



**ALL HANDWRITTEN OR TYPED STATEMENTS
SUBMITTED WITH RESIDENCY QUESTIONNAIRE
MUST INCLUDE NOTARIZED SIGNATURES.**

HIGHER EDUCATION RESIDENCY CLASSIFICATION SUMMARY

RCW 28B.15.015 // WAC 250-18-010

The Washington State Legislature and Council for Postsecondary Education has mandated that all higher education institutions in Washington follow specific requirements and procedures in determining a student's residency classification for tuition-paying purposes. The statute couples the length of time a student has resided in the state of Washington with whether he/she is financially dependent or independent.

A resident student has resided in Washington, for primarily other than educational purposes, and:

- a) is a financially independent student who has resided in Washington continuously for at least 12 months and has maintained a bona fide residence, or;
- b) is a student who is financially dependent upon a parent or legal guardian who has resided in Washington continuously for at least 12 months prior to the start of the academic quarter for which resident status is requested.

A non-resident student:

- a) is financially dependent on a parent or legal guardian who resides outside of Washington State.
- b) is receiving financial assistance for educational purposes from another state, governmental unit, or agency on the basis of being a resident of that state.
- c) is a non-US citizen who does not hold a Permanent or Temporary Resident Alien Card, Refugee-Parolee, or Conditional entrant Status or is not otherwise permanently residing in the United States under color of law.
- d) does not qualify as a resident student as defined above.

When determining your residency status, the College must first determine whether you are financially dependent or independent and have established a bona fide domicile in Washington. According to enacted legislation, this is determined by the pertinent facts listed on your (financially independent student) or your parent's (financially dependent student) federal and state income tax returns for the calendar year prior to the quarter you apply for residency reclassification. The pertinent facts include; the address, listing of dependents and the signature page. All financial information may be deleted prior to submission.

To determine if a bona fide domicile in Washington has been established a variety of factors are taken into consideration. **Simply living in Washington for more than twelve months prior to requesting a residency reclassification does not establish a bona fide domicile. It also entails obtaining and maintaining the factors below** (not listed in order of importance):

- a) purchase of a home or rental receipts showing twelve months of residency in Washington State
- b) Washington motor vehicle registration and payment of the excise tax on all vehicles
- c) valid Washington driver's license
- d) registration to vote in Washington
- e) permanent full-time or part-time employment in Washington

Active duty military personnel below the rank of general or admiral may pay in-state rates. Spouses and dependents of active duty military personnel physically stationed in Washington are eligible to pay resident tuition rates. This status is also granted to refugees. Certain persons may be exempt from payment of the non-resident tuition, contingent upon their employment by higher education. Proof of these statuses must be provided (i.e. Military ID Card, Refugee Card, etc.)

From the information obtained on an Admissions Application or registration form, the Admissions Office will make an initial determination of your residency status. You will be notified of your non-resident classification. It is your responsibility to pursue a request for a residency review/change. If you wish to have your non-resident status reviewed, you must do so by submitting a completed Residency Questionnaire and all the required documents to the Admissions Office at the campus at which you applied for admission.

A person classified as a non-resident has the opportunity to apply for reclassification by submitting the items listed above within 30 calendar days from the start of the instructional quarter for which he/she is requesting a change. Paperwork submitted after 30 days will be reviewed for the next quarter. The burden of proof is the responsibility of the applicant and a person's submission of inadequate or erroneous documentation may well result in denial of reclassification for that particular quarter.

Pierce College has an option for students who have been classified as non-residents who are unable to pay non-resident fees and still wish to attend college. Civilians may enroll at our military sites at Fort Lewis and McChord. However, not all programs are offered at the military sites, so interested students should call Fort Lewis at (253) 964-6567 or McChord at (253) 964-6606 for further information.

If you have questions or concerns, please call the Admissions Office at Ft. Steilacoom (253) 964-6501 or the Admissions Office at Puyallup (253) 864-3254.

NOTE: To be financially independent, you must show that you provide at least 51% of your financial support.



Residency Review Information – Please read carefully.

All documents, including the Residence Questionnaire and Pierce College Income Tax Statement Verification form, **MUST** be received within 30 calendar days from the start of the instructional quarter for which he/she is requesting a change. Paperwork submitted after 30 days will be reviewed for the next quarter. Please select from the appropriate checklist below:

For the **Dependent Student**, submit all of the following to receive a residency review:

- Copy of completed Residency Questionnaire. **Both you and your parent/guardian need to fill out/sign the appropriate sections on the form.**
- Copy of **your parent's** Washington State Driver's license.
- Copy of **your parent's** vehicle registration(s) for ALL vehicles they OWN or USE.
- Copy of **your parent's** most recent income tax return (include front page and signature page only).
- Pierce College Income Tax Statement Verification Form with **your parent's signature notarized**.
- Proof of **your parents** having lived in the State of Washington continuously for the past 12 months prior to the start of the quarter for which you are registering, i.e., copy of **your parent's** Home Purchase Agreement, 12 consecutive months of cancelled checks for rent/mortgage, a notarized letter from a landlord indicating exact dates, lease/rental agreement(s) covering 12 months, etc.

