



PETITION FOR IN-STATE TUITION CLASSIFICATION CHECKLIST

The Colorado Tuition Classification Statute (C.R.S 23-7-101 et. seq) delegates responsibility to the college to determine eligibility for in-state tuition in accordance with rules that apply to all public colleges and universities in the state. The statute states that each student must document domicile (a fixed and permanent residence for 12 continuous months preceding the beginning of the term) and intent (legal ties with the state). Students under the age of 23 whose parents are not Colorado residents, and who are not married, must prove emancipation.

You must submit all checklist items that apply to you. Documentation submitted must be photocopies of your original documents because the entire petition becomes permanent record and is retained by the college. Please note: this checklist has been provided to assist you in the residency petition process and does not imply that your petition will be approved.

Domicile documentation:

- ☐ Copy of leases or rent receipts. Homeowners should include a copy of a warranty deed. If you lived with a friend or relative, you must provide a *notarized* statement from that person indicating the property address and the dates you lived with him/her. You must also provide a copy of their lease, deed or rent receipts

Intent documentation:

- ☐ Copy of most current Colorado Income Tax Returns
- ☐ Copy of Voter registration
- ☐ Copy of Drivers License or Identification Card issued by Colorado
- ☐ Copy of Motor Vehicle registration
- ☐ Verification of Employment

Emancipation documentation:

- ☐ Emancipation form completed and signed by parents (must be notarized)
- ☐ Copy of both parents Federal Income Tax returns for the most current year
- ☐ Your most recent pay stub and W-2's for the most recent year
- ☐ Copy of your Federal Income Tax Returns for the most current year
- ☐ Copy of Marriage License (if applicable)
- ☐ Copies of monthly bank account statements, verification of local bank account, trust account statements
- ☐ Copy of Colorado High School Diploma or transcript

Other documentation:

- ☐ Copy of resident alien card or other INS documentation as listed in packet
- ☐ Copies of form 2555 from your Federal Income Tax Returns for years of foreign address
- ☐ Copy of DD214, most recent LES, DD-2058 (if applicable)

TRINIDAD STATE COLLEGE
PETITION FOR IN-STATE TUITION CLASSIFICATION

Student's Name _____ Social Security Number * _____

Address _____
Street and Apt # City State Zip Local Phone

Age Birthdate Marital Status Date Married Maiden Name

IMPORTANT: Indicate which campus you plan on attending Trinidad _____ Alamosa _____
Indicate the semester and year for which you are petitioning: Fall _____ Spring _____ Summer _____ YEAR _____
First Semester and year at TSJC. Fall _____ Spring _____ Summer _____ YEAR _____

*Disclosure of Social Security Number is voluntary. It is helpful on this form to facilitate processing and record keeping by the College.

If the student is under 23 as of the deadline for filing this petition and is **not** emancipated, or if the student has turned 22 during the 12 months before the qualifying date and was not previously emancipated, the parent or court-appointed guardian of the student, rather than the student, must answer the questions on this petition and complete the section below. If a parent or court-appointed legal guardian completes this petition, then the information provided **must pertain to the parent or court-appointed legal guardian** rather than the student.

Name of person completing form _____ Relationship _____

Address _____

Street City State Zip Code

If you are the court-appointed legal guardian of the student, you must enclose: (1) a copy of the court decree and (2) a statement from the court that appointed you guardian certifying that the primary purpose of such appointment is not to qualify the student as an in-state resident for tuition purposes.

YES NO

1. Are you a citizen of the United States? ☐ ☐

If not, do you hold a visa or other document issued by the U.S. Immigration and Naturalization Service (INS)? **If yes, please attach a copy of these documents.** ☐ ☐

Copy of Visa, Copy of Permanent Resident Card, copy of INS documents or receipts.

2. List all specific dates of physical presence in Colorado and **attach proof of your presence in Colorado for the past 12 months (rent receipts, warranty deed, lease agreement, canceled rent checks or notarized letters from landlords.)**

FROM: ____/____/____
Month Day Year

TO: ____/____/____
Month Day Year

3. List all extended absences from Colorado.

FROM: ____/____/____
Month Day Year

TO: ____/____/____
Month Day Year

YES NO

4. Did you file a Colorado State income tax return as a resident in the past 12 months? .. ☐ ☐
- a. List which years you have filed Colorado returns as a Colorado Resident _____
- b. List which years you have filed returns in another state _____
- c. If you did not file a Colorado return in the past 12 months, state reason(s): _____

d. Is Colorado income tax currently being withheld?..... ☐ ☐

e. **Attach signed copies of Colorado (not Federal) income tax returns for the past 2 years. Submit W-2 forms if Colorado returns were not filed for the past 2 years.**

