OFFICE OF THE REGISTRAR
208 EDGEMONT BLVD.
ALAMOSA, CO 81101
719-587-7321

Student Name ____________________
Student ID # ____________________
Semester _____________________

TUITION CLASSIFICATION INFORMATION

SUMMARY OF TUITION CLASSIFICATION REGULATIONS

- **In-state status** requires domicile (legal, primary residence) in Colorado for the year immediately preceding the first day of class. The only exceptions to this requirement as provided by law, are for active-duty military personnel on permanent duty station in Colorado, and for Olympic athletes in training at the U.S. Olympic Training Center in Colorado Springs, CO.

- **Domicile** is defined as your true, fixed and permanent home and place of habitation. Domicile is a legal characteristic that everyone has, and you can have only one domicile at any one time. It is your legal, primary residence.

- If Colorado is not your parents’ domiciliary, you must be a **qualified person** to begin the one-year domiciliary period. A qualified person is someone who is either at least 22 years old, or married, or emancipated, or a graduate student. Persons who are not citizens of the United States should read the section regarding aliens of the United States should on page 2 for additional information.

- Unemancipated minors are eligible for in-state tuition if at least one parent or court-appointed guardian has been domiciled in Colorado for one year. A minor is a person less than age 23.

- **Emancipation** requires that your parents cannot provide financial support of any nature for any purpose. Parental support includes funds your parents may have previously set aside for your current support, even if those funds are in your name. Parents may provide reasonable incidental gifts consistent with emancipation, but may not provide significant funds that would be characteristic of a continuing parent-child support relationship.

- To begin the one-year domiciliary period, a **qualified person must be residing in Colorado with the present intention to reside permanently in Colorado**. To demonstrate this intention, you should take actions that would be expected of any permanent resident of Colorado in your circumstances. These actions include severing from your former state of domicile such connections as voter registration, driver license, vehicle registration, employment, and income tax filing, and establishing these connections to Colorado.

- Your in-state eligibility will be lost if you or your parents (depending on your age and parental support) maintain domicile outside Colorado for one year. However, if you are an unemancipated minor, you may retain in-state status if your parents have lived in Colorado for at least four years (see **FOUR YEAR RULE** on page 2).

- Regaining in-state status requires a new one-year domiciliary period. During this one-year period, you should comply with all legal obligations of a Colorado resident, despite being classified as out-of-state or a nonresident, for tuition purposes. You may be enrolled in school and you may live in campus housing during this time.

- You may leave the state for vacations or other temporary reasons and need not maintain a residence in Colorado during a temporary absence. To maintain Colorado domicile during the temporary absence, you should keep Colorado connections, particularly voter registration and declaration of any out-of-state income on your Colorado state income tax return. On any other state tax return, you must file as a nonresident. However, residing in your previous home state for a substantial period of time (including summer) is some evidence of continued domicile in that place, although such residence does not by itself disqualify you for in-state status.

QUALIFIED PERSON

You must be a **qualified person** to be eligible to establish a Colorado domicile and begin the one-year domiciliary period. Adults, emancipated minors, and graduate students are qualified persons.

ADULTS

You are eligible to establish domicile and begin the one-year domiciliary period if you are at least 22 years old, or are married, or are emancipated from your parents, or a graduate student. Persons not qualified are unemancipated minors and assume the domicile of their parents or court-appointed legal guardian. Adult students cannot

You will be notified of the result of your petition in writing.

IN-STATE TUITION PETITION DEADLINES:

Petitions will be accepted in April for the following summer or fall semesters, and in November for the following spring semester.

**Spring semester**
- 1st submission: November
- Priority Decision: December
- Due Date: Spring Add/Drop date

**Summer semester**
- 1st submission: April
- Priority Decision: May
- Due Date: Regular session add/drop deadline

**Fall semester**
- 1st submission: April
- Priority Decision: May
- Due Date: Fall Add/Drop date
qualify for in-state tuition through their parents, with the following exception: Because in-state status is lost only after a year of domicile elsewhere, adult students less than age 23 may be able to qualify through their parents. Consult the Tuition Classification Officer for additional information.

