



## **NORTH CAROLINA PUBLIC HIGHER EDUCATION**

### **RESIDENCE – AND – TUITION STATUS APPLICATION**

Attached is the Application for Change of Residency and Tuition Status. Please read the directions carefully and answer all questions to the best of your knowledge. Please refer to the back of this page for more detailed information. Also, please review the “Residency for Tuition” section in our general catalog.

Incomplete applications will not be processed. Please do not submit the residency application until you have completed 12 months residency in North Carolina. Early application is highly recommended. Forms are processed on a first-come, first processed basis. If applications are submitted too close to registration, you may not get the determination for in-state tuition prior to the tuition due date.

Please contact the College’s Residency Officer to schedule an appointment to review and consider your application. You will need to bring the completed application and appropriate supporting information, such as state and federal tax returns, driver’s license, personal property tax statement, perhaps rent receipts, and other items that may help document your claim.

### **RESIDENCY APPLICATIONS WILL NOT BE CONSIDERED ON REGISTRATION DAYS.**

If you have questions or to schedule the appointment, please call Debbie Rowland, Academic and Career Counselor at (828) 627-4646.

## **GUIDELINES FOR DETERMINATION OF IN-STATE RESIDENCE STATUS FOR TUITION PURPOSES**

This document is for the purpose of providing students with basic information used in the determination of in-state status for tuition purposes. **This document is not all-inclusive in its presentation of residency criteria.** All decisions concerning classification of students as legal residents of North Carolina for tuition purposes are made according to North Carolina law (G.S. 116-143.1 and 116-143.3) as outlined in *the Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*.

To be eligible for classification for in-state status for tuition purposes, a person must establish that his/her presence in the state is for the purpose of maintaining a bona fide domicile and not a temporary residence incident to enrollment in an institution of higher education. Mere physical presence for 12 months is not sufficient for qualification.

The North Carolina Residence and Tuition Status Application for classification as a legal resident (domiciliary) of North Carolina for tuition purposes states, “you must give the college the evidence it requires to enable it to make that classification.” Documents that can help support your residency status include, but are not limited to, the following:

**If the student is 18 years or older and is financially independent (is not claimed as a dependent on anyone else’s federal and state income tax, and does not receive financial support from parents, parent with custody, or legal guardian, the student must:**

\*have filed state and federal income taxes in North Carolina during the past 12 months.

\*have acquired a North Carolina driver’s license, and registered a motor vehicle in North Carolina within a reasonable amount of time subsequent to establishing domicile in the State

\*have a permanent address in North Carolina where he/she resides on a permanent basis

\*show that he/she had personally financed the past 12 months in North Carolina

\*marriage certificate (if claiming North Carolina residency from spouse)

\*Other items for consideration: insurance forms, employment records, utility payment receipts, bank records, voter registration, purchase of real property, organization membership, paid state intangible tax.

**If the student is dependent (receives financial support from parents, parent with custody, or legal guardian): parents, parent with custody, or legal guardian must meet all criteria listed above.**

**NOTE: No one of the above criteria is an absolute in qualification or non-qualification for residency for tuition purposes. A preponderance of the evidence is used in determining residence status.**

**NORTH CAROLINA RESIDENCE & TUITION STATUS APPLICATION**

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**APPLICANT INFORMATION**

1. Applicant Student's Full Name \_\_\_\_\_
2. Social Security Number (voluntary) \_\_\_\_\_ Citizenship: \_\_\_\_\_  
*(If not a US citizen, attach completed Supplemental Form) If Supplemental Form attached, check here*
3. Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_
4. Address while attending institution (current): \_\_\_\_\_
5. Permanent home address: \_\_\_\_\_  
Since: \_\_\_\_\_ Telephone: \_\_\_\_\_
6. Previous home address in NC: \_\_\_\_\_  
From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_  
Last previous home address outside NC: \_\_\_\_\_  
From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_
7. Are you currently enrolled in this institution? (Yes or No) \_\_\_\_ Are you applying for admission? \_\_\_\_  
Circle earliest term and indicate year in which you want this decision to apply:  
Year \_\_\_\_ Fall Spring Summer, First Sess. Summer, Second Sess.
8. Why did you move your home to North Carolina: \_\_\_\_\_  
On what date did you move your home to North Carolina: \_\_\_/\_\_\_/\_\_\_
9. From what state or foreign country did you move your home and legal residence: \_\_\_\_\_
10. When do you claim your legal residence in NC began? \_\_\_\_\_
11. Has your residence status for tuition purposes been previously determined by a North Carolina public educational institution? (Yes or No) \_\_\_\_ If yes, (A) Name of institution: \_\_\_\_\_  
(B) Classification: Resident \_\_\_\_ Nonresident \_\_\_\_  
(C) Last term and year you were so classified: \_\_\_\_\_
12. Secondary (high or preparatory) schools you attended in sequence:

