

Residency Review Request for Ohio In-State Tuition



To be effective for a semester, the change of residency decision must be finalized prior to the first day of classes for that semester. For timely processing, submit this form with all supporting documentation at least fifteen days before the first day of the semester.

Cincinnati State Technical and Community College is a state assisted institution of higher education and receives a major portion of its revenue from the State of Ohio. Rules regarding the classification of students as Ohio residents for the purpose of determining tuition payments are included in the Ohio Administrative Code Chapter 119 Section 3333-1-10. It is the intent of the Ohio board of regents to exclude from treatment as residents, those persons who are present in the state of Ohio primarily for the purpose of receiving the benefit of a state-supported education. A student is initially classified as either a 'resident of Ohio' or a 'non-resident of Ohio' based on answering the residency question on the application for admission. Applicants who indicate they have been a 'resident' of the State of Ohio for 12 months or more are classified as residents for tuition purposes and charged the in-state tuition rate. Applicants who indicate being a 'resident' of the state of Ohio for less than 12 months or leave the question blank, will be classified as a 'non-resident' and charged a higher tuition rate. In certain cases students residing in other state's counties bordering Ohio will be able to pay the 'in-state' tuition rate through a reciprocity agreement or grant sponsored programs.

If you have been classified as an 'out-of-state' resident for tuition purposes and wish to have your residency reviewed so you can begin paying 'in-state' tuition rates, you should complete this form and attach a 'copy' of any documentation you believe will support your request. Please present this completed form with supporting documentation to a customer service representative in the Office of the Registrar. A preliminary review will be conducted within five business days to determine if any additional supporting documentation is needed. A final review will be completed within ten business days after the completed form and all requested documentation are received. The student will be notified of the decision in writing. Please refer all questions to the Office of the Registrar.

PART A – STUDENT INFORMATION AND ELIGIBILITY CRITERIA

(NOTE: PART B below must also be completed)

College ID No.: _____ Phone: _____

Student Name: _____ ☐ Jr. ☐ Sr. ☐ II ☐ III
Last First Middle

Semester: ☐ Fall ☐ Spring ☐ Summer Year _____

Check only ONE of the following residency eligibility criteria in PART A that applies to you and attach acceptable documentation:

- ☐ I. a - I am a student, whose spouse, has been a resident of the state of Ohio for twelve consecutive months or more immediately preceding my enrollment at Cincinnati State. OR I am a dependent student, at least one of whose parents or legal guardian (regardless of which parent supports the student), has been a resident of the state of Ohio for twelve consecutive months or more immediately preceding my enrollment at Cincinnati State. *Spouse or parent/legal guardian completes PART B.*

Acceptable Documentation:

1. Copy of spouse's or parent's (if student is dependent) Federal and Ohio income tax return for most recent 12 month period. AND Copy of spouse's or parent's (if student is dependent) W'2's OR Copy of spouse's or parent's (if student is dependent) Ohio unemployment or state public assistance eligibility for at least 12 months (if applicable).
2. Copy of lease or closing statement on residential real properly located in Ohio; or notarized letter from owner of residence certifying spouse, parent, or legal guardian resides there.
3. Copy of spouse's or parent's (if student is dependent) Ohio Driver's License or State Identification Card. **This is required.**
4. If needed: supporting documentation which can include: Utility Bills; Voter Registration; Vehicle Registration; official mail.

Note: Removal of the student's parents or legal guardian from Ohio shall not, during a period of twelve months, constitute relinquishment of residency for tuition purposes.

- ☐ I. b - I am a student who has been a resident of Ohio for twelve consecutive months immediately preceding my enrollment at Cincinnati State and have not directly or indirectly received in the preceding twelve months, financial support from persons or entities who are not residents of Ohio. *Student completes PART B.*

Acceptable Documentation:

1. Copy of student's Federal and Ohio income tax return for most recent 12 month period. AND Copy of student's W'2's OR Copy of Ohio unemployment or state public assistance eligibility for at least 12 months (if applicable).
2. Copy of lease or closing statement on residential real properly located in Ohio; or notarized letter from owner of residence certifying spouse, parent, or legal guardian resides there.
3. Copy of student's Ohio Driver's License or State Identification Card. **This is required.**
4. If needed: supporting documentation which can include: Utility Bills; Voter Registration; Vehicle Registration; official mail.

