

## RESIDENCY CLASSIFICATION INFORMATION

### Deadlines:

- Applications for establishing Washington state residency should be submitted at least one month prior to the beginning of the quarter for which the student will claim residency.
- If ALL necessary documents are not submitted in a timely manner or the questionnaire is unsigned or incomplete, the deadline has **NOT** been met.
- The date that the missing documents are submitted and/or questionnaire signed and completed is the official date of receipt of the application.

Applications received after the 30<sup>th</sup> calendar day of the quarter shall become effective, if granted, the next quarter of the student's registration.

### Determination of Residency:

To be considered a resident, a student must be a U.S. citizen or a permanent resident of the U.S. or have a qualifying visa (A, E, G, H1, I, K or L), must have been physically present in Washington state and have establish Washington state as their true, fixed and permanent home for purposes other than educational for 12 consecutive months prior to the beginning of the quarter for which they are applying for residency.

### Proof of Residency:

No single factor or specific combination of factors provide a guarantee that domicile has been established.

- Student seeking residency should submit supporting documentation for the following which may be considered in a determination of domicile:
  - \* A copy of Washington state driver's license or identification card;
  - \* A copy of current voter's registration card;
  - \* A copy of motor vehicle registration;
  - \* A copy of lease agreement or home purchase document;
  - \* A copy of the front page of the federal income tax return for the previous year;
  - \* Certification of when bank account in Washington was opened;
  - \* Copy (front & back) of your Permanent Resident Card (if applicable)
  - \* Receipt from U.S. Citizenship and Immigration Services (USCIS) that show the date your application for Permanent Resident status was filed (if applicable).

A student can not qualify as a legal resident of Washington for tuition calculation purposes if s/he possesses a valid out-of-state driver's license, vehicle registration, or other documentation that give evidence of being a legal resident in another state.

The domicile of any qualified person including a married woman, shall be determined according to the individual's situation and circumstances rather than by marital status or gender.

### Financial Independence/Dependence

- A student who is financially **independent** (not claimed as a dependent by parents and pays more than 50% of all expenses such as room, board, tuition, books and supplies) must provide a true and correct copy of their

federal income tax return for the previous calendar year or a true and correct copy of their W-2 form filed for the previous calendar year;

- A student who is financially **dependent** (claimed as a dependent on federal income tax of parents or guardian), must attach a true and correct copy of the first page of their parent's or legal guardian's federal income tax return for the previous calendar year;
- If a student is financially dependent, parents or guardians (one or both) must have maintained a bona fide domicile in Washington for at least one year immediately prior to the beginning of the quarter for which the student claims residency.

### **Out of State Financial Assistance**

- Students attending Seattle Central College and receiving financial assistance from another state or government unit/agency are not eligible to pay resident tuition/fees for one year after the completion of the continuing qualification for such financial assistance.

### **EXEMPTIONS FROM NON-RESIDENT PORTION OF TUITION:**

Certain non-resident students shall be entitled to pay resident tuition and fees or, resident tuition fees and 25% of resident operating fee, if they provide documented evidence that they reside in the state of Washington and:

- 1) Hold a graduate service appointment, designated as such by a Washington State public institution of higher education or, is employed for an academic department in support of the instructional research programs involving not less than 20 hours per week during the term such person shall hold such appointment; or
- 2) Is a faculty member, or classified staff member, or administratively exempt employee holding not less than half time appointment at an institution and the dependent child or spouse of such person; or
- 3) Is an immigrant having refugee classification from the U.S. Citizenship and Immigration Services (USCIS) or the spouse or dependent child of such refugee, if the refugee is: (a) on parole status, or (b) has received an immigrant visa, or (c) has applied for United States citizenship; or
- 4) Is an active duty military personnel stationed in Washington state or the spouse or dependent child of such person; or
- 5) National Guardmens stationed in Washington state; or
- 6) Is a non-citizen who graduated from a Washington high school:

Effective July 1, 2004, individuals who are not U.S. citizen or not a permanent resident **may** be eligible for resident tuition if they meet all of the following **3** criteria:

- (a) Received a diploma from a Washington high school or the equivalent of a diploma in Washington state,
- (b) Lived in Washington for at least 3 years prior to receiving their diploma or its equivalent,
- (c) Continuously resided in Washington since receiving the high school diploma or its equivalent.

Students who meet all of the above criteria are required to provide a completed [Washington Higher Education Residency Affidavit/Declaration/Certification](#).

### **Students with F-1 or M-1 Visa:**

The time that the student is attending an educational institution in Washington on a student visa does not apply toward the 12-month resident requirements for establishing residency for tuition purposes in the state of Washington.

## **Residency Guideline Sources**

Washington state residency guidelines are outlined in legislation. For a more detailed explanation of residence classification, please use the following links to read the relevant Revised Code of Washington and Washington Administrative Code:

- State Statute – [RCW 28B.15.011 – RCW 28B.15.015](#)
- State Rules and Regulations – [WAC 250-18-010 – WAC 250-18-06](#)

## **Residency Process**

If the student has filed a **complete** application for a change in resident status by the appropriate deadline and notification of the determination of change of residency status has not been given prior to the student's registration, the student should seek an **"INSTITUTIONAL DELAY OF TUITION"** from the Registrar to qualify to delay tuition through the 8<sup>th</sup> day of the quarter (there is no delay payment for summer quarter). If the student is not notified that a determination has been made regarding residency by the delay payment deadline, the student is required to pay the full non-resident tuition and fees.

If a student's classification is changed from non-resident to resident after the quarter has begun and application was made during the **FIRST 30 CALENDAR DAYS OF THE QUARTER**, the institution will refund to the student the difference between resident and non-resident tuition/fees.

**MAIL OR DELIVER** the completed Questionnaire **and** supporting documents to:

SEATTLE CENTRAL COLLEGE  
DIVISION OF REGISTRATION AND RECORDS  
1701 BROADWAY ST., BE 1104B  
SEATTLE, WA 98122

All requests for a change in residency status will be reviewed followed by notification of the decision or contacted for additional information. *It is recommended that student respond quickly to the notification for additional information.*

Students who have questions concerning residence classification may contact the Registrar's Office at **(206) 934-4397**.

The Colleges within Seattle College District reserve the right to make changes in the contents and provisions to apply to this form for residency without notice.