



Petition for Change of Residency Classification

Purpose

The Petition for Change of Residency Classification form should be used by students who wish to change their residency status and, by extension, the rate at which they are charged tuition. This form is not a financial aid form and in no way guarantees financial aid eligibility. Students may petition their residency status for a future term or a current term, provided that the completed petition is submitted during the Drop/Add Period of the current term.

Section 1: Student Information

Instructions: Please fill out completely and neatly.

Student Name: _____

Student ID: _____ Date of Birth: _____

Address: _____

This petition is for the following term (example: Fall 2018): _____

Section 2: Petition Type

Instructions: Please select the one petition type that applies to you.

- I request to change from out-of-state to in-state status.
- I request to change from foreign to out-of-state status.
- I request to change from foreign to in-state status.

Section 3: Student Type

Instructions: Please select the one student type that applies to you. Your student type will determine the type of supporting documentation you must submit with your petition. See Page 2 for acceptable documents.

- I am 24 years or older. (Independent student)
- I am under 24 years old and a parent did not claim me on their most recent tax return. (Independent student)
- I am under 24 years old and a parent did claim me on their most recent tax return. (Dependent student)

Students: Continue to Page 2

OFFICE USE ONLY: Approved Denied

Reason: _____

Date emailed to student: _____

Signature: _____

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Required Documentation for Independent Students

1. This completed, signed petition by the student, **and**
2. **A minimum of two documents** (in the student's name) from the approved list below, **and**
3. A document (in the student's name) which verifies the student's lawful presence in the United States, if not already on file with Admissions.
 - Permanent residents must have a current Permanent Resident card on file in order to receive tuition at the out-of-state or in-state rates.

Required Documentation for Dependent Students

1. This completed, signed petition by the student, **and**
2. A tax return from the student's parent or guardian from the most recent year that shows the student was claimed as a dependent, **and**
3. **A minimum of one document** (in the name of the parent or guardian whose name appears on the tax return) from the approved list below, **and**
4. A document (in the student's name) which verifies the student's lawful presence in the United States, if not already on file with Admissions.
 - Permanent residents must have a current Permanent Resident card on file in order to receive tuition at the out-of-state or in-state rates.

Acceptable Documents for Residency Petitions

- Georgia State Income Tax Form 500
- Georgia Automobile Registration
- Georgia Voter Registration
- Georgia Driver's License*
- Proof of ownership of primary residence in Georgia*
- Notarized letter on company letterhead indicating lease status*
- Utility bill* (example: electricity, cable, water; mobile phone bills are not accepted)

*Indicates these items must be dated at least 12 months before the first day of the term for which the student is petitioning his/her residency.

Section 4: Acknowledgement and Submission Instructions

Instructions: Please read the statements below. Your signature indicates your understanding of these terms.

- Submission of this form does not guarantee a change of residency status.
- This form is not a financial aid document and will not be used for financial aid purposes.
- Students will be notified of the outcome via CTC email (current students) or personal email (applicants).

Submit completed form and supporting documentation to nbeardsley@chattahoocheetech.edu or to Admissions or Student Affairs at the Appalachian, Marietta, North Metro, or Paulding campuses.

Student Signature: _____ Date: _____