	Name	Address (place & state)	From (date)	To (date)
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
13. List ALL post-secondary schools (universities, colleges, junior colleges, community colleges, etc.) you have attended, in sequence (*including* this institution):

	Institution	Address (place & state)	From (date)	To (date)
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
14. Father living? (Yes or No) \_\_\_\_ Name \_\_\_\_ Occupation \_\_\_\_  
Permanent home address: \_\_\_\_\_ Since: \_\_\_\_\_
15. Mother living? (Yes or No) \_\_\_\_ Name \_\_\_\_ Occupation \_\_\_\_  
Permanent home address: \_\_\_\_\_ Since: \_\_\_\_\_
16. Parents separated or divorced? (Yes or No) \_\_\_\_ Who has/had custody of you? \_\_\_\_\_
17. Legal Guardian? (Yes or No) \_\_\_\_ Name \_\_\_\_ Occupation \_\_\_\_\_

Permanent home address: \_\_\_\_\_ Since: \_\_\_\_\_

Court appointed at (place) \_\_\_\_\_ (on date) \_\_\_\_\_

18. Who (including yourself) last claimed you as an exemption on state and/or federal income tax returns, for what tax year, and in what state filed?

- a) On state return for \_\_\_\_\_ tax year, filed in (state) \_\_\_\_\_ on (date) \_\_\_\_\_  
Name \_\_\_\_\_ Relationship to you \_\_\_\_\_
- b) On federal return for \_\_\_\_\_ tax year, filed in (state) \_\_\_\_\_ on (date) \_\_\_\_\_  
Name \_\_\_\_\_ Relationship to you \_\_\_\_\_
- c) Does anyone intend to claim you as a dependent on state and/or federal income tax returns for the current tax year? (Yes or No) \_\_\_\_\_

19. List in chronological order to date of this application *all* places *you* have spent at least 7 consecutive days during the past three years. Your response must include your current address, all other places lived, and vacations.

	Place (city and state)	Occupation or Purpose	From (date)	To (date)
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
c)	_____	_____	_____	_____

20. When and where (state or foreign country) did you do each of the following during the last 24 months? List *each* time you did each such act (If not done in the last 24 months, list where and when such acts were done the last time you did them; if *never done at all*, write "never"):

	Where/Month/Day/Year	Where/Month/Day/Year	Where/Month/Day/Year
a) Registered to vote	_____	_____	_____
b) Voted	_____	_____	_____
c) Called to serve on jury duty	_____	_____	_____
d) Acquired or renewed driver's license	_____	_____	_____
e) Acquired ownership of property for use as your principal dwelling	_____	_____	_____
f) Inclusive dates of such property ownership:	from: _____ to: _____	from: _____ to: _____	from: _____ to: _____
g) Filed state intangibles tax return	_____	_____	_____
h) Listed personal property for taxation in the county where you live	_____	_____	_____
i) Filed state income tax return Did you file as a resident or nonresident?	_____	_____	_____
j) Had state income tax withheld during the current tax year? Beginning (Month/Day/Year) _____ During the previous year? _____ Yes _____ No State(s) _____ Beginning (Month/Day/Year) _____ Was all of the amount withheld refunded to you? _____ Yes _____ No	_____	_____	_____
k) Registered/licensed a motor vehicle (car, truck, or other requiring license) Type of vehicle (list all) _____ where registered/licensed _____ (Month/Day/Year) _____	_____	_____	_____

21. The car(s) or other motor vehicles which you maintain and operate in NC are owned by (name) \_\_\_\_\_ (address) \_\_\_\_\_  
Registered/licensed in (state or foreign country) \_\_\_\_\_ insured in the name of \_\_\_\_\_ (address) \_\_\_\_\_

22. List the addresses at which you own and maintain personal property (clothing, furniture, cars, boats, checking or savings accounts, stocks, bonds, pets, jewelry, appliances, etc.) and give percentage of value (of total personal property) maintained at each address:

	Address	% at this address
a)	_____	_____
b)	_____	_____

23. List your employment for wages in the last 24 months:

	Job Title	Employer	Address (place & state)	Dates		Hrs. per week
				(from)	(to)	
a)	_____	_____	_____	_____	_____	_____
b)	_____	_____	_____	_____	_____	_____
c)	_____	_____	_____	_____	_____	_____

24. Of the total money required to meet your expenses, what percentage came from each of the following sources and what was it used for?

