

## RESIDENCY RECLASSIFICATION PETITION CHANGE OF RESIDENCY STATUS INDEPENDENT STUDENT

All students must submit this *original hard copy* completed petition by the deadline:

**In person:**

Northern Arizona University  
Student Service Center  
1100 S. Beaver St  
Room 103

**Via USPS Priority, FedEx or USPS:**

Northern Arizona University  
Student Service Center  
PO Box 4050  
Flagstaff, AZ 86011-4050

NAU's *Residency for Tuition Purposes* policy is available at [nau.edu/university-policy-library/residency/](https://nau.edu/university-policy-library/residency/)

In Arizona, as in all other states, tuition at the State's publicly-supported universities is lower for in-state resident students than for out-of-state non-resident students. This reflects the fact that state universities are supported financially by the state's taxpayers. The universities' rules for determining classification or reclassification as a resident or non-resident for tuition purposes reflect Arizona law and Arizona Board of Regents ("ABOR") policy. At the time of their admission, Northern Arizona University classifies all students as either a resident or non-resident. Students must be admitted and properly registered for classes using the tuition classification initially determined by the University prior to petitioning for residency reclassification for that term.

Additional residency information and forms are available at <https://in.nau.edu/student-service-center/arizona-residency/>

❖ **This Petition is for Independent Students.** An Independent Student is an individual who is a United States citizen, a legal resident, or is otherwise able to lawfully hold domicile in the United States, has been continuously present in Arizona *for reasons other than education* for the twelve month (12) period immediately prior to the applicable Last Day of Registration for the term, is financially independent, and has severed ties to the individual's former state of residency

Evidence of intent to be an Arizona resident for tuition purposes shall be weighed under the presumption that a non-resident student's presence in Arizona is primarily for the purpose of education and not to establish Domicile, and that decisions of an individual as to their intent to establish Domicile are generally made after the completion of their education.

In accordance with Arizona law (A.R.S. §15-1803) and ABOR Policy 4-102, aliens who meet the requirements of [A.R.S. §15-1803](#) are eligible for in-state tuition.

**Deadlines** – Term specific deadlines can be found at <https://in.nau.edu/student-service-center/arizona-residency/forms-deadlines/>

- The deadline to request reclassification is the Last Day of Registration. Students who fail to submit a petition or affidavit within the allowable timeframe waive their right to gain reclassification as an in-state resident for that semester, term, or session.
- Processing time for petitions is twenty (20) business days. If additional information is needed the process may be delayed.
- No extensions of payment deadlines are granted on the basis of unresolved residency status or pending petitions. A refund of fees will be issued, if necessary, upon approval of resident status.

Last Day of Registration: the final day of regular registration for credit for a semester, term, or session (as applicable) as published by the Office of the Registrar or as determined by the Director of the Student Service Center.

### **Appealing a Denial**

In accordance with ABOR Policy 4-205 and as outlined in the Residency Reclassification Procedure, if an individual believes they have met the requirements to be classified as an in-state resident for tuition purposes and has been denied such classification, they may appeal their non-resident classification by submitting a Non-Resident Classification Notice of Appeal to the Student Service Center by the relevant deadlines published on its website. In no event will the University accept residency classification appeals later than thirty-five (35) calendar days from the applicable Last Day of Registration. Failure to file a completed and signed notice of appeal within the allowable timeframe shall constitute a waiver of the individual's right to appeal their residency classification for that term.

### **Student Athletes**

If you are a Student Athlete, currently classified as Non-Resident or WUE, and receiving any scholarship funds from the Athletics Department, you must speak with the Athletics Compliance Officer before submitting this petition. Becoming a Resident for tuition purposes could negatively impact your Athletics Scholarship.

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**Instructions**

Respond to **all** questions and statements and provide copies (no originals, these documents will not be returned to you) of **all** documentation required. Failure to do so will delay processing of this petition and may be interpreted as evidence of non-residency.

**Falsification:** Any student found to have intentionally made a false or misleading statement or to have deliberately submitted false or misleading information or materials concerning a petition for residency classification for tuition purposes with the intent to deceive is subject to dismissal from the University and will be held responsible for the payment of any tuition amounts that would have been charged but for the false or misleading statement.

