

Wyoming Community Colleges Application for Residency Reclassification

Student ID#: _____ Name: _____
First Middle Last

Street Address: _____ City, State, Zip _____

Phone Number: _____ Cell # Home #

Requirements for in-state residency for tuition determination for the Wyoming Community Colleges are established by the Wyoming Community College Commission.

Students may appeal their classification as a resident or a non-resident through the following process:

A student assigned a non-resident classification may submit a request for reclassification to the Registrar or designee. **The student must submit the request and accompanying documentation on or before the first day of classes.** A decision will be rendered within 20 days of the first day of classes.

Individuals may be reclassified for the following term when facts indicate that a change in residency has occurred since the time of original residence classification or since their most recent appeal. Reclassification as an in-state student will not be applied retroactively to previous terms.

Residence classification shall be initiated for each student at the time the application for admission is accepted. Students may request a review whenever they have not been in attendance for at least one semester.

Individuals who qualify as Wyoming Residents shall pay the in-state tuition rate, as established by the Wyoming Community College Commission. All other individuals shall pay the out-of-state or Western Undergraduate Exchange (WUE) tuition rates, as established by the Wyoming Community College Commission. For the purposes of determining whether a student qualifies for in-state or out of state tuition, the following guidelines apply.

Current students will receive notification of petition status through student CWC email.

Former students will receive notification of petition status through the following email: _____

Residing in Wyoming primarily as a student will not support a claim for resident status.

A. The following students are considered Wyoming residents (check all that apply to your request):

- _____ 1. I am a financial dependent or under the age of 24 with a parent, guardian, or spouse who lives in the State of Wyoming. (Provide most recent tax return for verification of dependent status. Additional documents may be required to show length of residency in Wyoming.)
- _____ 2. I am a graduate of a Wyoming high school. (High School transcript or diploma may be required.)
- _____ 3. I earned a high school equivalency in Wyoming and also qualify for a Hathaway Scholarship. (Verification of Hathaway eligibility is required as well as completion of high school equivalency.)
- _____ 4. I am an active Wyoming National Guard member or U.S. Armed Forces member stationed in Wyoming, or am the dependent of one. (Provide military enlistment papers or transfer orders.)
- _____ 5. I am a Wyoming resident who was temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary absence. (Provide military discharge (Form DD 214), institution transcript/certificate, etc.)

- _____ 6. I have been awarded resident tuition status at another Wyoming Community College or the University of Wyoming. (Submit documentation showing resident tuition status.)
- _____ 7. I am the spouse or financial dependent of an individual who is determined to be a Wyoming resident pursuant to these Guidelines. (Provide a copy of marriage license and verification of spouse's residency.)
- _____ 8. I am a legal dependent under the age of 24 of a Wyoming community college graduate. (Provide graduate's name, Wyoming Community College, graduation date, and verification of dependent status.)
- _____ 9. I have a permanent home in Wyoming. To determine if a permanent Wyoming home has been established, a variety of factors are considered including evidence of full-time employment in Wyoming for one continuous year, ownership of home or property in Wyoming, one year of continual presence in Wyoming, reliance on Wyoming resources for full financial support, Wyoming vehicle registration, Wyoming address on most recent federal income tax return, a valid Wyoming driver's license, utility bills in the individual's name, lease or rental agreement, certificate of marriage, and Wyoming voter registration. No one factor determines residence status. (Documentation must show one year continual presence in Wyoming.)
- _____ 10. I am a veteran or eligible individual, as described in 38 U.S. C. 3679 (c) (2), who is enrolling within three (3) years of discharge and am providing:
 - a. A certificate or other evidence of the veteran's qualifying service of 90 days or more in the uniformed services of the United States;
 - b. Documented evidence at the time of enrollment that:
 - i. The applicant for resident tuition intends to lives in Wyoming during the term of enrollment (lease agreement, power bill, etc.);
 - ii. The veteran was discharged or released from a qualifying period of service in the active military, naval or air service before the date of enrollment (DD214 showing date of discharge within three (3) years prior to enrollment);
 - iii. If the applicant is a spouse or a child of the veteran, the applicant is a transferee pursuant to 38 U.S.C. 3311(b)(9) or 3319 of the veteran's eligibility for educational benefits.

A person who has qualified for resident tuition pursuant to the above requirements of this section, shall remain qualified in subsequent years if the person pursues one or more courses of education while remaining continuously enrolled, other than during regularly scheduled breaks, lives in the state during the term of enrollment, and, if the person is eligible through a transfer of eligibility pursuant to 38 U.S.C. 3319, the transfer has not been validly revoked.

B. The following students are considered non-residents:

- 1. Individuals who do not qualify under Section A above;
- 2. Individuals who are not U.S. citizens or permanent residents except as provided by Section A.2 or A.3 above; and
- 3. Individuals holding a valid Nonimmigrant status in the following categories: F-1 and F2, H-3 and H-4, J-1, K-1, and J-2, M-1 and M-2, Q-1, and R-2 visas except as provided by Section A.2 or A.3 above.

I declare under penalty of perjury that the above disclosure is, to the best of my knowledge and belief, true, correct and complete. I understand that any misrepresentations may result in revocation of Residency for tuition purposes at the Wyoming Community Colleges.

_____ Date

_____ Signature

OFFICE USE ONLY

ACTION TAKEN _____

_____ Date

_____ College Official Signature

Personal Statement of Petitioner

Please use this space to provide more information regarding the reason(s) you came to Wyoming, your situation and activities since arriving in Wyoming, and your intended plans after completing your CWC education. Your statement may be typed or hand-written on a separate sheet of paper and attached to the petition. Students will receive notification of approval or denial through student CWC email.

Submit completed application and supporting documentation to your Wyoming Community College as listed below:



Casper College
Enrollment Services Office
125 College Drive
Casper WY 82601



Central Wyoming
College

Central Wyoming College
Registration & Records Office
2660 Peck Ave
Riverton, WY 82501

Eastern
Registration &
3200 West C
Torrington WY



Wyoming College
Records Office
Street
82240



LARAMIE COUNTY
COMMUNITY COLLEGE

Laramie County Community College
Student Records
1400 E. College Drive
Cheyenne WY 82007
student-records@lccc.wy.edu



Northern Wyoming Community College District

Sheridan College
Student Records
Whitney Building, Room 132
PO Box 1500
Sheridan WY 82801

Gillette College
Student Records
Main Building
300 W. Sinclair St.
Gillette WY 82718



Northwest College
Registrar's Office
231 West 6th Street
Orendorff Building
Powell WY 82435
registrar@nwc.edu



Western Wyoming Community College
Mustang Central
2500 College Drive
Rock Springs WY 82901
mustangcentral@wwcc.wy.edu
307.382.1677
Fax 307.382.1636