EMANCIPATED MINORS

You are an emancipated minor if you are less than 23 years old and if your parents have entirely surrendered the right to your care, custody and earnings; and if they are no longer under any duty to support you and have made no provisions for your support. This means they cannot provide you with financial support of any nature for any ordinary or necessary purpose. Parental support includes but is not limited to, gifts and loans (including PLUS loans) that you depend on for financial support. Trust funds or other assets established by your parents before the one-year domiciliary period are regarded as evidence of non-emancipation if circumstances indicate that the funds or assets were intended, or could reasonably have been expected, to provide support for the period you claim to be emancipated. If you are an emancipated minor granted in-state tuition status, you are subject to reclassification as an out-of-state resident if your parents resume support.

TAX DEPENDENCE

If federal support requirements are met, your parents may claim you as a dependent for tax purposes during a given year if emancipation commences after the beginning of that year. For example, you can be recognized as emancipated as of August if your parents cease support at that time, even though they claim you as a dependent for that year. They cannot claim you as a dependent for following years.

INSURANCE

You may be covered under your parents’ health and automobile insurance if you pay all costs associated with your premiums and deductibles.

MARRIED STATUS

If you are married, you are emancipated regardless of parental support, but 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 still maintain your own Colorado domicile for one year.

UNEMANCIPATED MINORS

If you are less than 23 years old and depend on your parents for financial support, you are an unemancipated minor. Unemancipated minors must qualify for in-state tuition through their parents or court-appointed legal guardians. As an unemancipated minor, you qualify for in-state tuition if either of your parents, regardless of custody, has been domiciled in Colorado for the one year preceding the first day of class, even though you may reside elsewhere. The parent-child relationship must exist for one year.

FOUR YEAR RULE

If your parents (or court-appointed legal guardians) maintain Colorado domicile for 4 years and then establish domicile elsewhere, you will remain eligible for in-state tuition if:

a. Your parents leave Colorado after your junior year of high school and if you enroll at a Colorado public college or university within 3 years and six months after your parents leave Colorado

OR

b. You maintain continuous Colorado domicile. This provision will generally be met if you continue to reside in Colorado after your parents leave or if you reside outside the state only temporarily (for example to attend college or for military service) while maintaining Colorado domiciliary connections such as voter registration and income tax filing as described under the heading “Colorado Domicile” below.

GUARDIANSHIPS

You may qualify for in-state tuition through the domicile of a Colorado guardian, only if your guardian has legal custody as defined by Colorado Revised Statutes SS19-1-103 (73). The court appointing the guardianship must certify that the primary purpose of the appointment is not to qualify the student for in-state tuition. The court must also certify that your parents do not provide substantial financial support. The guardianship must be in effect for one year to qualify for in-state status.

ALIENS

Persons who are lawful permanent residents or who are admitted as refugees are eligible to establish domicile for tuition purposes. Nonimmigrant aliens who are residing in Colorado for purposes other than education may qualify for in-state status after one year of Colorado residence. Nonimmigrants in the following student categories cannot qualify for in-state tuition: F-1, F-2, H-3, H-4 (if the visa holder is the spouse or child of an H-3), J-2 and J-3 (if the J-1 visa holder is student or trainee), M-1 and M-2.

MILITARY PERSONNEL

Active-duty members of the armed forces of the United States and Canada on either PCS or TDY orders in Colorado and their dependents (as defined by military regulations) are eligible for in-state status, regardless of domicile or length of residence in Colorado. The military member must have reported to a duty station in the state, as certified by his or her military command, not later than the first day of class of the applicable academic term. Unless the student meets the requirement for domicile in Colorado for one year as detailed above, this eligibility expires as of the first term that begins after retirement, permanent change of duty status, or loss of dependent status. To retain domicile during an absence from Colorado due to military orders, military personnel must maintain Colorado as their state of legal residence for tax purposes, and voters must maintain Colorado voter registration. Military personnel may retain legal residence in their original state, or they may establish a new legal residence in a state in which they reside due to military orders. They may not establish domicile in Colorado while residing elsewhere or while being physically present in the state only on a temporary basis.

