

## Admissions & Records

College of the Siskiyous, 800 College Ave., Weed, CA 96094  
Phone: (530) 938-5500 - Fax: (530) 938-5367 – Email: [registration@siskiyous.edu](mailto:registration@siskiyous.edu)

### California Residency Reclassification Request

Some definitions of “California Resident” may differ from the definition of “California Resident for tuition purposes” at a California Community College. The burden of proof is on the student to demonstrate clearly, with proof, **both physical presence in California and intent to establish California residence.** (Title 5, 54026) Please note that resident reclassification requests are not grounds for extending the drop for non-payment deadline. Additionally, economic hardship is not a factor in the determination of residency for tuition purposes.

Submission of documentation does not guarantee reclassification of status. Each student’s residency classification is unique and reviewed as such; all information disclosed will be considered as factors in determining a student’s residency classification. College of the Siskiyous may request additional documentation if deemed necessary. All students misclassified as residents of California are subject to reclassification and are responsible for payment of non-resident tuition at any time during attendance at College of the Siskiyous.

**The residency questionnaire, must be filled out completely.** Please note that all documentation provided must show a timeline of your residency covering at least one year and one day prior to the start of the semester through present date. Non-citizens must provide proof of their eligibility to establish residency.

#### California residency will be granted if all of the following criteria are met:

1. Evidence of physical presence in California for one year and one day prior to the residence determination date by providing documentation of continuous occupancy of rented or leased property in California or utility bill with a California residence.
2. Evidence of financial independence by providing state and federal tax returns where the student has not and will not be claimed as an exemption by his or her parent in the calendar year prior to the year the reclassification application is made.
3. Evidence of intent to make California the home for other than a temporary purpose by maintaining a California driver’s license or California ID.

If all of the above criteria are not met, the student may provide additional evidence of intent/presence to make California their home for other than temporary purposes. To do so the **student must provide at least four (4) items, two (2) primary/intent and two (2) secondary/presence**, from the required documentation list below. **Secondary/Presence documents must be obtained/dated 366 days prior to the start date of the term being petitioned for.** The Residency Questionnaire, evidence **and** a written narrative describing their intent must be submitted to the Admissions & Records office.

#### Objective manifestations of intent to establish California residence include, but are not limited to:

**\*\*All documentation must be pertaining to the parent** if the student is 19 years old or younger.

#### Primary Documentation (Intent)

- California State Income Tax 540 returns w/date sensitive paystub
- California W-2 w/date sensitive paystub
- California driver’s license or ID card
- Documentation of California motor vehicle license plates
- California voter registration
- Petition for divorce as a resident of California
- Licensing from California for professional practice
- Documentation of active membership in service or social club in California

**Secondary Documentation (Presence)**

- Active California bank accounts
- Documentation of ownership of residential property or continuous occupancy of rented or leased property in California
- Selective Service registration with California permanent address
- Utility bills (gas, water, power, landline telephone) with current address
- Official California high school transcripts
- Documentation of public assistance, rehabilitation, unemployment, or other state services
- Credit agreement w/a California business

## Residency Questionnaire

Reclassification requested for:  Fall  Spring  Summer  Winter Year: \_\_\_\_\_

### Personal Information

Full legal name. **Do not** use nicknames, initials or abbreviations.

Last Name \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID # \_\_\_\_\_ Birth Date: \_\_\_\_\_

Current Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will you be 19 years of age by the residency determination date (first day of the term)  Yes  No

If **Yes**, answer the questions as they pertain to you.

If **No**, answer questions as they pertain to the natural/adopted parent(s) or legal guardian with whom you have most recently resided.

Please identify the individual(s):  Both Parents  Mother  Father  Legal Guardian

Name(s): \_\_\_\_\_

### Legal Status

U.S. Citizen

Permanent Resident

Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration. Date: \_\_\_\_\_

My Permanent Resident Card has expired and I will file an application for a new Permanent Resident Card.

Refugee/Asylee

Issue Date: \_\_\_\_\_

Current Visa Status  Valid  Expired

If Valid, Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### Physical Presence and Intent

Date California became your permanent home: \_\_\_\_\_

Where were your last two years' state income tax returns filed?