<b>REQUIRED DOCUMENTATION</b>		
Documents will be evaluated solely by the University's residency classification officer or Residency Classification Appeal Committee, who may consider any relevant evidence, including but not limited to, the information or material described below. No one factor is determinative. <b>Please check the appropriate box, Provided or Not Provided, for all items.</b>	<b>PROVIDED</b>	<b>NOT PROVIDED</b>
<b>Evidence of Continuous Physical Presence in Arizona for 12 months</b>		
<ul style="list-style-type: none"> <li>Complete banking or credit statements that show <i>detailed transaction history</i> for 12 consecutive months prior to term. (These must be statements from your <i>primary account</i>, meaning the account on which you make your day-to-day purchases such as groceries, gas, etc. This may be a checking, savings, or credit account)</li> </ul>		
<b>Evidence of Overcoming Student Presumption and Intent to Establish Domicile</b>		
<ul style="list-style-type: none"> <li>Arizona driver's license OR learner's permit OR state ID card</li> <li>Arizona voter registration card OR permanent resident card OR eligible visa</li> <li>Arizona vehicle registrations for all vehicles operated in Arizona</li> <li>Mortgage or deed or lease agreement (if you do not have this a letter from the person acting as your landlord with your dates of residence/length of stay is required)</li> <li>Most recent paystub showing year-to-date earnings and withholdings</li> <li>Most recent filed Arizona tax return (form 140)</li> <li>Most recent filed federal tax return (form 1040, first 2 pages only)</li> <li>Tuition records for all institutions attended in last 12 months, <i>if applicable</i></li> <li>Financial aid records for all institutions attended in the last 12 months, <i>if applicable</i></li> </ul>		
<ul style="list-style-type: none"> <li>Brief statement as to why you (the student) came to Arizona. Attach a separate page. (Statements of intent to establish Arizona residency shall be weighed in light of the fact that the student knows that they will realize a substantial reduction in tuition by being classified as an in-state resident)</li> <li>Any other documentation you believe would support your claim (describe documents and their relevance in Additional Information section below)</li> </ul>		
<b>Financial Independence from Parents (only required for students 24 years of age or younger)</b>		
<ul style="list-style-type: none"> <li>Parent Affidavit notarized</li> <li>Parents' federal tax return for last 2 yrs (form 1040, first 2 pages only)</li> </ul>		
<b>Missing Documentation Explanation</b>		
Explain in the space below why you are missing any documentation that is required. Attach a separate page if needed.		
<b>Additional Information</b>		
Explain in the space below any additional information that would support your petition. Attach a separate page if needed.		

**RESIDENCY RECLASSIFICATION  
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**Student Applicant Information**

NAU ID # \_\_\_\_\_  Undergraduate  Graduate

Fall  Spring Year \_\_\_\_\_ (Residency does not affect tuition for Summer or Winter terms)

Full Legal Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_  
Street City State Zip

Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date/Location of High School Graduation \_\_\_\_\_

Are you a US Citizen?	If No, do you have a current visa?	If Yes, what type of visa?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

What are the two most recent years you were claimed as a tax exemption? \_\_\_\_\_ AND \_\_\_\_\_

By whom, were you claimed?  Parent 1  Parent 2  Spouse  Guardian

**Spouse Information, if applicable**

Spouse Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Date of Marriage \_\_\_\_\_

Spouse Complete Mailing Address \_\_\_\_\_  
Street City State Zip

Spouse Employer Name/Address \_\_\_\_\_

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**Student Physical Presence Worksheet**

My continuous stay in Arizona began on (month, day, year): \_\_\_\_\_.

CONTINUOUS PRESENCE IN ARIZONA PRIOR TO TERM	PERMANENT ADDRESS (Physical Residence)	EMPLOYMENT (Employer/City)	SCHOOL ATTENDANCE (School/Location)	ABSENCES FROM ARIZONA (List dates & Location)
Month/Yr (1)				
Month/Yr (2)				
Month/yr (3)				
Month/yr (4)				
Month/Yr (5)				
Month/yr (6)				
Month/Yr (7)				
Month/Yr (8)				
Month/Yr (9)				
Month/Yr (10)				
Month/Yr (11)				
Month/Yr (12)				

**Parent/Guardian(s) Information, if applicable**

REQUIRED if you are 24 years of age or younger and not married.

REQUIRED if you are 24 years of age or younger and married LESS than 2 yrs.