Source	Preceding Calendar Year (Jan.-Dec. ____)		Current Calendar Year (Jan.-Dec. ____)	
	% of Total	Used For	% of Total	Used For
Your earnings	_____	_____	_____	_____
Your savings	_____	_____	_____	_____
Parents(s) or Guardian	_____	_____	_____	_____
Name _____	_____	_____	_____	_____
Other (specify): _____	_____	_____	_____	_____
Total	<u>100%</u>	_____	<u>100%</u>	_____

25. a) Have you or either of your parents been in active military service within the past two years? (Yes or No) \_\_\_\_\_. If so, for each such person, ATTACH copies of the "Leave and Earnings Statements" for the most recent pay period and for the pay period 12 months ago.

b) If you or either of your parents have been in active military service or other federal government employment within the past two years, answer the following for each such person:

Name(s) \_\_\_\_\_ Relationship to you \_\_\_\_\_ Home address upon entry \_\_\_\_\_  
 \_\_\_\_\_ Official "home of record" \_\_\_\_\_ Official home address  
 now \_\_\_\_\_ Date this home address was declared \_\_\_\_\_  
 Home address upon discharge \_\_\_\_\_ Date of discharge \_\_\_\_\_  
 Legal residence most recently claimed on DD Form 2058 (State of Legal Residence Certificate) \_\_\_\_\_  
 Date that DD Form 2058 was completed \_\_\_\_\_ Place to which mileage was paid upon  
 discharge \_\_\_\_\_ State for which income tax withheld \_\_\_\_\_ From what date? \_\_\_\_\_

26. Answer the questions below for each of the following individuals:

- Your parents (or legal guardian) if you now live with them or have lived with them in the past 24 months OR if they have claimed you as a dependent for tax purposes in the past 24 months. Answer this question for your *father* unless your parents are separated or divorced. If your parents are separated or divorced, answer this question for both parents.
- Any other person who has claimed you as a dependent for tax purposes within the past 24 months.

a) Name(s) \_\_\_\_\_ Relationship to you \_\_\_\_\_  
 Permanent home address \_\_\_\_\_  
 Lived at this address since (date) \_\_\_\_\_ Last previous home address \_\_\_\_\_  
 \_\_\_\_\_ from (date) \_\_\_\_\_ to (date) \_\_\_\_\_

b) Where (state or foreign country) and when did this person do each of the following during the last 24 months? List each time he or she did each such act. (If not done in the last 24 months, where and when did he or she do these acts last? If *never* done at *all*, write "never"):

	Where/Month/Day/Year	Where/Month/Day/Year	Where/Month/Day/Year
1) Registered to vote	_____	_____	_____
2) Voted	_____	_____	_____
3) Called to serve on jury duty	_____	_____	_____
4) Acquired or renewed driver's license	_____	_____	_____
5) Acquired ownership of property For use as your principal dwelling	_____	_____	_____
6) Inclusive dates of such property ownership:	from: _____ to: _____	from: _____ to: _____	from: _____ to: _____
7) Filed state intangibles tax return	_____	_____	_____
8) Listed personal property for taxation	_____	_____	_____
9) Filed state income tax return Did you file as a resident or nonresident?	_____	_____	_____
10) Registered/licensed motor vehicle(s)	_____	_____	_____
11) Claimed you as an exemption on state income tax return for _____ tax year, filed in (state) _____ on (date) _____; federal income tax return for _____ tax year, filed in (state) _____ on (date) _____			

27. If there are additional circumstances, events, or acts that you feel support your claim to North Carolina legal residence (domicile) for tuition purposes, attach a description of each, specifying the place and date of its occurrence.

- I hereby acknowledge that completion of Item 2 (Social Security number) is voluntary, is requested by the institution solely for administrative convenience and record-keeping accuracy, and is requested only to provide a personal identifier for the internal records of this institution.
- I hereby certify that all information I have set forth herein is true to the best of my knowledge, pursuant to my reasonable inquiry where needed.
- I hereby acknowledge that the institution may verify the information set forth herein from sources accessible under law to the institution but that the institution may divulge the contents of this application only as permitted under the Family Educational Rights and Privacy Act of 1974 if I am, or have been, in attendance at this institution.

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Applicant's signature

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Date

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Signature of parent or guardian (if applicant is under 18 years of age)

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Date