Last Year: \_\_\_\_\_ Two-Years Ago: \_\_\_\_\_

If no taxes were filed, explain: \_\_\_\_\_

Do you own or rent CA property?  Yes  No

If Yes, Since what date: \_\_\_\_\_

If registered to vote, in what state? \_\_\_\_\_

Do you have a valid CA driver's license or ID?  Yes  No

If Yes, Issue Date: \_\_\_\_\_

Do you have a registered automobile?  Yes  No

If Yes, What state: \_\_\_\_\_ Registration Date: \_\_\_\_\_

Were you employed in California this past year?  Yes  No

If Yes, Employer: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Have you lived or will you live for more than six weeks with your parent(s) during the current or previous calendar year?  Yes  No

If Yes, Parent(s) Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **Military Service**

Are you an active member of the U.S, armed forces?  Yes  No

Are you a dependent or spouse of an active military member?  Yes  No

If Yes to either question, Legal state of residence on military records: \_\_\_\_\_

Expiration of military ID card: \_\_\_\_\_

### **Financial Independence**

Were you claimed as an exemption for state tax purposes by your parent(s) within the last two years?  Yes  No

If Yes, What year(s): \_\_\_\_\_ What State(s): \_\_\_\_\_

Will your parents(s) claim you as a dependent for state tax purposes for the current calendar year?  Yes  No

If Yes, What year(s): \_\_\_\_\_ What State(s): \_\_\_\_\_

**I declare under penalty of perjury that the statements and documents submitted by me in connection with the determination of my residency are true and correct and I will notify the Admissions & Records office if there is any change in any of the facts regarding my residency.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **General Rules Applying to Minors**

If you are an unmarried minor (19 years old or younger), the resident of the parent with whom you live is considered your residence. If you have a parent living, you cannot change your residence by your own act, by the appointment of a legal guardian, or by the relinquishment of a parent's right of control. If you live with

neither parent, your residence is that of the parent with whom you last lived. Unless you are a minor alien present in the U.S. under the terms of a non-immigrant status which precludes you from establishing domicile in the U.S., you may establish your own residence when both your parents are deceased and a legal guardian has not been appointed. If you derive California residence from a parent, that residence must satisfy the one-year requirement.

**I understand I must provide parent information if I am 19 years old or younger**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Why I plan to make California my permanent home:**

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**I certify that the information I have provided is true and correct to the best of my knowledge.** All materials submitted by me for purposes of residency evaluation become the property of College of the Siskiyous. I understand falsifying information about citizenship, California residency, financial aid, financial independence from my parents, and/or military status could result in: 1) criminal charges for perjury and/or fraud and, if convicted, imprisonment; 2) student disciplinary action; and/or 3) accumulated monetary charges such as for restitution or nonpayment of nonresident tuition fees. If your request for reclassification has been denied and you believe you have been classified incorrectly, you may submit a written appeal to the Chief Student Services Officer. Appeals have to be filed within 30 calendar days of being notified about your classification.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Residency Notes

Physical presence within California solely for educational purposes does not allow a student to establish residence, regardless of the length of time present in the state (EC 68043, T5 54022(c)).

**Notification Process** – Check your COS student email account. The Admissions & Records office has 30 business days after receipt of your petition to respond to your request. Determination notification will be sent to your assigned College of the Siskiyous student email. **It is the student's responsibility to check and respond to their student email account in a timely manner.** You are advised to check your student email daily once you have submitted the residency reclassification petition. Students have the right to appeal according to the procedures below.

**Right to Appeal** – Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions Office, may make written appeal to the Superintendent/President within 30 calendar days of notification of final decision by the college regarding classification.

**Appeal Procedure** – The appeal is to be submitted to the Admissions & Records office which must forward it to the Superintendent/President within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Superintendent/President shall review all the records and have the right to request additional information from either the student or the Admissions & Records office.

Within 30 calendar days of receipt, the Superintendent/President shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

**Reclassification** – A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions are to be submitted to the Admissions & Records office.

Written documentation may be required of the student in support of the reclassification request.

Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District (Education Code Section 68044).

**Non-Citizens** – The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows them to live permanently in the United States and they meet the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered by any college in the District for any term commencing on or after January 1, 2002,
- completion of a questionnaire form prescribed by the State Chancellor and furnished by the District of enrollment, verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as they are eligible to do so

## Release of Residency Information

Last Name \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID # \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. In compliance with FERPA, information in your student record may not be released to a third party (parents, guardians, spouse, sponsor, etc.) without your written permission except as provided by law (See EC 76243, EC 76244).

I grant permission to College of the Siskiyous to release my information only about my residency status to the individuals listed below. This permission will remain in effect for the \_\_\_\_\_ semester. This permission does **not** cover Financial Aid or educational records.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please complete and return to:

Admissions & Records

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