For the **Independent Student**, submit all of the following to receive a residency review:

- Copy of completed and signed Residency Questionnaire.
- Copy of your Washington State Driver's license.
- Copy of the vehicle registration(s) for ALL vehicles you OWN or USE.
- Copy of your most recent W-2 or your income tax return (include front page and signature page only).
- Pierce College Income Tax Statement Verification Form with your signature notarized.
- Proof of you having lived in the State of Washington continuously for the past 12 months prior to the start of the quarter for which you are registering, i.e., copy of your Home Purchase Agreement, 12 consecutive months of cancelled checks for rent/mortgage, a notarized letter from a landlord indicating exact dates, lease/rental agreement(s) covering 12 months, etc.

If you have any additional questions, please contact the Admissions Office at:

Puyallup Admissions:
(253) 864-3254
puyadmis@pierce.ctc.edu

Ft. Steilacoom Admissions:
(253) 964-6501
admissionsFS@pierce.ctc.edu



Residence Questionnaire

Directions: Please print clearly and answer each question. Incomplete or illegible forms cannot be considered and will be returned. Falsification or intentionally erroneous information is subject to perjury under the laws of the State of Washington, RCW 9A.72.085. All information will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974. *Once a domicile is established in Washington, it must continue for one year before you are eligible for resident tuition.*

SECTION 1

Name (Last, First, MI)		Day Phone Number ()		FOR OFFICE USE ONLY	
				Type	
Address (Street, State, Zip)		Student ID Number		Status <input type="checkbox"/> DEP <input type="checkbox"/> INDEP	
E-mail Address	Birth City, State, Country	Birth Date	Age	Today's Date	
1. Last high school attended _____ State _____ Year Graduated _____				Effective Date	
2. For what term are you now seeking residence classification? Year 20____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer If you have previously applied at this institution for a change in residence status, indicate: Term _____ Year _____				<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	
3. Class Standing: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional School: _____				Residence Classification Officer	
4. At this Institution, you are or will be enrolled as a: <input type="checkbox"/> New Student <input type="checkbox"/> Continuing Student <input type="checkbox"/> Returning Former Student If continuing or former student, give number of credit hours for which you were registered during each of the last three terms and identify each term by session and year: Credits ____ Term ____ Year ____ Credits ____ Term ____ Year ____ Credits ____ Term ____ Year ____					
5. Country of citizenship:		5a. Do you hold permanent or temporary resident immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not USA, answer 5a, 5b and 5c.		5b. Do you hold "Refugee-Parolee," "Conditional Entrant" or PRUCOL status? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Note: An immigrant refugee, and the spouse and dependent children of such refugee, may be exempted from paying the nonresident tuition fees differential if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship.		5c. Do you hold a visa classification of A, E, G, H-1, I, K, or L? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		<i>If yes to any of the above, you must attach a copy of both sides of Resident Alien Card, Form I-94, or other documentation. (If you are not a citizen of the United States and do not hold permanent or temporary resident immigration status, "Refugee-Parolee", "Conditional Entrant", PRUCOL status or an A, E, G, H-1, I, K, or L visa, you cannot be classified as a resident.)</i>			
Have you received financial assistance from a state governmental unit or agency during the past twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate state, agency, type of assistance, disbursement dates, etc.			
Will you be receiving state financial assistance during the next twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate state, agency, type of assistance, disbursement dates, etc.			

SECTION 2

<p>1. Are you applying for resident status as a dependent student whose parent or court -appointed legal guardian has maintained a bona fide domicile in the State of Washington for at least one year?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>If yes, your parent or legal guardian must complete SECTION 3 of this form, providing proof of his/her Washington domicile and all requested supporting documentation. Verification of your dependent status must be documented by submitting a true and correct copy of your parent's or legal guardian's state and federal income tax return for the most recent tax year. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</i></p>
<p>2. Are you applying for resident status as a financially Independent student?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>If yes, you must complete Section 3 of this form and provide all requested supporting documentation.</i></p>
<p>2a. Student's Sworn Statement:</p> <p>I have not been and will not be claimed as an exemption for federal Income tax purposes by any person except myself or my spouse for the current calendar year and for the calendar year immediately prior to the year in which this application is made; and I have not received and will not receive financial assistance in cash or in kind of an amount equal to or greater than that which would qualify me to be claimed as an exemption for income tax purposes by any person except myself or my spouse during the current year and for the calendar year immediately prior to the year in which this application is made.</p> <p>Signature _____ Date _____</p>	
<p>2b. To further substantiate your financial Independence, you are required to submit appropriate documentation.</p> <ul style="list-style-type: none">• A true and correct copy of your state and federal income tax return for the calendar year immediately prior to the year in which this application is made. If you did not file a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.• A true and correct copy of your W2 form filed for the previous calendar year.• Other documented financial resources. Such other resources may include but are not limited to, the sale of personal or real property, trust fund, state or financial assistance, gifts, or earnings of the spouse of a married student.• If you are 24 or younger, provide a true and correct copy of the first and signature page of the state and federal tax return of your parents, legally appointed guardians, or person or persons who have legal custody of you for the calendar year immediately prior to the year in which this application is made. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.	
<p>3. Are you on active duty military stationed in the state of Washington or the spouse or dependent of such a person?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>4. Did you spend at least 75% of both your junior & senior years in a Washington state high school, and did you enroll in college within 6 months of leaving high school, and were your parents/legal guardians domiciled in Washington for at least 1 year within the 5-year period before you graduated from high school?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Directions: Do not leave any questions blank. No decision can be made unless all questions are completed and all required documentation is submitted.

