Employer	City, State	Full/Part Time	Documentation Required
					Provide employment verification for all Colorado employment. This can be a letter from the employment, or copies of payroll statements or checks.

Did you accept a job in Colorado prior to moving to Colorado?
 Yes No If Yes, effective date of employment ____/____/____

Part 4: Income Tax History

<u>Income Tax Return Documentation</u>	<u>Documentation Required</u>
<input type="checkbox"/> Filed federal income tax return(s) List last two years filed: _____ <input type="checkbox"/> Have not filed federal income tax Please state reason why not _____ _____	Include ONE of the following (do NOT include schedules): <input type="checkbox"/> Photocopy of the <u>first page</u> of your most recent federal 1040EZ income tax return (copy of original that you filed). <input type="checkbox"/> Photocopy of the first <u>two pages</u> of your most recent federal 1040 income tax return (copy of original you filed). Include the following: <input type="checkbox"/> Copy of most recent Colorado Form 104 income tax return. <input type="checkbox"/> Copy of form 104PN if filed as part-year resident. Include the following: <input type="checkbox"/> Copy of your <u>complete</u> state tax returns from other states for the most recent tax year. <input type="checkbox"/> Copy of part-year documents if applicable. <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"/> This information about your plans to file current year tax returns is required. <input type="checkbox"/> If approved for in-state tuition, you may be required to submit a copy of your current-year state and federal income tax returns. If you file an extension, you must include the extension paperwork.
<input type="checkbox"/> Filed Colorado individual income tax return(s) List last two years filed: _____ _____	
<input type="checkbox"/> Have not filed Colorado Individual Income Tax Please state reason why not :- _____ _____	
<input type="checkbox"/> Filed state income tax return(s) in other state(s). List state(s) and last two years filed: _____ _____ _____	
<input type="checkbox"/> Tax information for Spring Petitioners <ul style="list-style-type: none"> Will you file a current year Federal Income Tax Return? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain why not: _____ _____ Will you file a current year Colorado income tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain why not: _____ _____ _____ 	

Part 5: Emancipation Information

Complete this section ONLY if you are a student petitioning for residency and will NOT be 23 years old on the first day of classes for the term for which you are petitioning. If you are 22 years old, you must complete this section for the part of the 12 month domicile period that you were 21 years old. If not applicable, go to Part 6. 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 Part 5.

A – Source of Income and Support

List all your **sources of income during your 12-month domicile year**. Include employment, gifts, loans, financial aid, funds provided by others, tax refunds, trust funds, etc. and the date of receipt. For employment income, list total pay for 12-month period. If more space needed, attach a separate page.

Source of Income	Date Received or Period of Employment	Total Amount Received for 12-Month Period	<input type="checkbox"/> <i>Documentation of all income sources is required. For private loans, promissory notes with all signatures are required.</i> <i>Examples: 12 months of pay statements, financial aid award letter, W-2s, copies of checks, letters from friends or relatives, copies of trust fund documents</i>
Total Income			

B – Financial Accounts

List all checking, savings or other financial accounts you held during the domicile year.

Bank or Institution Name	Last Four Digits of Account #	Balance at Beginning of Domicile Year	Current Balance	Initial Source of Funds	<input type="checkbox"/> <i>Provide copies of all documentation, including twelve months of complete monthly account statements (not account summaries). Indicate initial source of funds for each account; e.g., employer name, parents, bank providing loan, etc.</i>
Total resources					

C – Other Assets

Type of Asset	Date of Acquisition	Value at Beginning of Domicile Year	Initial Source of Asset

Provide copies of documentation for all listed assets. Note original source; e.g., inheritance, parents, other family, insurance settlements.

D – Expenses – Your bank statements and other documents will be used to verify all your expenses

List and document all your expenses during your 12-month qualifying period, including estimated expenses for any future months. Be as accurate as possible. **Use the area below to list your monthly budget; do not attach a separate budget.** Start your budget with the first month of your 12-month domicile year.

Fall Petition: August through July
 Spring: January through December
 Summer: May through April

Month and Year	Tuition & Fees (include documentation)	Campus Housing And Meal Plan	Rent/Mortgage	Food (if do not have a meal plan)	Miscellaneous and All remaining Expenses
TOTALS					
SUM TOTAL of all expenses for 12-month period					

NOTES:

- 1 Include billing statements and financial aid awards from any schools attended during the qualifying period.
- 2 Rent/mortgage payments should clearly appear on bank statements, or include copies of canceled checks or cash receipts.
- 3 Miscellaneous includes credit card payments, cell phone, books and supplies, recreation, travel, personal supplies, and other expenses not specified elsewhere in the budget. Expenses should be consistent with bank debits and withdrawals.

E – Parental Information

1. **Attach a signed copy of the first two pages of your parents’ federal income tax returns** for the period you are claiming emancipation.
2. List the last year your parents claimed you as a dependent for tax purposes: _____
3. List the last date your parents carried you on any medical or motor vehicle insurance:
Medical: Month _____ Year _____ **Motor Vehicle:** Month _____ Year _____

4. List all funds provided to you by your parents for the 18 months preceding the start of the term for which you are petitioning:

Month/Year	Amount	Reason

5. List the dates during the twelve-month domicile period that you resided in your parents’ home.

From Month/Day/Year	To Month/Day/Year

F – Future Financial Plan

Describe your anticipated sources of financial support for your college education and all other expenses until your 22nd birthday. List each income source and the amount expected from each. **Include any available documentation for each source, including records of savings, loan applications, financial aid award letters and any other relevant evidence.**

Part 6: Statement of Intent (for all petitioners)

Explain why you regard Colorado as your permanent home. Please include a statement describing your reason for moving to Colorado and demonstrating your intent to make Colorado your true, fixed and permanent home. Include how long you plan to stay in Colorado, and if you are a student, indicate your plans for residence and employment after you leave Western.

Part 7: Acknowledge and Sign

Check each box to acknowledge that you have read and understand the following:

- Include all required documentation** and fill out all applicable sections. Incomplete petitions will be denied if requested information is not provided.
- Submit **copies** of documents Original documents will not be returned.
- Deliver your petition to the Office of Student Financial Services in Taylor 314**, or send to the following address:
Western State Colorado University
Taylor Hall 314, Tuition Classification Officer
1 Western Way
Gunnison, CO 81231
- 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, and **you will be assessed tuition as a nonresident for the applicable term**.
- Important communications** may be sent to the student's @western.edu email address. The student may receive emails **requesting additional information** by a stated deadline; failure to do so may **result in a petition denial**.
- Evaluations may not be complete prior to the **bill due date**. Students classified as nonresident must make enrollment and financial decisions based on nonresident status unless notified otherwise. Petitions are evaluated in the **order received**.
- If you are granted Colorado residency, your tuition and financial aid will be adjusted, and you will not be eligible for scholarships based on nonresident tuition.
- 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 solely for the 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 and therefore ineligible for in-state tuition status.

I hereby swear/affirm that the answers given in this petition for in-state tuition classification are accurate and complete, and that all documents included 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 Office in writing within fifteen days of such change.

Printed Name of Petitioner

Signature of Petitioner

Date

DO NOT WRITE BELOW THIS LINE

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Tuition Classification Decision Approved _____ Denied _____ Date _____

Signature of Tuition Classification Officer: _____

Notes: _____