



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 (CCHE) has prepared detailed information that is available at <http://higherred.colorado.gov/Finance/Residency/default.html>.

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**. Aims Community College does not have discretion to make exceptions to the rules as established by state law.
- You must answer each of the petition questions and **attach all required documentation**. 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 College Center at the Enrollment counter.
- 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.

Term	Earliest Submission Date	Final Petition Deadline	Domicile Year
Fall 2019	5/28/2019	8/26/2019	August 26, 2018 – August 26, 2019
Spring 2020	10/15/2019	1/13/2020	January 13, 2019 – January 13, 2020
Summer 2020	2/26/2020	5/26/2020	May 26, 2019 – May 26, 2020
Fall 2020	5/26/2020	8/24/2020	August 24, 2019 – August 24, 2020
Spring 2021	10/13/2020	1/11/2021	January 11, 2020 – January 11, 2021



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Term: Fall Spring Summer Year: _____

_____ Aims ID Number Student Full Name _____

_____ Address City State Zip _____

_____ Phone Number _____ Aims Email (**Communications will only be sent to Aims student email**) @aims.edu _____

_____ Age Birthdate Marital Status Date of Marriage _____

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 (if applicable)

_____ 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 College 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 _____

For Student Enrollment Use Only

Date Received: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Appealed	Classification Officer _____
Decision Date: _____		

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: _____
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	

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

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.

<u>Colorado Residential Information</u>	<u>Documentation Required</u>
<input type="checkbox"/> Rent/Lease an apartment or house	Include one of the following <input type="checkbox"/> Signed statement from landlord or homeowner <input type="checkbox"/> Rent Receipts (12-months) <input type="checkbox"/> Cancelled Rent Checks (12-months) <input type="checkbox"/> Tenant Ledger
<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. Address of home: _____ Dates you resided in that home during the 12-month domicile period: _____	

Colorado Legal Ties

<u>Legal Ties Information</u>	<u>Documentation Required</u>
<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>Is the motor vehicle you operate registered in Colorado?</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><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.</p>
<p>• Did you graduate from a Colorado High School. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, Please provide</p> <p>_____ High School City Graduation Date</p>	<p><input type="checkbox"/> Include a copy of high school diploma or transcript showing graduation date.</p>

Employment History

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
				<p><input type="checkbox"/> Provide employment verification for all Colorado employment</p> <p><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></p>
<p>Did you accept a job in Colorado prior to moving to Colorado?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, effective date of employment ____ / ____ / ____</p>				

Income Tax History

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.

<u>Income Tax Return Information</u>	<u>Documentation Required</u>
<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: _____ _____ _____	<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 Spring Petitioners 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

Have you attended any college or university (including Aims Community College) 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 college 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.

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. Original documents will not be returned nor copies made for petitioners.

_____ **Hand deliver your petition to the Student Enrollment Office 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

Student Enrollment
Aims Community College
College Center
5401 West 20th Street
Greeley, CO 80632

_____ **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 @aims.edu email address. The student may receive emails requesting additional information by a stated deadline; failure to provided requested information may result in a petition denial. Final petition decisions are sent to the student’s @aims.edu email address.

_____ 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 COLLEGE 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.

Federal Income Tax Returns: Internal Revenue Service, 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 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 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.

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.

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, or 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.