Parent 1 Information: Name: _____ Home Phone: ( _____ ) _____ Permanent Address: _____ _____ _____ Employer Name & State they are located: _____	Parent 2 Information: Name: _____ Home Phone: ( _____ ) _____ Permanent Address: _____ _____ _____ Employer Name & State they are located: _____
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**Parent/Guardian(s) Affidavit, if applicable**

- REQUIRED if you are 24 years of age or younger and not married.
- REQUIRED if you are 24 years of age or younger and married LESS than 2 yrs.
- If parents are not married, or are divorced, the affidavit must be copied and completed by **both** parents individually.
- Both parents must submit either jointly filed or individually completed and filed Federal Tax Returns – pages 1 and 2 only of form IRS 1040 or a complete IRS Tax Transcript for the most recent two 2 years.

• Did you or will you claim the applicant as an exemption for Federal income tax purposes 2 yrs prior to Term of Petition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Did you or will you claim the applicant as an exemption for Federal income tax purposes 1 yr prior to Term of Petition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Did you provide any financial support for the applicant/student 2 yrs prior to Term of Petition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Did you provide any financial support for the applicant/student 1 yr prior to Term of Petition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Did you provide health insurance coverage for the applicant/student 2 yrs prior to Term of Petition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Did you provide health insurance coverage for the applicant/student 1 yr prior to Term of Petition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Did you provide auto insurance coverage for the applicant/student 2 yrs prior to Term of Petition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Did you provide auto insurance coverage for the applicant/student 1 yr prior to Term of Petition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Parent Certification**

**I/We, the Parent/Guardian(s), certify that all statements, information, and evidence presented are true and complete.** I/We understand that if am found to have made a false or misleading statement concerning domicile or tuition status, the Student will be subject to dismissal from the university and be held responsible for the payment of any tuition amounts that would have been charged but for the false or misleading statement (ABOR 4-208B). I/We hereby grant permission for NAU representatives to verify any supporting evidence submitted with this waiver, petition, or affidavit.

**If parents are divorced, the affidavit must be copied and completed by both parents individually.**

Must be signed in the witness of a Notary Public.

\_\_\_\_\_  
 Parent 1 Name

\_\_\_\_\_  
 Parent 2 Name

\_\_\_\_\_  
 Signature of Parent 1

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Parent 2

\_\_\_\_\_  
 Date

Subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Notary Name (print) \_\_\_\_\_

(Notary Seal)

Notary Signature \_\_\_\_\_ my commission expires: \_\_\_\_\_

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**Student Financial Independence**

A student is considered to be financially independent if he/she meets the following requirements:

- The student was self-supporting for the 12 months immediately preceding the term of petition for residency classification.  
 NOTE: Parent PLUS loans, co-sign loans, credit cards, and gifts are NOT evidence of self-support.
- The student was not claimed as a tax dependent by parents for the last tax year immediately preceding the request for residency classification.
- The student received minimal to no financial support from parent(s), guardians, or others for the same 12 months.

**Trust Funds:** List in appropriate box below the amount of withdrawals from the trust fund used to support the student during the 12 months prior to the term. Please do not list the value of the trust.

**Total expenses:** Add the amount you paid in tuition during the 12 months prior to the start of the term plus living expenses (include tuition/fees, housing, meals, transportation, etc.)

SOURCE OF SUPPORT	1 yr Prior to Term of Petition – List Details	DOLLAR AMOUNT
EMPLOYMENT ( <i>business name</i> )		\$
PARENTS/RELATIVES/ GUARDIAN		\$
SPOUSE ( <i>not fiancé</i> )		\$
FINANCIAL AID ( <i>List by Name</i> )		\$
SCHOLARSHIP(S) ( <i>List by Name</i> )		\$
TRUST FUND		\$
OTHER ( <i>specify</i> )		\$
TOTAL INCOME PER YR	<i>from all sources</i>	\$
TOTAL EXPENSES PER YEAR	<i>Include tuition, housing, meals, transportation, etc.</i>	\$

**Student/Applicant Certification**

**I certify that all statements, information, and evidence presented are true and complete.** I understand that if am found to have made a false or misleading statement concerning domicile or tuition status, I will be subject to dismissal from the university and be held responsible for the payment of any tuition amounts that would have been charged but for the false or misleading statement (ABOR 4-208B). I hereby grant permission for NAU representatives to verify any supporting evidence submitted with this waiver, petition, or affidavit.

Signature (sign in the presence of Notary Public) \_\_\_\_\_  
 Applicant signature

Subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Notary Name (print) \_\_\_\_\_

(Notary Seal)

Notary Signature \_\_\_\_\_ my commission expires: \_\_\_\_\_