

The requested information in this petition is necessary to determine qualification as a Colorado resident for tuition classification purposes in accordance with Colorado statutes. Under the law, the petitioner bears the full burden of proof to show, by clear and convincing evidence, that the statutory requirements to qualify for in-state status are met.

Failure to present complete, clear, and convincing evidence and comprehensive supporting documentation may **result in a denial**.

Careful review of the shaded areas of the petition will provide information about required documentation. The Colorado Commission on Higher Education (CCHE) has prepared detailed information that is available at <https://cdhe.colorado.gov/colorado-residency-statutes>

Important Information

- Residency classification for tuition purposes is governed by Colorado Revised Statutes 23-7-101 et. seq. The statute provides that **the burden of proving a Colorado domicile rests entirely upon the petitioner**. Aims Community College does not have discretion to make exceptions to the rules as established by state law.
- You must answer each of the petition questions and **attach all required documentation**. Include additional pages if you need more space.
- If you are unable to attach a required document, clearly state why. **Failure to include all required documentation may delay processing and may result in the rejection of your petition.**
- State audit standards require retention of all documents received as a record of the basis of decisions. Your petition and documents are stored under strict standards of security. However, you may wish to redact certain personal identification numbers. You may redact all but the last four digits of such numbers prior to submitting.
- You should make a copy of the entire petition, including documentation, for your records.

Submission Dates and Deadlines

- Residency petitions **submitted after the deadline date will not be processed**.
- Residency petitions **cannot be accepted for previous semesters**. Residency changes can only be petitioned for future semesters.

Term	Earliest Submission Date	Final Petition Deadline	Domicile Year
Spring 2024	10/18/2023	01/16/2024	01/16/2023 - 01/16/2024
Summer 2024	02/28/2024	05/28/2024	05/28/2023 - 05/28/2024
Fall 2024	05/28/2024	08/26/2024	08/26/2023 - 08/26/2024
Spring 2025	10/23/2024	01/21/2025	01/21/2024 - 01/21/2025
Summer 2025	02/26/2025	05/27/2025	05/27/2024 - 05/27/2025

Finalized Petition for In-State packets can be submitted to the Tuition Classification Officer in any of the following ways:

- By delivery in-person to the Navigation Station on Aims' main campus in Greeley, or
- By email if sent from @aims.edu address to Records@aims.edu, or
- By mail to the below address:

Aims Community College
Registration and Records Office
5401 W. 20th Street
Greeley, CO 80634



Petition for In-State Tuition Classification

Term: Fall Spring Summer Year: _____

_____ Aims ID Number Student Full Name _____

_____ Address _____ City _____ State _____ Zip _____

_____ Phone Number _____ Aims Email (**Communications will only be sent to Aims student email**). @aims.edu _____

_____ Age _____ Birthdate _____ Marital Status _____ Date of Marriage _____

If the student is under 23 years of age and has not been either married for one full year or more, has not been legally emancipated, or is not currently in graduate school as well, then residency will be based on the student's parent or legal guardian's information.

Parent or Court-Appointed Guardian Information (if applicable)

_____ Petitioner's Name _____ Relationship to Student _____

_____ Address _____ City _____ State _____ Zip _____

If court-appointed legal guardian, enclose: (1) a copy of the court decree or letters of guardianship, as appropriate; (2) a statement from the court affirming that the parents, if living, do not provide substantial support to the student as a minor child; and (3) a statement from the court certifying that the primary purpose of such appointment is not to qualify the student as a Colorado resident for tuition purposes.

I certify that the information I have submitted is true and accurate to the best of my knowledge without evasion or misrepresentation. I understand that any false information or falsified supporting documents submitted in conjunction with this form may subject me to both criminal charges, College disciplinary proceedings, and that my residency status may be retroactively assessed.

Student Signature: _____ Date: _____

- Approved
- Denied
- Appealed?

