

## RESIDENCY DEFINITIONS AND PROCEDURES

In order for North Seattle College students to be considered residents for tuition purposes, they first must be able to prove that they are U.S. citizens, have U. S. permanent resident cards, or have a qualifying visa (A, E, G, H1, I, K or L).

To be classified or reclassified as residents, for tuition and fee purposes, students must establish a bona fide domicile in the state of Washington primarily for purposes other than education for the period of one year immediately prior to classification as residents. Nonresident students who are enrolled for more than 6 credits a quarter will be presumed to be in the state of Washington for primarily educational purposes. Such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in this state unless the students prove they have, in fact, established a bona fide domicile in this state primarily for purposes other than education.

The following are factors that will be considered when determining resident status:

**1a. FINANCIALLY INDEPENDENT:** For a student to be considered independent of parents for residency purposes:

- a) The student cannot be claimed as a dependent by parent for the current and prior calendar year
- b) The student must be financially self-supporting for the current and prior calendar year.

The student must complete both sides of the Residency Questionnaire. Answer all the questions in Sections 1, 2, and 3 and submit the Residency Questionnaire and provide supporting documentation.

**Or**

**1b. FINANCIALLY DEPENDENT:** Students who are financially dependent upon parents or legal guardians (provide court documentation verifying the guardianship is valid) must provide documentation to prove their parents/legal guardians have established a bona fide domicile in the state of Washington. Students must also provide documentation to show they are dependents claimed by the parents/legal guardians on the most recent U.S. Federal Income Tax return.

**The student** must complete Section 1 and Section 2 of the Residency Questionnaire.

**The parent or legal guardian** must complete Section 3 on the **reverse side** of the Residency Questionnaire and provide supporting documentation. **Both the student and the parent or legal guardian must sign at the bottom of the Residency Questionnaire. (Definition of legal guardian: Court appointed by a judge. Power of attorney does not meet these conditions.)**

**2. MILITARY PERSONNEL AND DEPENDENTS:** Active duty military personnel stationed in the state of Washington and their spouses and dependent children may request a military exemption from the non-resident portion of tuition. Students requesting this exemption must submit copy of their Military ID Card and a copy of your orders indicating assignment to Washington State.

**3. NON-CITIZENS OF THE UNITED STATES:** Persons who are not permanent residents or U.S. citizens **may** qualify for resident tuition, if they have resided in Washington state for the 3 years immediately prior to receiving a high school diploma and completed the full senior year at a Washington high school, or completed the equivalent of a high school diploma and resided in Washington state for the 3 years immediately before receiving the equivalent of the diploma. Students must continuously have resided in the state since earning the high school diploma or its equivalent.

**RESIDENCY AFFIDAVIT AND TEMPORARY VISA STUDENTS:** Students holding temporary visas will be asked to provide documentation that they have taken steps to become U.S. Permanent Residents/Citizens if submitting the Residency Affidavit.

**F-1/M-1 VISA STUDENTS:** The time that a student is attending an institution in Washington on a student visa does not apply toward the 12-month residency requirements for establishing residency in the state of Washington for tuition-paying purposes.

For a Full list of all supporting documentation needed please refer to website:

[https://northseattle.edu/tuition-fees/determine-residency-status?search\\_standing=1](https://northseattle.edu/tuition-fees/determine-residency-status?search_standing=1)



## 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.* **Complete form in full and attach required documentation.**

### SECTION 1

Name (Last, First, MI):		Phone Number (     )	<b>FOR OFFICE USE ONLY</b>	
Address (Street)		Student ID Number	<input type="checkbox"/> <b>DEP</b>	<input type="checkbox"/> <b>INDEP</b>
City, State, Zip		Birth City, State, Country:	Today's Date	Effective Date
E-mail Address		Birth Date:	Age:	
1. Last High School Attended _____ State _____ Year Graduated _____		<input type="checkbox"/> <b>Email/Fax</b>  <input type="checkbox"/> <b>Drop Off</b>  <input type="checkbox"/> <b>In Person</b>  <input type="checkbox"/> <b>Resident</b> <input type="checkbox"/> <b>Non-Resident</b>		
2. For what term are you now seeking residence classification? Year <b>20</b> _____ <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 _____				
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: If not USA, answer 5a, 5b and 5c.		5a. Do you hold permanent or temporary resident immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No 5b. Do you hold "Refugee-Parolee," "Conditional Entrant" or PRUCOL status? <input type="checkbox"/> Yes <input type="checkbox"/> No 5c. Do you hold a visa classification of A, E, G, I or K? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Note:</b> 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.		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. <i>(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>		
6. Have you received financial assistance from a state or government unit or agency thereof during the past twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No		If <b>yes</b> , indicate state, agency, type of assistance, disbursement dates, etc.		
7. Will you be receiving state financial assistance during the next twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No		If <b>yes</b> , indicate state, agency, type of assistance, disbursement dates, etc.		

