

Students who are classified as non-residents at the time of their admission may be eligible to establish residency for tuition and fee purposes. Students must be able to document their “intent” to establish Washington as their permanent domicile (residence) at least twelve (12) months immediately prior to the start of the quarter for which they are applying.

Submit **ONLY** after you have met all residency requirements.

TO APPLY FOR RESIDENT STATUS FOR TUITION PURPOSES, THE FOLLOWING ARE REQUIRED:

1. Residence Questionnaire

It's essential that the questionnaire be filled out completely and legibly. Failure to do so may delay a decision on your behalf.

2. Documents required on the Residence Questionnaire

Establish whether you will be applying as a financially *independent* or *dependent* student and submit the required documents listed below (if the document is not available, provide a statement to that fact). Documents become a part of your file and are not returned.

INDEPENDENT STUDENTS

Independent students are over the age of 24, not claimed as a dependent on income taxes for any person except themselves (or spouse) for the last calendar year, and are financially independent. Residency for an independent student is based on the student's legal state of residence.

- Attach a copy of your *income tax return* for the last calendar year (first & signature pages only); financial disclosure information is not required and may be redacted. *If you're 24 years of age or younger and independent, you must also attach a copy of your parent(s)' income tax return for the last calendar year.
- Attach proof of your *presence in Washington* for the past **twelve (12) months** (rent receipts, lease or home purchase agreement, letter from landlord).
- Attach a copy of your Washington State *voter's registration* (voter.votewa.gov/wheretovote.aspx) that was issued at least **twelve (12) months** prior to the start of the quarter.
- If you own or use a vehicle, attach a copy of the Washington State *vehicle registration* that was issued at least **twelve (12) months** prior to the start of the quarter.
- Attach a copy of your Washington State *driver's license* that was issued at least **twelve (12) months** prior to the start of the quarter.
- Attach a copy of your Washington State *bank statement* at least **twelve (12) months** prior to the start of the quarter (or letter from bank documenting the date the account was opened).
- Other documents at least **twelve (12) months** prior to the start of the quarter that may be submitted in addition to the above: utility statement, postmarked envelope, other unbiased documentation.

DEPENDENT STUDENTS

Dependent students are 24 years of age or younger, claimed as a dependent on income taxes for the last calendar year, and financially dependent. Residency for a dependent student is based on parent(s) state of residence.

- Attach a copy of your parent(s)' *income tax return* for the last calendar year (first & signature pages only); financial disclosure information for parents is not required and may be redacted.
- Attach proof of your *parent(s)' presence in Washington* for the past **twelve (12) months** (rent receipts, lease or home purchase agreement, letter from landlord).
- Attach a copy of one parent's Washington State *voter's registration* (voter.votewa.gov/wheretovote.aspx) that was issued at least **twelve (12) months** prior to the start of the quarter.
- If your parent(s) own or use a vehicle, attach a copy of the Washington State *vehicle registration* that was issued at least **twelve (12) months** prior to the start of the quarter.
- Attach a copy of one parent's Washington State *driver's license* that was issued at least **twelve (12) months** prior to the start of the quarter.
- Attach a copy of your parent's Washington State *bank statement* at least **twelve (12) months** prior to the start of the quarter (or letter from bank documenting the date the account was opened).
- Other documents at least **twelve (12) months** prior to the start of the quarter that may be submitted in addition to the above: utility statement, postmarked envelope, other unbiased documentation.

THINGS TO KEEP IN MIND

- Must be submitted **prior to the 30th calendar day** of classes of the quarter for which you are seeking residency. Documentation received after the 30th calendar day will be considered for the following quarter and is not retroactive for prior quarters.
- **Submit questionnaire and documentation together**, as your questionnaire will not be processed until all documentation is received. Please only provide what is required and make sure the information is complete and correct.
- You are *responsible for paying tuition and fees while awaiting a determination* of your residency status. If the determination is made that you qualify for resident status after you've paid tuition as a non-resident, a refund will be processed for the difference.
- Decisions on resident status are based on documents submitted, which become a part of your file and are **not returned**.
- You must prove conclusively that you have established a bona fide domicile (residence) in Washington State for reasons other than education for 12 months prior to the start of the quarter for which they are applying for recognition of Washington State residency.
- Residency policies are set by the State of Washington (RCW 28B.15).

WHERE TO SUBMIT:

Mail:

Student Records
Columbia Basin College
2600 N. 20th Avenue, MS-H4
Pasco, WA 99301

In Person:

Hawk Central
H Building
Pasco Campus

Email:

hawkcentral@columbiabasin.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	
Address (Street, State, Zip)		Student ID Number		Type	
E-mail Address		Birth City, State, Country		Status <input type="checkbox"/> DEP <input type="checkbox"/> INDEP	
		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				<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	
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:			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>		
6. 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.		
7. 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? <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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2a. Student's Sworn Statement: 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><i>If yes, you must complete Section 3 of this form and provide all requested supporting documentation.</i></p>
3. Are you on 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 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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"/> 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 _____	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.	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.	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: _____ Previous driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	When did you first obtain a driver's license in that state? Date _____ When did you first obtain a driver's license in that state? Date _____
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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 Resident Alien Card, I-94 or other INS documentation.
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10. List business or professional licenses (name & state of issue)	_____
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Additional Comments:

<p style="text-align: center;">STATEMENT OF INTENT</p> <p>I certify that I have declared Washington as my true, fixed, and permanent place of habitation.</p> <p style="text-align: center;">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 style="text-align: right;">Signature of Parent (if completing SECTION 3) _____ Date _____</p> <p style="text-align: right;">Parent Address (Street, City, State) _____</p> <p style="text-align: right;">Signature of Student _____ Date _____</p>
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