Received	Entered
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_____ Signature of Tuition Classification Officer _____ Date _____

_____ Student's _____ Documentation _____ Student _____ Residency Decision _____
Citizenship Received? Age

REGISTRATION AND RECORDS USE ONLY BELOW

Petitioner may begin completing the information below this line:

Citizenship

<input type="checkbox"/> U.S. Citizen	
<input type="checkbox"/> U.S. Permanent Resident: Resident Alien No. A _____	Date Issued: _____
<input type="checkbox"/> Non-Citizen on a Visa: Visa Type _____	Date Issued: _____ Exp Date: _____
Attach copy of both sides of your U.S. Permanent Resident card, Visa, Form I-485, Work Authorization or other evidence indicating date the U.S. Citizenship and Immigration Services accepted your application for adjustment status	

Physical Presence

Indicate the dates of your continual physical presence in Colorado. Indicate any absences of **30 days** or more and include an explanation and documentation of your absence. Twelve months of continuous physical presence is required to be considered a Colorado resident for tuition purposes.

Arrival in Colorado (MM/DD/YYYY)	Departure (MM/DD/YYYY)	Explanation and Documentation for Absences 30 days or longer

Residential Information

Check all criteria that apply. *Submit all appropriate documents.* Your residential information may include **one or more** of the following and must cover the 12-month domicile period.

Colorado Residential Information	Documentation Required
<input type="checkbox"/> Rent/Lease an apartment or house	Include one of the following <input type="checkbox"/> Signed statement from landlord or homeowner <input type="checkbox"/> Rent Receipts (12-months) <input type="checkbox"/> Cancelled Rent Checks (12-months) <input type="checkbox"/> Tenant Ledger
<input type="checkbox"/> Own Residential real property in Colorado Date Purchased ____ / ____ / ____	<input type="checkbox"/> Provide copy of warranty deed.
<input type="checkbox"/> Maintain a home or own residential property in another state or country. Address of home: _____ Dates you resided in that home during the 12-month domicile period: _____	

Colorado Legal Ties

<u>Legal Ties Information</u>	<u>Documentation Required</u>
<p>• Colorado driver's license or Colorado Identification Card</p> <p><input type="checkbox"/> Yes. Date of issue ____ / ____ / ____</p> <p><input type="checkbox"/> No. Which state license or ID? _____</p>	<p><input type="checkbox"/> Include a copy of your Colorado driver's license or ID card. If your license was renewed or re-issued during the 12-month domicile period, please provide the original issue date: _____</p> <p><input type="checkbox"/> Include a copy of your current driver's license or state ID card.</p>
<p>• Registered to Vote in Colorado? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of Colorado voter registration: ____ / ____ / ____</p> <p>List state(s) of prior voter registration: _____</p>	<p><input type="checkbox"/> Include a copy of your voter registration record/card from your county clerk's office. See resource page for more information.</p>
<p>• Own or operate a motor vehicle?</p> <p><input type="checkbox"/> Yes: Dates operated motor vehicle in Colorado</p> <p>Start: ____ / ____ / ____ End: ____ / ____ / ____</p> <p>Is the motor vehicle you operate registered in Colorado?</p> <p><input type="checkbox"/> Yes. Please provide:</p> <p>Date vehicle first registered in Colorado ____ / ____ / ____</p> <p>Name of registered owner: _____</p> <p>Relationship to owner: _____</p> <p><input type="checkbox"/> No. State registered? _____</p> <p>Why not registered in Colorado? _____</p> <p><input type="checkbox"/> No. I do not operate a vehicle in Colorado.</p>	<p><input type="checkbox"/> Include a copy of all Colorado vehicle registrations covering the 12-month domicile year</p> <p><input type="checkbox"/> Include a copy of all out-of-state vehicle registrations covering the domicile year.</p>
<p>• Did you graduate from a Colorado High School. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, Please provide</p> <p>_____</p> <p>High School City Graduation Date</p>	<p><input type="checkbox"/> Include a copy of high school diploma or transcript showing graduation date.</p>

Employment History

List all employment for the past two years, both Colorado and non-Colorado, including any military service, or indicate N/A.

