Cuyahoga Community College

Petition for Change of Residency Status

SUBMISSION DEADLINE: End of the first week of the full term

Instructions: This application and all necessary supporting documentation must be submitted to the Enrollment Center by the end of the first week of the full term for the change to be effective for that term. For more information, please visit the Tri-C Residency Requirements website at www.tri-c.edu/Residency

Retroactive residency determinations cannot be made for tuition surcharge purposes.
If you are not a U.S. citizen, verify your visa status to make sure it is eligible.

Residency Categories

Please review the list below and CIRCLE the category which you believe describes your current residency status. This will assist you in determining the documentation required, as listed in Appendix A.

C-1: Dependent Student: The spouse or dependent student of a parent/legal guardian who has been a resident of Cuyahoga County or any other county in the State of Ohio for at least the 12 consecutive months preceding enrollment.

C-2: Independent Student.

C-3: Dependent Student: The spouse or dependent student of a person who is residing and employed on a full-time basis in Cuyahoga County or any other county in the State of Ohio.

C-4: A veteran and the veteran’s spouse and any dependent of a veteran.

E-1: Student who is living in Cuyahoga County or another county in the State of Ohio and is employed on a full-time (or part-time and self-sustaining) basis and who is pursuing a part-time program of study.

E-2: Cuyahoga County residents or residents of any other county in the State of Ohio serving in the military and their dependents.

E-3: Military service member serving on active duty status in the United States military, who is stationed and residing in Cuyahoga County or any other county in the State of Ohio.

E-4: Cuyahoga County resident or resident of another county in the State of Ohio who was transferred by the employer beyond the territorial limits of the United States.

E-5: Migrant Workers.

E-6: Community Service Workers

E-7: Marital Hardship

E-8: Ohio National Guard

General Information

Name_____________________________________________________________ Former Name______________________________

Last    First    Middle

Student Number S________________________ Telephone Number Day (_____)________________________

Area Code

Enrollment Status: [ ] Full-time [ ] Part-time Effective Term Requesting Residency Change________________________

Are you a citizen of the United States?  [ ] Yes  [ ] No If No, what type of visa do you possess?________________________

In what state and county are you registered to vote?________________________

Do you have a State of Ohio driver’s license or ID?  [ ] Yes  [ ] No

Reason for coming to Ohio (if applicable)?____________________________________________________________________
Address History

Present Address:

Number and Street

Apt Number

City

State

Zip Code

Date present address was established (mm/dd/yyyy): / / 

History of residence for past 12 months preceding the above address:

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State/Zip</th>
<th>Date From</th>
<th>Date To</th>
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Sources of Support

Have you filed Ohio Income taxes for the last 12 months?  

Yes  No

Marital Status:  Single  Married

Are you entirely self-supporting?  Yes  No

If yes, please list all employers for the past 12 months, places of employment, periods of employment, hours worked and earnings.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Employer Address</th>
<th>Dates Employed</th>
<th>Hours Worked</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
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If you are not entirely self-supporting, did anyone claim you as a dependent on the past year’s federal income taxes?  

Yes  No

If yes, who?:  Parent(s)  Spouse  Other:  Relationship

Provide the supporting person’s name, address and place of employment:

Name

Address

Street  City  State/Zip

Place of Employment (Letter from employer required)

Employed:  Full-Time  Part-Time

Applicant Certification

I certify that the information provided on this form is complete and accurate in every respect.

I understand that falsification will result in the assessment of additional fees and may result in dismissal from the College.

Signature  Date

FOR OFFICE USE ONLY

Change of Residency approved for “Other Ohio”  Approved  Not Approved

Change of Residency approved for “Cuyahoga County”  Approved  Not Approved

Authorized Signature  Date  Term of Approval

Comments/Category:  

Effective date: July 28, 2015
Appendix A - Changing Residency for Tuition Purposes

Please read the information thoroughly, complete and sign the Petition for Change of Residency Status, gather all required supporting documentation and return all documents to the Enrollment Center.

Intent & Authority

1) The following are the guidelines used by Cuyahoga Community College to ascertain residency (resident of Cuyahoga County, resident in any other county in the State of Ohio, or resident outside of the State of Ohio) for purposes of determining a student’s tuition fee and/or any applicable surcharge. These guidelines are based on the rules of Residency for Purposes of Tuition for the State of Ohio, as defined by the Ohio Board of Regents and set forth in the Ohio Administrative Code section 3333-1-10.

2) The intent of the Ohio Board of Regents in promulgating the rule for Residency for Purposes of Tuition is to exclude from treatment as residents, as that term is applied here, those persons who are present in the State of Ohio primarily for the purpose of receiving the benefit of a state-supported education.

3) The rule of the Ohio Board of Regents is adopted pursuant to Chapter 119 of the Ohio Revised Code, and under the authority conferred upon the Ohio Board of Regents by section 3333.31 of the Ohio Revised Code and as further defined by the Ohio Board of Regents in section 3333-1-10 of the Ohio Administrative Code.