Note: Removal of the student's parents or legal guardian from Ohio shall not, during a period of twelve months, constitute relinquishment of residency for tuition purposes.

- ☐ **1. c -** I am a **student, whose spouse**, as of the first day of the semester of enrollment, has accepted full-time self-sustaining employment and established domicile (permanent residence) in the state of Ohio for benefits other than gaining the benefit of favorable tuition rates. **OR** I am a **dependent student**, at least one of whose parents or legal guardian (regardless of which parent supports the student), as of the first day of the semester of enrollment, has accepted full-time, self-sustaining employment and established domicile (permanent residence) in the state of Ohio for benefits other than gaining the benefit of favorable tuition rates.

Spouse or parent/legal guardian completes PART B.

Acceptable Documentation:

1. Employment hiring letter. **OR** Sworn statement from employers on letterhead certifying full-time employment in Ohio.
2. Copy of lease or closing statement on residential real property located in Ohio; or notarized letter from owner of residence certifying spouse, parent, or legal guardian resides there.
3. Copy of spouse's or parent's (if student is dependent) Ohio Driver's License or State Identification Card **required**.
4. If needed: supporting documentation which can include: Utility Bills; Voter Registration; Vehicle Registration; official mail.

Note: If the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio, residency status for the student will be lost immediately.

And, If a dependent student is classified as a resident of Ohio they shall continue to be considered a resident during continuous full-time enrollment at Cincinnati State until completion of any one academic degree program, even if the parents or legal guardian removes their residency from the state of Ohio.

Or check any of the following residency eligibility criterion EXCEPTIONS that applies to you and attach acceptable documentation:

- ☐ **1. d -** I am a student who is living and gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and pursuing a part-time academic program, eligible for in-state tuition. *Student completes PART B.*

Acceptable Documentation:

1. Copy of student's Ohio Driver's License; State Identification Card required.
2. Copy of lease or closing statement on residential real property located in Ohio; or notarized letter from owner of residence certifying spouse, parent, or legal guardian resides there.
3. Employment hiring letter. **OR** Sworn statement from employers on letterhead certifying full-time employment in Ohio.
4. If needed: supporting documentation which can include: Utility Bills; Voter Registration; Vehicle Registration; official mail.

- ☐ **1. e -** I am a student who has entered and/or is currently remaining upon active duty in the United States military service while a resident of Ohio and I retain Ohio as my home or record. I and my dependents are eligible for in-state tuition. *Student completes PART B.*

Acceptable Documentation:

1. Copy of military orders.
2. Copy of military personal and dependent's Ohio Driver's License; State Identification Card,
3. Copy of lease or closing statement on residential real property located in Ohio; or notarized letter from owner of residence certifying spouse, parent, or legal guardian resides there
4. If needed: supporting documentation which can include: Utility Bills; Voter Registration; Vehicle Registration; official mail.

- ☐ **1. f -** I am on active duty status in the United States military service stationed and residing in Ohio. My dependents and I are eligible for in-state tuition. *Student completes PART B below.*

Acceptable Documentation:

1. Copy of military orders.
2. Copy of military personnel's and dependent's Ohio Driver's License; State Identification Card required.
3. Copy of lease or closing statement on residential real property located in Ohio; or notarized letter from owner of residence certifying spouse, parent, or legal guardian resides there.
4. If needed: supporting documentation which can include: Utility Bills; Voter Registration; Vehicle Registration; official mail.

- ☐ **Other:** I fall into the following checked categories which may make me and my spouse and/or dependents eligible for in-state tuition.

I would like to discuss my status to help determine my/our eligibility and the required documentation I will need to supply.