From	To	Employer	City, State	Documentation Required
				<input type="checkbox"/> Provide employment verification for all Colorado employment <i>For example, include a copy of one of the following: pay stub, offer or contract letter, W-2 form or signed letter from the employer.</i>
Did you accept a job in Colorado prior to moving to Colorado?				
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, effective date of employment ____ / ____ / ____				

Income Tax History

Check any criteria in the first column that applies to you and include required documentation as indicated.

If you previously held domicile in Colorado for 12 continuous months and then moved away, include copies of W-2 forms, Colorado tax returns, or other evidence of your state of legal residence for each year since you were last physically present in Colorado.

<u>Income Tax Return Information</u>	<u>Documentation Required</u>
<input type="checkbox"/> Filed Federal Income Tax return(s) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list last two years: _____ If No, state reason why not: _____ _____ _____	Include one of the following (Do NOT include schedules): <input type="checkbox"/> Copy of the first page of your most recent federal 1040 EZ income tax return (copy of the original that you filed). <input type="checkbox"/> Copy of the first two pages of your most recent federal 1040 income tax return (copy of the original that you filed). See resource page for more information regarding tax forms.
<input type="checkbox"/> Filed Colorado Individual Income Tax return(s) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list last two years: _____ <input type="checkbox"/> I have included a copy of my Colorado Form 104PN <input type="checkbox"/> If no Colorado Form 104PN, indicate why not filed/included: _____ _____ _____	<input type="checkbox"/> Copy of most recent Colorado Form 104 income tax return. <input type="checkbox"/> Copy of form 104PN if filed as a part-year resident. See resource page for more information regarding tax forms. <input type="checkbox"/> If you did not file tax returns, include copies of your W-2 form(s). Provide a written statement if you need more space.
<input type="checkbox"/> List years you filed state tax returns in a state other than Colorado: _____ What State(s): _____	<input type="checkbox"/> Include copies of W-2 forms, state tax returns, or other evidence of your state of legal residence for tax purposes for each year since you last physically lived in Colorado for a continuous 12-month domicile year.
<input type="checkbox"/> If states taxes are currently being withheld from wages or salary, indicate for which state: _____	<input type="checkbox"/> Include copies of other state tax returns or W-2 forms
<input type="checkbox"/> Tax Information for Spring Petitioners Will you file a current year Federal Income Tax Return and Colorado Tax Return? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Provide a written statement about your intent to file for the current-year. If no, please explain why not.

Student's Educational Background

Have you attended any college or university (including Aims Community College) during the past two year? Yes No

If yes, list each college/university, dates attended and your residency classification at that college/university.

College/University	Dates Attended	Resident or Non-Resident

Personal Statement and Significant Life Activities

Petitioner, please include a statement describing your reason for moving to Colorado and demonstrating your intent to create a true, fixed and permanent home in Colorado. Include expected duration of your residency in Colorado and plans after you leave the college including future employment plans. In addition, describe any significant life activities, other than employment or education, which have required your presence in Colorado or your presence outside of Colorado.

Acknowledgements

Initial each statement to acknowledge that you have read and understand each of the following:

_____ I included all required documentation and filled out all applicable sections. I understand that submitting an incomplete petition may cause this form to be delayed or denied.

_____ I have included only copies of the needed documents. I understand that any original documents submitted with this packet will not be returned to me.

_____ **I have submitted my petition prior to the end of the day on the published final deadline.** I understand that petitions received after the deadline date and/or incomplete petitions will not be accepted nor evaluated.

_____ I acknowledge that important communications are sent to the student's @aims.edu email address. The student may receive emails requesting additional information by a stated deadline which may not result in an extension of time for submission.

_____ I understand that failure to provided requested information may result in a petition denial. Final petition decisions are sent to the student's@aims.edu email address.

_____ I understand that if the student is granted in-state residency classification, their tuition and financial aid will be adjusted and they will not be eligible for scholarships based on non-resident classification.