5. List employment for past 2 years. **Attach a statement from Colorado employers on letterhead and notarized during the past year indicating dates of employment, whether you were hired on a permanent or temporary basis, and whether it was/is full-time or part-time.**

a. _____
Employer (Company Name)

Address of Employer

Dates of Employment FROM: ____/____/____ TO: ____/____/____
Month Day Year Month Day Year

b. _____
Employer (Company Name)

Address of Employer

Dates of Employment FROM: ____/____/____ TO: ____/____/____
Month Day Year Month Day Year

c. _____
Employer (Company Name)

Address of Employer

Dates of Employment FROM: ____/____/____ TO: ____/____/____
Month Day Year Month Day Year

d. _____
Employer (Company Name)

Address of Employer

Dates of Employment FROM: ____/____/____ TO: ____/____/____
Month Day Year Month Day Year

(Submit separate sheet for listing more employers**)**

6. Have you accepted future employment in Colorado?..... ☐ ☐

a. Effective date of future employment: Month _____ Day _____ Year _____

b. **Attach a copy of contract or other proof on company letterhead and notarized statement.**

7. Are you registered to vote?..... ☐ ☐

a. In what state? _____ Date of registration: Month _____ Day _____ Year _____

b. If registered in Colorado, **Attach a copy of voter registration from County Clerk.**

8. Have you operated a motor vehicle within the past 12 months? ☐ **Yes** ☐ **No**
a. In what state was/is the vehicle registered? _____

b. If registered in Colorado Date of registration Month _____ Day _____ Year _____

c. **Attach copies of all Colorado vehicle registration showing the exact dates of registration for the past 2 years.**

NOTE: If you do not currently own a motor vehicle, but have owned one which was registered in Colorado in the past 2 years, **attach copies of these registrations or proof from the Motor Vehicle Office.**

9. Do you have a current Drivers license or a State I.D? ☐ ☐
a. In what state was it issued? _____ Issue Date Month _____ Day _____ Year _____

b. **Attach a copy of your Drivers license or State I.D.**

NOTE: If license was re-issued in Colorado during the past 12 months, also **attach copy of your previous license or proof from the Motor Vehicle Office.**

10. Do you own residential property in Colorado? ... ☐ ☐
a. Date purchased: Month _____ Day _____ Year _____

b. Address _____
Street City State Zip Code

11. Do you maintain a home(s) in another state?.. ☐ ☐
a. List State(s): _____
b. List dates that you have resided in this home(s):

FROM: ____/____/____ TO: ____/____/____
Month Day Year Month Day Year

FROM: ____/____/____ TO: ____/____/____
Month Day Year Month Day Year

12. Have you graduated or will you graduate from a Colorado high school? ☐ ☐

13. Have you attended any college or university during the past 2 years? ☐ ☐

Institution	Dates attended (month/year)
_____	From ____ To ____
_____	From ____ To ____
_____	From ____ To ____

At which school(s) were you assessed in-state tuition? _____

14. Have you served in the Armed Forces during the past 2 years? ☐ ☐
a. List dates of service:

From: Month _____ Day _____ Year _____ To: Month _____ Day _____ Year _____

b. What period of this time were you stationed in Colorado?

From: Month _____ Day _____ Year _____ To: Month _____ Day _____ Year _____

c. **Attach a copy of your most recent W-4 form filed with your military personnel office, a recent leave earning statement (LES), a copy of DD-2058, and a copy of DD-214 if discharged.**

15. On the back of this page, explain why you regard Colorado as your permanent home. If you are a student, indicate your plans for residence and employment after you leave Trinidad State College. Supply any and all additional information you feel can help show your intent to make Colorado your permanent home. If applicable, also supply any and all additional information you feel can help show your emancipation from your parents. Include any relevant documentation. If you are the student's parent or guardian, please indicate the expected duration of your residency and employment (if employed) in Colorado.

****If you are over 23 years of age skip to next page.** If you are under 23 and are petitioning with your own information please complete the following questions completely and supply all documentation required.**

16.

- a. List all financial support provided to you by either of your parents or legal guardians during the past 12 months.
- | | | |
|-------------|------------|--------------|
| Month _____ | Year _____ | Amount _____ |
| Month _____ | Year _____ | Amount _____ |
- b. Indicate the last year either of your parents or legal guardians claimed you as a dependent on their Federal tax return. _____
- c. List both of your parents or legal guardians home address and the dates you resided there in the past 2 years.
- | | | |
|---------------|------------|----------|
| Address _____ | From _____ | To _____ |
| Address _____ | From _____ | To _____ |
- d. List all of your sources of income (employment, loans, school sources, personal savings, trust funds and gifts from relatives, friends, etc.) since your parents/legal guardian ceased providing financial support.