A recent Colorado House Bill 09-1039 provides additional in-state tuition eligibility for veterans or dependents who have been honorably discharged from military service.

EVIDENCE OF DOMICILE

You can establish domicile in Colorado only if you are residing in Colorado with the present intention to reside permanently in the state. Evidence of Colorado domicile includes actions that in your circumstances would normally be expected of, or that would be characteristic of, any permanent resident. For example, vehicle registration is relevant only if you have a motor vehicle. You are expected to take appropriate action on all factors relevant to your circumstances. New residents all allowed a reasonable period of time after first coming to Colorado to take appropriate actions consistent with domiciliary intent. See, for example, the time periods allowed for driver’s
license and vehicle registration below. If the classification officer judges that you did not regard Colorado as your permanent home when you first came to Colorado, the one-year domicile period cannot begin until these actions are taken, absent other clear and convincing evidence of Colorado domicile.

COLORADO DOMICILE

The tuition classification officer considers the following evidence, as specified by law, and any additional relevant information, when evaluating requests for in-state tuition. Because domicile is defined as a true, fixed and permanent home, individuals who are physically present in Colorado only on a temporary basis cannot establish domicile merely by taking these actions. Establishing a new domicile requires actual residence on a permanent basis.

- **Payment of Colorado state income tax** (if your income is sufficient to be taxed). All taxable income accrued after you move to Colorado, regardless of source, must be reported to Colorado. You should file part-year resident returns for each state of residence for the year you moved to Colorado. For subsequent years, you should file a full-year resident Colorado return and a nonresident return for any other state in which you are required to file. For additional information, contact the Colorado Department of Revenue, 1375 Sherman Street, Denver, CO 80203; telephone 303-232-2446.

- **Colorado driver’s license.** If you have a driver’s license from another state, you must apply for a Colorado driver’s license within 30 days of moving to Colorado (if you are employed) or within 120 days (if unemployed). These grace periods apply only to the date you first move to Colorado. If you do not drive, you may obtain a Colorado identification card. These documents are available from the Driver’s License Division, located at 715 Sixth Street, Alamosa, CO.

- **Colorado vehicle registration.** If you operate a motor vehicle, you must register it in Colorado within 30 days. This grace period applies only to the date you first move to Colorado. **This law applies to any vehicle you have, whether or not you are the registered owner.** Contact your county clerk for vehicle registration. Alamosa County vehicle registration information is available from the County Clerk, located in the County Court-house at 402 Edison, Alamosa, CO.

- **Voter registration** in Colorado. You may register to vote with your county clerk or when you obtain a Colorado driver’s license. Alamosa County voter registration information is available from the County Clerk, located in the County Courthouse at 402 Edison, Alamosa, CO.

- **Permanent employment** or acceptance of future permanent employment in CO.

- **Ownership of residential real property in Colorado that is your primary residence.** Ownership of vacation or income property is not a factor indicating domicile.

- **Graduation from a Colorado high school.**

- **Continued residence in Colorado during the summer or during other periods when not enrolled as a student or during periods between academic sessions.**

NON-COLORADO DOMICILE

The following items are evidence indicating domicile outside Colorado:

- **Failure to pay Colorado state income tax** (if your income is sufficient to be taxed). Income earned in another state by a resident of Colorado is taxable in Colorado. Filing a nonresident Colorado tax return is persuasive evidence of domicile outside Colorado.

- **Failure to comply with any law imposing a mandatory duty on a permanent resident in Colorado.** Examples include failure to register a motor vehicle and failure to change your driver’s license to Colorado within the statutory periods, as well as failure to file a Colorado state income tax return if your income is sufficient to be required to do so.

- **Return to your former state of residence for a substantial period of time during the summer or during other periods when not enrolled as a student, or between academic sessions.**

- **Maintenance of a home in another state.**

- **Prolonged absence from Colorado, except for military or civilian government service or for temporary absences required by an employer.** If your parents live in Colorado and if you reside outside Colorado for less than three years, this factor is not weighed against you. However, if you reside outside Colorado for one year or more, other factors may support a judgment that you have lost in-state status.

- **Any other factor particular to your situation that indicates non-Colorado domicile.** Examples include applying for a loan in another state where domicile in that state is a condition for granting the loan, and voting or registering to vote in another state.