_____ **I UNDERSTAND THAT ANY FALSE INFORMATION OR FALSIFIED SUPPORTING DOCUMENTATION INCLUDED IN THIS PETITION MAY SUBJECT MYSELF (AND THE STUDENT, IF APPLICABLE) TO CRIMINAL CHARGES AND COLLEGE DISCIPLINARY PROCEEDINGS. FURTHER RAMIFICATIONS MAY INCLUDE IN-STATE STATUS BEING RESCINDED AND OUT-OF-STATE TUITION RETROACTIVELY AWARDED.**

_____ I acknowledge that under Colorado statutes, a person may not establish domicile in Colorado for the sole purpose of changing tuition classification to "in-state". In the absence of clear and convincing evidence to the contrary, any student classified as out-of-state who seeks to establish Colorado domicile while registered is presumed under the tuition law to do so solely for tuition purposes.

If you have questions about this form, please contact Records@aims.edu or call 970-339-6404.

HOW TO LOCATE RESIDENCY INFORMATION AND DOCUMENTATION

This information is not a checklist but a guide for finding and accessing documents which may be required in the petition process.

Voter Registration Certificate or Card: <https://www.sos.state.co.us/voter-classic/pages/pub/olvr/findVoterReg.xhtml>

Acceptable Documentation:

- A copy of your voter registration card.
- A certificate of voter registration.
- A copy of the online verification: www.sos.state.co.us/voter-classic/pages/pub/olvr/findVoterReg.xhtml

Federal Income Tax Returns: Internal Revenue Service, www.irs.gov

Acceptable Documentation:

- A photocopy of your federal income tax return filed for the most current tax year. Please submit only the first page of Form 1040EZ or the first two pages of Form 1040. DO NOT include additional schedules, tax credit forms, etc.
- If a copy of tax return is not available, order a tax return transcript or certification of non-filing.
 - Online at www.irs.gov/Individuals/Order-a-Transcript for the appropriate tax year.
 - Call 1-800-908-9946 to order a tax return transcript.

Colorado State Income Tax Returns: Colorado Department of Revenue, 303-238-SERV (7378)

Acceptable Documentation:

- A copy of your completed Colorado state income tax returns filed for the most current tax year.
Note: If you filed as a part-year resident, you must include the Colorado 104PN form.
- A copy of the return may be accessed online at www.colorado.gov/revenueonline using your login ID and password or by setting up a new account.

Other State Returns: Contact the state revenue department of that particular state.

Acceptable Documentation:

- A copy of your complete state income tax returns filed for the most current tax year.
- If your state does not have state taxes please indicate on the petition.

Note: Allow up to six weeks to receive requested income tax returns.

Driver's License, State ID card or Driver's History: www.colorado.gov/dmv

Acceptable Documentation:

- A copy of your driver's license or driver's history record or state ID card.
- Note: If you have lost, replaced or renewed your driver's license, please attach a copy of your driver's history record.

Vehicle Registration: www.colorado.gov/pacific/dmv/registration-requirements

Acceptable Documentation:

- Colorado vehicle registration for the past year. To obtain a copy of your registration, contact the motor vehicle division for a copy of your registration showing the original date of your registration.
- Other state vehicle registration for any vehicle you are driving in Colorado. Contact appropriate state motor vehicle division.

Residential Information:

Acceptable Documentation:

- A signed copy of your lease and or leases covering the 12-month domicile period.
- Month-to-month lease agreement, along with a signed statement from the landlord stating the length of time you resided at that residence.
- No lease agreement: Please provide signed statement from property owner.
- Living with a roommate but not on lease: Please provide signed statement from the roommate along with copy of their lease.
- Note: Signed statements must include the following: date, address of the residence, date of continued presence of the tenant, and the identification and contact information of the writer of the letter (e.g., landlord, homeowner, or roommate). All documentation must cover the 12-month domicile period: August to August for fall term, January to January for spring term, and May to May for the summer term.