NOTE: You must attach proof and documentation for each income source in the past 12 months. Attach a separate sheet for any additional Sources of Income.

1. If your income is provided by a trust fund, furnish written documentation (such as copies of legal papers setting up the trust) of the purpose for which the fund was formed, date it was established, and dates, amounts and persons by whom any money was added to the trust fund in the past 12 months.
2. If you have checking and savings, attach documentation of monthly statements covering the entire 12 month period.
3. If employment is an income source, list it in terms of **yearly** take-home totals (as documented by W-2 forms, statements form employers, etc.) **NOT** in terms of wages per hour, per week or per month.

Source _____	Address _____
Month _____ Day _____ Year _____	Amount _____/per year

Source _____	Address _____
Month _____ Day _____ Year _____	Amount _____/per year

Source _____	Address _____
Month _____ Day _____ Year _____	Amount _____/per year

YEAR TOTAL FOR INCOME \$ _____

e. List and compute expenses for the past 12 months

Room per month _____	Total for year \$ _____
Board (food) per month _____	Total for year \$ _____
Tuition and fees per term _____	Total for year \$ _____
Miscellaneous per month _____	Total for year \$ _____

(Miscellaneous expenses are auto payments, medical bills, entertainment, etc)

YEAR GRAND TOTAL EXPENSES \$ _____

TOTAL INCOME LESS EXPENSES \$ _____



I hereby swear/affirm that the answers given in this petition are accurate and complete, and that all documents attached hereto are true and unaltered copies of the original documents requested. If my circumstances change, affecting the tuition status requested by this petition, I agree to notify the Registrar's Office within 15 days after such change. I also understand that I am financially and academically responsible for all classes that I will or have register(ed) for regardless of the outcome of this petition process.

(This petition must be signed in the presence of a notary public.)

Signature of Petitioner Date _____

Signature of Parent or Legal Guardian completing this form Date _____

State of (_____)

County of (_____)

Sworn to and subscribed before me this

_____ Day of _____, 20_____

Signature of Notary Public

My Commission Expires _____ (SEAL)

NOTE: CLASSIFICATION FOR TUITION PURPOSES WILL BE REVIEWED AND RE-EXAMINED PERIODICALLY. IF IT APPEARS THAT A STUDENTS IS NO LONGER AN IN-STATE RESIDENT FOR TUITION PURPOSES, THE STUDENT IS SUBJECT TO BEING RECLASSIFIED AS AN OUT-OF-STATE RESIDENT FOR TUITION PURPOSES. IN SUCH EVENT, DOCUMENTATION OF DOMICILE WOULD AGAIN BE REQUIRED.



**PARENT(S)/LEGAL GUARDIAN(S) STATEMENT FOR
MINOR CLAIMING EMANCIPATION**

I (We) _____, the parent(s) of _____
(MINOR'S NAME)

hereby swear/affirm that I (we) have entirely surrendered the right to care, custody, and earning of

_____, as of ____/____/____. The last time this minor was
(MINOR'S NAME) month day year

claimed by me (us) as a state or federal income tax exemption was ____/____/____ and he/she will
month day year

not be so claimed in this or subsequent years. The last time the minor was carried on any medical or motor vehicle
insurance by the parent/step parent/legal guardian was ____/____/____. The only support I (we) have

month day year
provided to this minor since emancipation has been:

**Attached are copies of all federal income tax returns (not W-2 forms) covering
the above period of emancipation.**

The emancipation referred to herein is an absolute emancipation for all purposes whatsoever, and was not done for
the purpose of tuition classification.

IMPORTANT: SIGNATURE OF PARENT(S) MUST BE NOTARIZED

State of _____)

County of _____)

Sworn to and subscribed before me this

_____ day of _____, 20____.

Signature of Parent(s)

Date

Signature of Notary Public

My Commission Expires _____ (Seal)

**NOTE: IF UPON PERIODIC RE-EXAMINATION OF AN INDIVIDUAL'S STATUS AS AN
EMANCIPATED MINOR, IT APPEARS THAT THE STUDENT IS NO LONGER EMANCIPATED, THE
STUDENT IS SUBJECT TO BEING RECLASSIFIED AS AN OUT-OF-STATE RESIDENT FOR
TUITION PURPOSES. EVIDENCE THAT A MINOR IS NO LONGER EMANCIPATED MAY INCLUDE
SUPPORT BY PARENT(S) OR BEING CLAIMED AS A TAX EXEMPTION BY PARENT(S).**