OTHER MATTERS

Your initial tuition classification is determined from information you supply on your application for admission to the university. You may file a petition if you wish to contest out-of-state classification or if you believe you have subsequently become eligible for in-state status. If the tuition classification officer denies your petition, you may appeal to:

Residency Appeals Committee
c/o ASU Registrar
208 Edgemont Blvd.
Alamosa, CO 81101

You will have the opportunity to appear and be present during the review.

Because Colorado residency status is governed solely by Colorado regulations, the fact that you might not qualify for in-state status in any other state, doesn’t guarantee in-state status in Colorado. The tuition classification statute places the burden of proof on you to provide clear and convincing evidence of eligibility. Information submitted to qualify for in-state classification is subject to independent verification. Individuals submitting false information or falsified supporting documents are subject to both criminal charges and College disciplinary proceedings.

Also check the CCHE website for any updates to residency laws and regulations for Colorado, and obtain further information on recent policy revisions for active military or veterans for in-state tuition.

Colorado Commission on Higher Education (CCHE) website—http://www.state.co.us/cche/students/residency.html
Please submit this petition only if you are a continuing student who has been physically present in the State of Colorado for a period of no less than 12 consecutive months. Incoming freshmen or transfer students should contact the Office of Admissions to discuss their tuition classification status.

RESIDENCY APPLICATION FOR TUITION CLASSIFICATION

ALL INFORMATION MUST BE COMPLETED. APPLICATION MUST BE SIGNED, DATED AND NOTARIZED.

Student Name: ___________________________________  Student ID #: ________________   Student SSN:_________________

Address: ________________________________________  Phone #: ____________________   Date of Birth: ____/____/______

Street  City  State  Zip

Age: __________

If under 23, are you emancipated?: _____No _____Yes (attach affidavit if yes)   Place of Birth:___________________________

Never Married: _____Married: _____Divorced/Annulled: _____  Date of Marriage: __________________

Country where citizen ______________  No US VISA ______   US VISA Type ________ Visa number ___________ Exp date _____

Graduated from Colorado high school _____Yes_____No   Name of High School: ____________________________________

City         State

Date Graduated from High School: _______________

SECTION I: APPLICANT ID

C.R.S. SS 24-76.5-103(4) requires applicants for public benefit to produce one of five types of identification. The information provided by you on this application will be verified through federal and/or state databases. An applicant may also meet this C.R.S. requirement if the applicant has already been verified by the Department of Higher Education to receive public benefits, such as the College Opportunity Fund stipend, or by other means provided for in the emergency rules declared by the Department of Revenue.

Please provide one of the following: Date issued:

CO Driver’s License #: _________________   __________

CO Identification Card #:________________  __________

U.S. Coast Guard

Merchant Mariner: ________________________   __________

Native American

Tribal Document #: ________________________   __________

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to becoming a recipient of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement of representation in this sworn affidavit is punishable under criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Applicant Signature: _________________________________________________Date: ____________________________
SECTION III: COMPLETE THIS SECTION IF YOU ARE 23 YEARS OF AGE OR OLDER, MARRIED, ENLISTED MILITARY, LEGALLY EMANCIPATED OR A GRADUATE STUDENT. SIGN SECTION VI.

1. List the addresses (Street, City, State, Zip) where you physically resided during the past 12 months:
   - Address: ______________________ Mo/Yr __/___ to __/___
     ___________________________________________________________________
     (Street) (City) (State) (Zip)
   - Address: ______________________ Mo/Yr __/___ to __/___
     ___________________________________________________________________
     (Street) (City) (State) (Zip)

   Please include verification such as copies of rent/lease agreements or rent receipts or a letter from your landlord.

2. Are you or your spouse in the military service? ____Yes____No
   Military base where you are assigned: ______________________
   [Attach signed verification from the Base Education Officer of current active duty station.]