### SECTION 2

1. Are you applying for resident status <b>as a dependent student</b> whose parent or court - appointed legal guardian has maintained a bona fide domicile in the State of Washington for at least one year? <input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>yes</b> , your parent or legal guardian must complete <b>SECTION 3 of this form</b> , 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.
2. Are you applying for resident status <b>as a financially independent student</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>yes</b> , <b>YOU</b> must complete Section 3 of this form and provide all requested supporting documentation.
<b>2a. Student's Sworn Statement:</b> 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 significant financial assistance in any form directly or indirectly from parents, relatives, legal guardians or others for the current year and for the calendar year immediately prior to the year in which this application is made.  <div style="display: flex; justify-content: space-between;"> <span>Signature _____</span> <span>Date _____</span> </div>	
<b>2b. To further substantiate your financial Independence, you are required to submit appropriate documentation , including but not limited to:</b> 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 forms filed for the previous calendar year.  Other documented financial resources, which may include but are not limited to, the sale of personal or real property, trust fund, state or financial assistance, gifts, loans 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.	
3. Are you active duty military stationed in the state of Washington or the Spouse or Dependent of such a person? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Did you spend at least 75% of both your junior & senior year in 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**SECTION 3: Do not leave any questions blank. No decision can be made unless all questions are completed and all required documentation is submitted.**

1. This section is being completed and signed by:  <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Student	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 _____
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**Purpose of moving to Washington:**

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 (OF EMPLOYMENT)		OCCUPATION		HOME ADDRESS					
Mo.	Day	Yr.	Mo.	Day	Yr.	City	State	Employer	Hrs/wk	Street	City	State
From			To									
From			To									
From			To									

*Note: You must provide proof of your physical presence in Washington the past 12 months (e.g. work stubs, letter from your employer, transcripts, 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.	Mo.	Day	Yr.	City	State

4. Have you ever registered to vote in any state?  <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 in any state?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give type of vehicle, license number, state and dates of registry. <b>You must attach a copy of vehicle registration (not the title).</b> Type of vehicle _____ License Number _____ State _____ Date of Purchase _____ Date of Registry _____ Type of vehicle _____ License Number _____ State _____ Date of Purchase _____ Date of Registry _____
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6. Do you have a valid Driver's license in any state?  <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 _____

7. Do you have a bank account?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please attach documentation of date you opened account.	If yes, since what date? _____	Name of Bank _____ Branch _____ City _____ State _____
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8. Have you ever paid in-state tuition at any public institution of higher education?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date of last term _____ Name of Institution _____ Dates Attended: From _____ To _____	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 _____ Dates attended From _____ To _____
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9. Are you a US Citizen?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, attach a copy of your U.S. Permanent Resident card, I-94 or other immigration documentation.
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10. List business or professional licenses (name & state of issue)	_____
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11. Other (evidence of coverage for medical, life, automobile or property insurance, state licenses such as hunting or fishing, etc.) Explain: \_\_\_\_\_

**NOTICE:**

Residence questionnaires requesting a change in residence classification shall be accepted up to the thirtieth calendar day following the first day of the quarter/semester for which application is made. Questionnaires received after that date shall be considered to have been filed as of the first day of the subsequent quarter/semester.

<p><b>Statement of Intent</b></p> <p>I certify that I have declared Washington as my true, fixed, and permanent place of habitation.</p>	Signature of Parent (if completing SECTION 3) _____ Date _____
<p><b>CERTIFICATION</b></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>	Parent Address (Street, City, State) _____  Signature of Student _____ Date _____