

## **COLORADO COMMUNITY COLLEGE SYSTEM**

### **PRESIDENT'S PROCEDURES**

#### **IN-STATE TUITION CLASSIFICATION**

SP 4-40

EFFECTIVE: 11/13/08

APPROVED: 11/12/08

#### REFERENCES:

C.R.S. 23-7-101 to 107

CDHE Policy Section VI Student Services Part B

#### Application

The procedure applies to the state system of community colleges.

#### Basis

The Colorado Community College System (CCCS) in-state tuition determination procedure sets practice in compliance with DHE policy.

#### Initial Classification Procedures

The initial tuition classification decision shall be made by Admissions and Records staff at the college for the term the student has been admitted. The decision shall be based upon a review of the following information:

- Age of the student on the first day of the term for which he/she is admitted
  - If a student is under the age of 23 on the first day of the term of admission, his/her residency status will be based on the domicile and intent status of his/her parent(s) or legal guardian unless he or she is legally emancipated.
- Evidence of one year domicile requirement
- Evidence of at least two forms of intent (e.g., voter registration card, Colorado income tax, Colorado motor vehicle registration, Colorado driver's license or ID card, & proof of employment.)
- Pursuant to the statutory exceptions found under the Colorado Revised Statutes, the tuition classification officer will assess student eligibility.

Each student shall have his/her initial residency determined by no later than the first day of the term for which he/she is applying and will be notified in writing via e-mail or standard mail of his/her residency status. If a student is admitted to a

college after the first day of the term, his/her initial residency status will be determined within 10 business days of his/her admission decision.

## **Changes in Tuition Classification**

### Data Correction Procedures for Initial Tuition Classification

If a student fails to provide sufficient information for a residency determination or if Admissions and Records staff has a question about information provided, the student shall be asked to provide additional information so an accurate residency decision can be made.

- The students shall be notified via email or a standard letter of the need for additional information.
- The student shall have until the first day of his or her class for the term to provide or present the requested information to the Admission and Records staff.

### Petition to Change Initial Tuition Classification for new students

Any student who believes his/her tuition classification is not correct shall have up to 30 days from the first day of his/her term of admission to provide supporting documentation, but each institution can publish a deadline for the submission of a Tuition Classification Petition. Each student will be notified via email or standard letter of the outcome of the petition within 30 days of the decision.

### Petition for a Change in Tuition Classification for current or former students

For students who have attended as a non-resident and believe that his/her residency classification has changed and now wishes to prove he/she is eligible for in-state classification must petition for instate tuition classification. Each institution can publish a deadline for the submission of a Tuition Classification Petition. Each student will be notified via email or standard letter of the outcome of the petition within 30 days of the decision.

### Appeal Procedure

Any student who is denied in-state tuition classification by the institution may appeal the decision. Each institution has a process to appeal the decision of the tuition classification officer. The individual is notified of the decision made by the appeals panel and reasons why the petition was denied. The decision of the appeals panel is final and will not be overturned by the Department of Higher Education.

### Correction of Residency Determination Due to an Error

Each college reserves the right to correct a residency determination after the 30 day deadline in cases where the college believes there was an error. In cases where the change will result in a refund, Admissions and Records staff shall consult with Accounts Receivable staff on the issue.