3. List your past two years of employment history (use separate sheet if necessary):
   - Employer ______________________________________
     (City/State/Zip) ______________________________________
     Dates of Employment: _____/_____ to _____/_____
   - Employer ______________________________________
     (City/State/Zip) ______________________________________
     Dates of Employment: _____/_____ to _____/_____
   - Employer ______________________________________
     (City/State/Zip) ______________________________________
     Dates of Employment: _____/_____ to _____/_____
   - Employer ______________________________________
     (City/State/Zip) ______________________________________
     Dates of Employment: _____/_____ to _____/_____

   Include verification from each Colorado employer regarding dates of employment. Letters from the employer or copies of payroll statements are acceptable forms of documentation.

4. List the state where you filed state taxes during the past three years:
   - Year ____State____ Full year resident___ Partial year resident___
   - Year ____State____ Full year resident___ Partial year resident___
   - Year ____State____ Full year resident___ Partial year resident___

   Include a photocopy of your state taxes with your petition

5. List your driver’s license information:
   - State ______Driver’s Reg.# __________ Date issued________
   Include a photocopy of your current driver’s license with date issued clearly visible.

6. List your motor vehicle registration information for past 12 months:
   - State ______License Plate # _________ Date registered ___/____
   Include a photocopy of your current vehicle registration with date issued clearly visible.

7. List date of Colorado voter registration: ____/____/______
   Include a photocopy of your voter registration with petition.

SECTION IV: IF UNDER 23 BUT LEGALLY EMANCIPATED, COMPLETE THIS SECTION; OTHERWISE, GO TO SECTION VI:

1. Beginning with the first month of your 12-month domicile period (12 months prior to the first day of class for the term you are petitioning), list all expenses. Estimate expenses for future months.

<table>
<thead>
<tr>
<th>Tuition, Fees</th>
<th>Rent/Mortgage</th>
<th>Food</th>
<th>Additional Exp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month 1</td>
<td>__________</td>
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<td>Month 2</td>
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<td>Month 3</td>
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<td>Month 4</td>
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<td>Month 10</td>
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<td>Month 11</td>
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<td>Month 12</td>
<td>__________</td>
<td>_____</td>
<td>_______</td>
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</tbody>
</table>

   subtotal __________

   Total expenses for year: (total of all columns) __________
2. In support of your claim of emancipation, you must make a full financial disclosure. List ALL sources of financial support during your 12-month domicile period. Estimate funds for future months. This should include income from employment, loans, financial aid, personal savings, trust funds, gifts and loans from parents, other relatives, friends, and all other sources. Use additional sheets if necessary. Provide documentation for each source listed that clearly indicates the source of the funds received, the amount, and the date of receipt.

For employment income, list NET (total take-home) pay and include documentation or letters from employers. For any unreported income such as tip income, provide statements from employers verifying the amounts. (Use separate sheet if necessary)

<table>
<thead>
<tr>
<th>Date of receipt/Source</th>
<th>Address</th>
<th>Period of Employment</th>
<th>Amount</th>
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Total amount listed must equal or exceed expenses listed in previous question. Total: ________________

3. List all financial accounts you held during the 12-month domicile period. Include savings and checking accounts, brokerage accounts, credit card accounts, etc. Also list any assets such as real estate, trust funds or any other source of income. If you are a beneficiary of a trust fund, include a copy of the trust agreement and documentation stating the dates and amounts of any funds provided to the trust and the names of the persons providing such funds. Funds you have received during this period must be documented by account statements or statements from the trustee.

If friends or relatives provided loans or gifts, documentation must include notarized statements from those individuals and from your parents indicating whether the grantor has been or expects to be compensated by your parents for such loans or gifts. Also, provide copies of cancelled checks or other appropriate documentation from the donor’s bank. If you sold personal possessions for income to meet expenses, provide copies of sales receipts.

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<thead>
<tr>
<th>Type of Asset</th>
<th>Date of Acquisition</th>
<th>Value</th>
<th>Original Source</th>
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SECTION V: ALL OTHER APPLICANTS COMPLETE THIS SECTION WITH PARENT OR GUARDIAN INFORMATION. AT LEAST ONE PARENT MUST BE A COLORADO RESIDENT TO QUALIFY FOR IN-STATE CLASSIFICATION. THEN GO ON TO SECTION VI.