- ☐ An employee transferred beyond the territorial limits of the United States while a resident of Ohio is eligible for in-state tuition as long the Ohio tax liability is fulfilled.
- ☐ A person employed as a migrant worker in the state of Ohio and provided worked in Ohio at least four months during each of the three years preceding enrollment.
- ☐ A military person seeking GI Promise
- ☐ A person seeking Forever Buckeye Agreement
- ☐ A resident of Ohio who started a community service position (spouse and dependents).
- ☐ A person who returned to Ohio due to marital hardship, took legal steps to end the marriage, and reestablished financial dependence upon parents.
- ☐ A member of the Ohio National Guard and domiciled in Ohio (spouse and dependents).

Student, parents or others could be asked for additional or specific documentation including Immigration documentation to make this residency decision. Documentation information is not limited to the list(s) above.

PART B – RESIDENCY INFORMATION –

To be completed by person on whom residency is established – generally parent/legal guardian of dependent student;
Ohio resident spouse of non-resident; student if financially independent Ohio Resident.

1. Name of person completing this section: _____
Last First Middle
2. Relationship to Applicant: ☐ Self ☐ Mother ☐ Father ☐ Legal Guardian ☐ Spouse Ohio Resident
3. Where have you lived for the last two years, listing the most current address first:
- 1 _____
From (mo/yr) To (mo/yr) Street Address City State Zip
- 2 _____
From (mo/yr) To (mo/yr) Street Address City State Zip
- 3 _____
From (mo/yr) To (mo/yr) Street Address City State Zip
4. Have you been employed in Ohio for the last twelve months? ☐ Yes ☐ No
If “NO,” were you employed in another state? _____ ☐ Not Employed
State
5. Was a tax return filed or income taxes paid to Ohio
as a full- or part-time resident on all earned income for the last twelve months? ☐ Yes ☐ No
If “NO,” were taxes paid to another state? _____ or ☐ Did Not File
State
Social Security Number is needed if you filed a tax return: _____
6. Have you been registered to vote in Ohio for the last twelve months? ☐ Yes ☐ No or ☐ Not Registered
If “NO,” are you registered in another state? _____
State
7. Have you held a valid Ohio driver’s license for the last twelve months? ☐ Yes ☐ No
If “NO,” do you hold a license in another state? _____
State
8. Do you own or operate a motor vehicle registered in Ohio? ☐ Yes ☐ No
If “NO,” do you operate a vehicle registered in another state? _____
State
9. If you a member of the U.S.Armed Forces does your current Leave/Earning Statement reflect Ohio withholding? ☐ Yes ☐ No
If “YES,” Effective date of change to Ohio: _____

*I certify that all of the information I provided in this application for Ohio in-state residency for tuition purposes is true and accurate.
I agree to furnish the college with any additional supporting documentation related to my application, if I am requested to do so.*

Student Signature and Date

Signature of Parent/Legal Guardian or Spouse (if applicable) and Date

Supplemental Information

International Students:

VISA Number: _____

Immigration Documents:

Monthly Budget:

Rent \$ _____

Food \$ _____

Clothing \$ _____

Electricity \$ _____

Telephone \$ _____

Internet \$ _____

TV Cable \$ _____

Water \$ _____

Insurance:

 Auto \$ _____

 Health \$ _____

 Life \$ _____

Entertainment \$ _____

Auto Payment \$ _____

House Payment \$ _____

Other \$ _____

 \$ _____

Total \$ _____

Office Use Only:

Current Residency Status: ☐ 1(OH) ☐ 2(OS) ☐ 3(RI) ☐ 4(FN) ☐ 5(NR)

☐ Denied in-state residency due to lack of clear and convincing evidence ☐ Approved in-state residency

Effective Date of Residency: _____ Effective Semester of Residency: _____

As a result of this residency determination the residency status code should reflect the following code: _____

Based on Residency Rule (OBR): _____

Signature of Residency Officer _____ Date _____

If you have any question about the decision on your request for in-state residency for tuition purposes, or you wish to appeal a decision of denial, please contact the Office of the Registrar for assistance with the appeal process.