



Cuyahoga Community College

Petition for Change of Residency Status

Instructions: This application and all necessary supporting documentation must be submitted to the Enrollment Center by the end of the 100% refund period for each term in order 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. Additional documentation may be requested. Determinations may take up to five (5) business days.

Residency Categories

Please review the list below and **check** the category that 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 legal resident of Cuyahoga County (in-county) or any other county (out-of-county) in the State of Ohio for at least the 12 consecutive months preceding enrollment.
- ___ C-2: Independent Student: A financially independent student who has been a resident of Cuyahoga County (in-county) or any other county (out-of-county) in the State of Ohio for at least the 12 consecutive months preceding enrollment.
- ___ 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 (in-county) or any other county (out-of-county) in the State of Ohio.
- ___ C-4: A veteran and the veteran's spouse and any dependent of a veteran who has been honorably or medically discharged with at least one year of service.

Exemptions: *(May qualify you for in-state or in-county tuition rates)*

- ___ E-1: Student who is living in Cuyahoga 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 may be eligible for in-county tuition purposes. Student who is living in any other 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 may be eligible for out-of-county tuition purposes.
- ___ E-2: Cuyahoga County residents (in-county) or residents of any other county (out-of-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 (in-county) or any other county (out-of-county) in the State of Ohio.
- ___ E-4: Cuyahoga County resident (in-county) or resident of another county (out-of-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

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 Telephone _____ Date _____

Enrollment Status: Full-time Part-time Effective Term Requesting Residency Change _____

Are you a citizen of the United States? Yes No **If No, attach a copy** of your permanent residency card or Visa/Passport page

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

Reason for coming to Ohio? _____

Address History

List all addresses for the past 12 months beginning with your current address:

Street	City	State/Zip	Date From	Date To

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?

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

Employer	Employer City/State	Dates Employed	Weekly Hours Worked	Weekly Earnings

If no, 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 and address:

Name _____

Address _____
Street City State/Zip

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.

Student Signature

Date

FOR OFFICE USE ONLY

Change of Residency approved for "Cuyahoga County" Approved Not Approved

Change of Residency approved for "Out of County" Approved Not Approved

Authorized Signature

Date

Term of Approval

Comments/Category: _____

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.

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;
- One of the following:
 - Copy of previous year's federal and Ohio tax return of the spouse, parent, or legal guardian of student
 - Copy of marriage certificate if residency is based on spouse
 - Copy of birth certificate if residency is based on parent
- Copy of all current AND past lease agreement(s) or mortgage statement(s) showing residency for the past 12 months 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 all current AND past lease agreement(s) or mortgage statement(s) showing residency for the past 12 months;
- Evidence of student's financial independence, such as proof of employment (current 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:

- One of the following:
 - Copy of previous year's federal and Ohio tax return of the spouse, parent, or legal guardian of student
 - Copy of marriage certificate if residency is based on spouse
 - Copy of birth certificate if residency is based on parent
- 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;
- A copy of current lease agreement or mortgage statement of the spouse, parent or legal guardian of students, as applicable.

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 current lease agreement or mortgage statement; and
- Copy of veteran's DD-214.

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 current 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 Current Military ID; and
- Copy of Military Orders
- 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 spouse and 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.

Cuyahoga Community College (Tri-C®) is supported by the taxpayers of Cuyahoga County and assisted by the state of Ohio. Students who are not county residents pay out-of-county or out-of-state fees. A student's official residency status is determined at the time of admission according to the residency policies of the state of Ohio, the Ohio Board of Regents and the Tri-C Board of Trustees.