

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

RESIDENCY APPEAL FORM

In order to be considered for in-county resident tuition and fees, you must be able to show PRIMARY and PERMANENT residence (domicile) in Allegheny County by submitting one or more (as required) of the acceptable documents shown below before the start date of your first class of the semester in which you are registered.

See the provisions on the back of this form for additional information.

Submit your completed Appeal Form to the Director of Registration at your campus.

Last Name	First Name	Middle Name	Semester	Year
Former Name	Student ID Number	Phone	Date of Birth	Campus
Secondary School Name	City	County	State	Initial Date of Residency in Allegheny County and Pennsylvania (Continuous to Present)

CURRENT ADDRESS

Number of Months Resided	FROM Month/Year	TO Month/Year	City	State	Zip
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PREVIOUS ADDRESS

Number of Months Resided	FROM Month/Year	TO Month/Year	City	State	Zip
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WAS THE STUDENT OR WILL THE STUDENT BE LISTED AS A DEPENDENT ON PARENTS' OR GUARDIANS' U.S. FEDERAL INCOME TAX RETURN?

(If yes, residency of parent/guardian must be verified.)

PREVIOUS YEAR: _____	CURRENT YEAR: _____	NEXT YEAR: _____
Yes No	Yes No	Yes No

ACCEPTABLE DOCUMENTS FOR VERIFYING RESIDENCY

Director of Registration may require multiple documents for verification.

- | | | |
|---|---------------------------------------|-------------------------|
| Driver's license or state-issued photo ID | Borough/local tax income records | Voter registration card |
| Deed, lease or mortgage statements | Vehicle owner's card | Real estate tax records |
| Federal income tax records | Pennsylvania State income tax records | |
| Employer verification of permanent full-time employment in Pennsylvania | | |

By my signature below, I declare that the information reported above is true, correct, and complete to the best of my knowledge.

Applicant Signature	Date
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Do not write below this line – Office Use Only

APPROVED	Date:	Comments:	_____
DISAPPROVED	Date:		Signature of Director of Registration & Advisement

APPENDIX F:

STUDENT RESIDENCY CLASSIFICATION

Residency requirements have been established for the purpose of assessing tuition and related fees. The requirements are set forth as follows:

RESIDENCE (DOMICILE) shall mean a person's true, fixed and permanent home, to which a person intends to return.

1. Students moving to Pennsylvania from outside the state **must reside in Pennsylvania for one year** before becoming eligible for in-state tuition.
A residence (domicile) established for the purpose of attending an educational institution or qualifying for resident status for tuition purposes shall **not of itself constitute residence**. Exceptions may be made for students moving to Pennsylvania/Allegheny County if they can demonstrate an **intent to remain** in Pennsylvania/Allegheny County for purposes other than attending school. These exceptions may include:
 - a. A move for full-time employment, which will require a written statement from the student's or spouse's employer (or the parent's employer if the student is a dependent).
 - b. A student who can prove financial independence as part of establishing residency.
2. The residency of a dependent student under the **age of 22 (as defined by the IRS)** is determined by the parent's residence.
3. Students must prove changes in status by presenting appropriate documentation as listed on the Residency Appeal Form.
4. All documentation for proof of residency must be submitted along with the Residency Appeal Form to the Director of Registration **BEFORE the start date of the first class of the semester in which the student is registered.**
5. Students who are not United States citizens and have non-immigrant visas or lack a visa are **not** considered to be domiciled in Pennsylvania, but they may appeal this status by presenting clear and convincing evidence of a change in status.
6. A United States government employee who was a resident of Pennsylvania immediately preceding entry into government service and who has continuously maintained Pennsylvania as his or her declared legal residency shall be presumed to be a Pennsylvania resident.
7. CCAC provides in-state, in-county tuition rates to all military member/veterans of the U.S. Armed Forces and their dependents. Students who are out of state who wish to claim in-state, in-county status via military, veteran or dependent status must verify their affiliation with U.S. Armed Services with the Military and Veterans Services office on their campus. Verification must be received BEFORE the start date of the student's first class of the semester to be eligible for in-county tuition for that semester.

Residency status cannot be changed after the first class session or for previously completed semesters except in the clear case of college error.