

UNIVERSITY of  
NORTHERN COLORADO



## *Tuition Classification Petition*

Completed petitions may be submitted to the Registrar's Office no earlier than 90 days before the next semester begins and no later than the first day of class.

<b>Term</b>	<b>Submission Period Begins</b>	<b>Petition Deadline</b>	<b>Domicile Year</b>
<b>Interim 09-10</b>	09/15/09	12/14/09	Dec 14, 2008 - Dec 14, 2009
<b>Spring 2010</b>	10/13/09	01/11/10	Jan 11, 2009 - Jan 11, 2010
<b>Summer 2010</b>	02/16/10	05/17/10	May 17, 2009 - May 17, 2010
<b>Fall 2010</b>	05/25/10	08/23/10	Aug 23, 2009 - Aug 23, 2010
<b>Interim 10-11</b>	09/14/10	12/13/10	Dec 13, 2009 - Dec 13, 2010
<b>Spring 2011</b>	10/12/10	01/10/11	Jan 10, 2010 - Jan 10, 2011
<b>Summer 2011</b>	02/15/11	05/16/11	May 16, 2010 - May 16, 2011

If you anticipate receiving financial aid for the semester in which you are applying for residency, it is recommended that you submit your petition no later than 60 days prior to the beginning of the semester. This will enable your financial aid to be processed correctly and credited to your account by the time the semester starts.

For additional information about the requirements for establishing in-state residency, please contact:

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UNC Tuition Classification Officer  
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970-351-1870 (Fax)  
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## FREQUENTLY ASKED QUESTIONS

Who sets the rules and procedures for considering individuals as “in-state” students for tuition purposes?

The state tuition law (Colorado Revised Statutes §23-7-101, *et. Seq.*) is the basis for considering individuals as “in-state” for tuition purposes. The University of Northern Colorado does not have discretion to make exceptions to the rules as established by state law.

What documents are required to establish myself as an “in-state” student?

Establishing a new domicile requires physical presence in a place with the simultaneous intent to make that place one’s permanent home. Tuition law lists several factors which can be used to determine that intent has been established (i.e. obtaining a driver’s license, obtaining vehicle registration, registering to vote, payment of Colorado state income tax).

There is no one set of criteria that is applied to every individual. You are expected to take appropriate action on all factors relevant in your circumstances. However, you should comply with all legal obligations of being a Colorado resident.

How old must I be to establish domicile in Colorado?

According to tuition law, there are three possible situations:

1. Individuals at least 22 years of age are eligible to establish domicile in Colorado. Physical presence and intent must be established for 12 months prior to the first day of classes. Thus, an individual will meet the requirements of the law no sooner than his or her 23<sup>rd</sup> birthday.
2. Individuals under 23 years of age with parents or legal guardians who have established domicile for 12 months prior to the first day of classes could be considered “in-state” for tuition purposes.
3. Students who are emancipated (completely financially independent) prior to the age of 22 are eligible to establish domicile.

Once I live here for one year will my tuition automatically change?

No. Individuals classified as “out-of-state” who feel they meet the requirements for in-state tuition, should complete the Tuition Classification Packet and submit it to the Registrar’s Office no earlier than 90 days prior, but no later than the first day of classes for the term in which they wish to be considered “in-state”. The tuition classification statute places the burden of proof on the petitioner to provide clear and convincing evidence of eligibility.

If I marry a Colorado resident will I automatically be allowed to pay “in-state” tuition?

No. Marriage to a Colorado resident does not by itself qualify you for in-state tuition status. Although such a marriage may be considered some evidence of intent, you must maintain your own Colorado domicile for one year.

What documentation do I need to supply along with my Tuition Classification Petition?

Below you will see a checklist that can be used as a guideline, but is not meant to be all inclusive. Each application is looked at individually and some circumstances may require additional documentation.

- Copy of current Colorado Driver’s License or Colorado Identification Card
- Proof of physical presence in Colorado (i.e. deed of trust, rent checks, letter from landlord)
- Copy of Colorado motor vehicle registration
- Copy of voter registration card (if not shown on Colorado Driver’s License)
- Copy of most recent Colorado and Federal Income Tax Filings
- Copy of Lawful Presence Card (Green Card or I-94 Form)

**Specific tuition classification deadlines, guidelines, and statutes are available in full at <http://www.registrar.unco.edu/Tuition%20Classification/index.html>**