Definitions

For purposes of this rule:

1) “Resident” shall mean any person who maintains a twelve month place or places of residence in Cuyahoga County or any other county in the State of Ohio, who is qualified as a resident to vote in Cuyahoga County or any other county in the State of Ohio and receive state public assistance and who may be subjected to tax liability under section 5747.02 of the Revised Code, provided such person has NOT, within the time prescribed by this rule, declared himself or herself to be or allowed himself or herself to remain a resident of any other state or nation for any of these or other purposes.

2) “Financial support” as used in this rule, shall NOT include grants, scholarships and awards from persons or entities which are NOT related to the recipient.

3) An “institution of higher education” shall have the same meaning as “state institution of higher education” as that term is defined in section 3345.011 of the Revised Code, and shall also include private medical and dental colleges which receive direct subsidy from the state of Ohio.

4) “Domicile” as used in this rule is a person’s permanent place of abode, so long as the person has the legal ability under federal and state law to reside permanently at that abode. For the purpose of this rule, only one domicile may be maintained at a given time.

5) “Dependent” shall mean a student who was claimed by at least one parent or guardian as a dependent on that person’s internal revenue service tax filing for the previous tax year.

6) “Residency Officer” means the person or persons at an institution of higher education that has the responsibility for determining residency of students under this rule.

7) “Community Service Position” shall mean a position volunteering or working for:
   a) VISTA, Americorps, City Year, the Peace Corps, or any similar program as determined by the Ohio Board of Regents; or
   b) An elected or appointed public official for a period of time NOT exceeding twenty-four consecutive months.

8) “Alien” means a person who is not a United States citizen or a United States national.

9) “Immigrant” means an alien who has been granted the right by the United States bureau of citizenship and immigration services to reside permanently in the United States and to work without restrictions in the United States.
10) "Nonimmigrant" means an alien who has been granted the right by the United States bureau of citizenship and immigration services to reside temporarily in the United States.

Residency for Subsidy & Tuition Surcharge Purposes

The following persons shall be classified as residents of Cuyahoga County or any other county in the State of Ohio for subsidy and tuition surcharge purposes:

C-1) A student who (i) is the spouse of or (ii) is a dependent student, at least one of whose parents or legal guardians has been a resident of Cuyahoga County or any other county in the State of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.

Documentation required:
- Copy of Ohio Driver’s License or Ohio Identification Card of the spouse, parent, or legal guardian of student, as applicable;
- Copy of previous year’s federal and Ohio tax return of the spouse, parent, or legal guardian of student, as applicable; and
- Copy of lease agreement or mortgage statement dated at least one year ago of the spouse, parent, or legal guardian of student, as applicable.

C-2) A person who has been a resident of Cuyahoga County or any other county in the State of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is Not receiving, and has Not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are Not residents of Ohio for all other legal purposes.

Documentation required:
- Copy of Student’s Ohio Driver’s License or Ohio Identification Card;
- Copy of lease agreement or mortgage statement dated at least one year ago; and
- Evidence of student’s financial independence, such as proof of employment (pay stub or letter from employer verifying employment of student).

C-3) A dependent student of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in Cuyahoga County or any other county in the State of Ohio for reasons other than gaining the benefit of favorable tuition rates. Documentation of full-time employment and domicile is required.

Documentation required:
- Copy of Ohio Driver’s License or Ohio Identification Card of the parent, legal guardian, or spouse of student, as applicable;
- A sworn statement from the employer or the employer’s representative on the letterhead of the employer or the employer’s representative certifying that the parent, legal guardian or spouse of the student is employed full-time in Cuyahoga County or any other county in the State of Ohio; and
- A copy of the lease under which the parent, legal guardian, or spouse is the lessee and occupant of rented residential property in Cuyahoga County or any other county in the State of Ohio; a copy of the closing statement on residential real property located in Cuyahoga County or any other county in the State of Ohio of which the parent, legal guardian or spouse is the owner and occupant; or if the parent, legal guardian or spouse is not the lessee or owner of the residence at which he or she has established domicile, a letter from the owner of the residence certifying that the parent, guardian, or spouse resides at that residence.

C-4) A veteran and the veteran’s spouse and any dependent of the veteran, who meets both of the following conditions:
   a) The veteran either
      i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or
(ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war

b) If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in Cuyahoga County or any other county in the State of Ohio as of the first day of term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and the spouse or dependent seeking residency status have established domicile in Cuyahoga County or any other county in the State of Ohio as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division.

Documentation required:
- Copy of Ohio Driver’s License or Ohio Identification Card of the veteran, veteran’s spouse or dependent of the veteran, as applicable;
- Military dependent verification, if applicable;
- Copy of lease agreement or mortgage statement; and
- Copy of veteran’s DD-214.

Additional Criteria Which May Be Considered in Determining Residency May Include But Are Not Limited to the Following:

D-1) Criteria evidencing residency:
   a) If a person is subject to tax liability under section 5747.02 of the Revised Code;
   b) If a person qualifies to vote in Ohio;
   c) If a person is eligible to receive Ohio public assistance;
   d) If a person has an Ohio’s driver’s license and/or motor vehicle registration.

D-2) Criteria evidencing lack of residency
   a) If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of public assistance or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation);
   b) If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of public assistance (see paragraph (D)(2)(a) of this rule).