Check one: Parent ____ Legal guardian ____ (Attach proof of guardianship)

Name of Parent/Guardian:
(last name) __________________ (first name) __________________
(last name) __________________ (first name) __________________

1. List the addresses (street, city, state) where you physically resided during the past 12 months:
Address: ___________________________ Mo/Yr_/__/__ to ___/__/__
Street City State Zip
Address: ___________________________ Mo/Yr_/__/__ to ___/__/__
Street City State Zip
Please include verification such as copies of rental/lease agreements or a letter from your landlord.

2. Are you or your spouse in the military service? ____Yes ____No

Military base where you are assigned: __________________________
[Attach signed verification from the Base Education Officer of current active duty station.]

3. List your past two years of employment history:

<table>
<thead>
<tr>
<th>Employer</th>
<th>City</th>
<th>State</th>
<th>Dates of Employment</th>
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</tbody>
</table>
Include verification from each Colorado employer regarding dates of employment. Letters from the employer or copies of payroll statements are acceptable forms of documentation.

4. List the state where you filed state taxes during the past 3 years.

Year State Full year resident Partial year resident
Year State Full year resident Partial year resident
Year State Full year resident Partial year resident
Include a photocopy of your state taxes with your petition.

5. List your driver’s license information:
State _____ Driver’s Reg. # __________ Date issued __________
Include a photocopy of your current driver’s license with date issued clearly visible.

6. List your motor vehicle registration information for the past 12 months:
State _____ License Plate # __________ Date of registration ___/__/__
Include a photocopy of your current vehicle registration with date clearly visible.
PARENTAL STATEMENT FOR MINOR CLAIMING EMANCIPATION

I (We), ___________________________, the parent (s) of _______________________, have entirely surrendered the right to care, custody, earnings of this minor as of ________(mo/day/year).

As of and since that date, I (we) have made no provision for the financial support of this minor child. The last tax year for which he or she was claimed by me (us) as a state or federal income tax exemption was __________, and he or she will not be so claimed in this or any subsequent years. All funds provided to this minor since emancipation include __________________________________ (list dates, amounts and purposes; if none, so state). I (We) do not intend to resume financial support in any manner. I (We) have included copies of the first page of all federal income tax returns, covering the year(s) of emancipation.

The emancipation referred to herein is an absolute emancipation for all purposes whatsoever. I (We) agree that if periodic reexamination of the minor child’s status as an emancipated minor reveals that he or she may be subject to retroactive reclassification as a nonresident for tuition purposes, I (we) understand that supporting the minor or claiming the minor as a tax exemption will provide evidence for reclassification.

_____________________________     ________________
Signature                  Date

(Each parent must sign, even though only one may have legal custody. Separate forms may be used)

_____________________________     ________________
Signature                  Date

SIGNATURE OF NOTARY PUBLIC

County of ___________ State of ___________

My commission expires ________________

Sworn and subscribed to me this ______ day of _______, 20___.

**Please ensure that you have included all necessary documentation to support your claim of residency. This includes, but is not limited to, rent/lease agreements, mortgage receipts, vehicle registration, voter registration, Colorado state income tax returns, etc. Failure to include all necessary documentation will delay a decision and your petition may be rejected. All submitted documentation will be retained as a record for the basis of a decision and cannot be returned. Please make a copy of the entire petition, including all documentation, for your records.

DO NOT WRITE BELOW THIS LINE

Additional necessary information

________________________________________________________
Emancipation Review:

Tuition Classification decision:
Approved____ Declined____ Date_______
Effective ____________________

SECTION VI: I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION FURNISHED IS TRUE AND COMPLETE, WITHOUT EVASION OR MISREPRESENTATION. I UNDERSTAND THAT IF IT IS FOUND TO BE OTHERWISE, IT IS SUFFICIENT CAUSE TO DISQUALIFY ME FOR IN-STATE TUITION OR DISMISSAL FROM THE INSTITUTION.

_____________________________________________________
Signature of Petitioner (sign only in the presence of a notary)

Date ________________

__________________________________________________
Signature of Notary Public

County of __________________ State of _________________

My commission expires ________________

Sworn and subscribed to me this ______ day of ________, 20___.