



Active Duty Military In-State Exception Request Form

This form is only for students who either are active duty in the United States Military (minus Colorado National Guard) or a dependent of an active duty service member.

Please note: Students who qualify for In-State tuition in this way do not qualify for any Colorado resident financial aid programs. Unless the student meets the requirements for Colorado residency, this eligibility expires the first term following military retirement, military discharge or loss of dependent status.

Residency statuses may only be changed prior to the first day of the semester. For late starting courses, please reach out to Records@aims.edu to see if you qualify for an extension.

Submit this form along with your supporting documents to Records@aims.edu or in person at any Aims campus.

This form may be completed in Workday

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			

I am: a Military Service Member Dependant of a Military Service Member

Military service member: please check the correct response below. If one of the next 3 statements does not apply to the military service member, please do not complete this form.

- My dependent child, listed above as the student, was born to or legally adopted at the time I was stationed in Colorado. – For this option, please provide copy of birth certificate or adoption certificate.
- My spouse, listed above as the student, was my legal spouse at the time I was stationed in Colorado and we are currently still legally married – For this option, please provide copy of marriage certificate.
- I am the military member requesting In-State tuition classification for myself, as the student.

Military service member: please check the correct response below. If one of the next 2 statements does not apply to the military service member, please do not complete this form.

- Military service member is currently stationed in Colorado. – For this option, complete Part 1 and Part 2 and attach a copy of current orders stationing the military service member in Colorado, a copy of the military service member's ID, and a copy of the dependent ID's (if applicable).
- Military service member is not currently stationed in Colorado but was stationed in Colorado within 12 years of the first day of the semester that the student is requesting the tuition classification change. – For this option, complete Part 2 only and attach a copy of current orders stationing the military service member in Colorado, a copy of the orders transferring the military service member out of Colorado, a copy of the military service member's ID, and a copy of the dependent IDs (if applicable).

Part I - To Be Completed by the Base Education Officer

I certify that (Name) _____ is an active duty member of the U.S. Armed Forces and has either **permanent duty station** (PCS) or is on **temporary assignment to duty** (TDY) in Colorado at (name of military installation) _____ and that (name of dependent) _____ is a legal dependent of this member.

I further attest that the information certified above **will** **will not** remain in effect as of the first day of classes for the semester listed above at Aims Community College.

Certifying Officer: Name _____ **Title:** _____

Office or Command: _____

Signature of Certifying Officer: _____ **Date:** _____

Part II - Student and Military member Certification

I understand and agree to the following conditions:

1. This form must be completed and submitted to the Office of the Registrar no earlier than 30 days prior to the first day of the semester and no later than the first day of the semester.
2. If my waiver is based on a TDY assignment, I am not eligible to receive the College Opportunity Fund (COF) and I am responsible to pay full resident-based tuition and this adjustment will remain in effect only as long as the military member has TDY orders in Colorado.
3. If you waiver is based on PCS orders, this certification remains in effect as long as the student maintains continuous enrollment, not including summer term.
4. Attach copies of all required documentation including birth, adoption, marriage certificates, military orders and military IDs. Enlarge copy of military IDs when faxing. (Opinions from JAG office at Fort Carson and Peterson Air Force Base permit copying of IDs for legitimate purpose of obtaining a benefit for military personnel and dependents.)

Student Signature _____

Date: _____

U.S. Military Member Signature: _____
(if not the student)

Date: _____

Important Reminders:

- Please submit only copies of all documentation as no documentation will be returned.
- Return completed form and documentation to:
 - Records@aims.edu electronically, or
 - Walk form into any Aims campus, or
 - Mail to:
 - ATTN Registration and Records
 - Aims Community College
 - 5401 W. 20th Street
 - Greeley, CO 80634
- Completed forms are due by the first day of the first course in which a student is registered for in the term the change is requested for
 - For most students, this is the first day of main part of term.
- If you have questions or wish to request an extension, please reach out to Records@aims.edu.