D-3) For the purpose of determining residency for tuition surcharge purposes at Ohio’s state-assisted colleges and universities, an individual’s immigration status will not preclude an individual from obtaining resident status if that individual has the current legal status to remain permanently in the United States.

Exceptions to the general rule of residency for subsidy and tuition surcharge purposes:

E-1) A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Cuyahoga County or any other county in the State of Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Cuyahoga County or any other county in the State of Ohio for these purposes.

Documentation required:
- Copy of Student’s Ohio Driver’s License or Ohio Identification Card;
- Copy of lease agreement or mortgage statement of student; and
- Letter from employer on company letterhead stating full or part-time employment of student.

E-2) A person who enters and currently remains upon active duty status in the United States military service while a resident of Cuyahoga County or any other county in the State of Ohio for all other legal purposes and his or her dependents shall be considered residents of Cuyahoga County or the other county in the State of Ohio for these purposes as long as Cuyahoga County or the other county in the State of Ohio remains the location of such person’s domicile.
Documentation required:
- Copy of Ohio Driver’s License or Ohio Identification Card;
- Copy of Current Military ID; and
- Copy of lease agreement or mortgage statement.

E-3) A person on active duty status in the United States military service who is stationed and resides in Cuyahoga County or any other county in the State of Ohio and his or her dependents shall be considered residents of Cuyahoga County or the other county in the State of Ohio for these purposes.

Documentation required:
- Copy of Ohio Driver’s License or Ohio State Identification;
- Copy of Current Military ID; and
- Copy of lease agreement or mortgage statement.

E-4) A person who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Cuyahoga County or any other county in the State of Ohio for all other legal purposes and his or her dependents shall be considered residents of Cuyahoga County or the other county in the State of Ohio for these purposes as long as Cuyahoga County or the other county in the State of Ohio remains the county of such person’s domicile as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment.

Documentation required:
- Copy of Ohio Driver’s License or Ohio Identification Card;
- Copy of lease agreement or mortgage statement dated at least one year ago;
- Copy of previous year’s federal and Ohio tax return; and
- Verification letter from employer regarding transfer.

E-5) A person who has been employed as a migrant worker in Cuyahoga County or any other county in the State of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Cuyahoga County or the other county in the State of Ohio at least four months during each of the three years preceding the proposed enrollment.

Documentation required:
- Letter from employer on company letterhead stating full or part-time employment.

E-6) A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her dependents, shall be considered a residents of Cuyahoga County or any other county in the State of Ohio while in service and upon completion of service in the community service position.

Documentation required:
- Letter from Community Service Organization verifying dates of employment; and
- Proof of domicile in Cuyahoga County or any other county in the State of Ohio.

E-7) A person who returns to Cuyahoga County or any other county in the State of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than fifty percent of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Cuyahoga County or the other county in the State of Ohio.

Documentation required:
- Copy of Ohio Driver’s License or Ohio Identification Card;
- Document verifying impending marital status; and
- Notarized statement of financial dependency.

E-8) A person who is a member of the Ohio National Guard and who is domiciled in Cuyahoga County or any other county in the State of Ohio, and his or her spouse and dependents, shall be considered residents of Cuyahoga County or the other county in the State of Ohio while the person is in Ohio National Guard service.

Documentation required:
- Copy of Ohio Driver’s License or Ohio Identification Card;
- Copy of Current Ohio National Guard ID; and
• Copy of lease agreement or mortgage statement.

Procedures

F-1) A dependent person classified as a resident of Cuyahoga County or any other county in the State of Ohio for these purposes under the provisions of paragraph (C)(1) of this rule and who is enrolled in an institution of higher education when his or her parents or legal guardian removes their residency from Cuyahoga County or the other county in the State of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.

F-2) In considering residency, removal of the student or the student’s parents or legal guardian from Cuyahoga County or any other county in the State of Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Cuyahoga County or the other county in the State of Ohio residency status otherwise established under paragraph (C)(1) or (C)(2) of this rule.

F-3) For students who qualify for residency status under paragraph (C)(3) of this rule, residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Cuyahoga County or the other county in the State of Ohio less than twelve months after accepting employment and establishing domicile in Cuyahoga County or the other county in the State of Ohio.

F-4) Any person once classified as a nonresident, upon the completion of twelve consecutive months of residency, must apply to the institution he or she attends for reclassification as a resident of Cuyahoga County or any other county in the State of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding twelve consecutive months has been provided directly or indirectly by persons or entities who are not residents of Cuyahoga County or any other county in the State of Ohio for all other legal purposes, such person shall be reclassified as a resident.

Evidentiary determinations under this rule shall be made by the institution which may require, among other things, the submission of documentation regarding the sources of a student’s actual financial support.

F-5) Any reclassification of a student as a resident who was once classified as a nonresident for tuition purposes shall only apply as of the date of such reclassification and will not apply retroactively.

F-6) Any institution of higher education charged with reporting student enrollment to the chancellor of the Ohio Board of Regents for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Cuyahoga County or other county in the State of Ohio residency for purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under this rule.