SECTION 3

1. This section is being completed and signed by: <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian	Date of your arrival in Washington : Month: ____ Day ____ Year ____ Date you took action to officially declare Washington as your permanent, legal domicile: Month: ____ Day ____ Year ____	Purpose of moving to Washington:
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2. List chronologically your employment and physical residence for the last two years giving exact information as requested below. If you were not employed, list your physical residence for the last two years. Attach additional page if necessary.

DATES OF EMPLOYMENT			LOCATION		OCCUPATION		HOME ADDRESS		
Mo.	Day	Yr.	City	State	Employer	Hrs/wk	Street	City	State

Note: You must provide proof of your physical presence in Washington the past 12 months (e.g. copies of rent receipts, lease or home purchase agreements, cancelled rent checks, letter from landlord, letter from employer, etc.).

3. If you were out of Washington during the last 12 months, give dates, and reasons for your absence:

DATES OF ABSENCE		LOCATION		PURPOSE OF ABSENCE
Mo.	Day	Yr.	City	State

4. Have you ever registered to vote? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach a copy of your current voter's card.	If yes, list date, city and state for your last two registrations. Date _____ City _____ State _____ Date Voted _____ Date _____ City _____ State _____ Date Voted _____
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5. Do you own or use any motor vehicles, RV's, boats or mobile homes? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give type of vehicle, license number, state and dates of registry. You must attach a copy of vehicle registration (not the title). Type of vehicle _____ License Number _____ State _____ Date of Registry _____ Type of vehicle _____ License Number _____ State _____ Date of Registry _____
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6. Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must attach a copy of your current driver's license.	If yes, in what state: _____	When did you first obtain a driver's license in that state? Date _____
	Previous driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, in what state: _____	When did you first obtain a driver's license in that state? Date _____

<p>7. Do you have a bank account? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>If yes, please attach documentation of date you opened account.</i></p>	<p>If yes, since what date? _____</p>	<p>Name of Bank _____ Branch _____ City _____ State _____</p>
<p>8. Have you ever paid in-state tuition at any public institution of higher education? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, date of last term _____</p> <p>Name of Institution _____</p> <p>Dates Attended: From _____ To _____</p>		<p>8a. Have you ever attended a Washington college/university for more than 6 hours per term? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where _____</p> <p>Dates Attended: From _____ To _____</p>
<p>9. Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>If no, attach a copy of your Resident Alien Card, I-94 or other INS documentation.</i></p>		
<p>10. List business or professional licenses (name & state of issue)</p>			

Additional Comments:

<p>STATEMENT OF INTENT</p> <p>I certify that I have declared Washington as my true, fixed, and permanent place of habitation.</p> <p>CERTIFICATION</p> <p>I certify under penalty of perjury under the laws of the State of Washington, RCW 9A.72.085 that the foregoing and all supporting documentation are true and correct.</p>	<p>Signature of Parent (if completing SECTION 3) _____</p> <p>Date _____</p> <p>Parent Address (Street, City, State) _____ _____</p> <p>Signature of Student _____</p> <p>Date _____</p>
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INCOME TAX STATEMENT VERIFICATION

- Please note: The signature(s) appearing at the bottom of this form must be **notarized** before we can accept this paperwork as part of your official submission for a change in residency status.

Directions:

- Read the information below carefully.
- Check the appropriate box or boxes – as it/they pertain(s) to your circumstances.

I, _____ certify, under penalty of laws in the State of
(YOUR NAME)

Washington, that the following information is accurate.

1. I filed my taxes as a resident of Washington State and did not file taxes as a resident of any other state.
2. The Internal Revenue Service (IRS) Tax Return submitted to Pierce College is a true and correct duplicate copy of the return filed electronically with the IRS.
3. The Internal Revenue Service (IRS) Tax Return submitted to Pierce College is a true and correct duplicate copy of the return filed with the IRS.
4. The W-2 form submitted to Pierce College is a true and correct copy of what was/will be submitted to the IRS with my tax return.

Parent/Legal Guardian Signature

Student Signature

FOR NOTARY USE ONLY:

State of Washington

County of _____

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

DATED _____

WITNESS my hand and official seal.

Signature

Title: _____

(seal or stamp)

My appointment expires: _____