

Clover Park Technical College students who are classified as non-residents or “undetermined” may be eligible to establish residency for tuition and fee purposes.

Tuition for CPTC is calculated based on your residency status. CPTC follows state-regulated criteria for residency status and documents needed to verify residency status.

## QUALIFYING AS A WASHINGTON RESIDENT

To qualify as a resident student, state law requires that you establish a bona fide domicile in Washington for a period of **one year**, for purposes other than educational, prior to the start of the quarter for which you intend to register. You also have to prove that you are a U.S. citizen, have a U.S. permanent resident card or hold a qualifying visa (A,E,G,H,I,K,L). DACA approved status may be eligible as well.

## RESIDENCY REQUIREMENTS

(1) Students must prove conclusively that they have not come to Washington primarily for educational purposes. Students enrolled for 7 credits or more a quarter must be employed at least 30 hours/week to overcome the presumption of educational purposes. (2) Live in Washington for at least 12 consecutive months as legal residents. A legal resident is one who has relinquished all valid legal ties (e.g. driver’s license, voter registration, etc.) with their former state of residence and established such ties in Washington in accordance with state and local legislation. (3) Establish legal ties such as: *Employment, driver’s license or state ID, vehicle registration, voter registration, establish a bank account in Washington.* (4) Be financially independent for the *current* and *prior* calendar years.

### Deadline

Completed Residence Questionnaire form and all supporting documentations required **must** be accepted by the quarter’s 30<sup>th</sup> calendar day for which the application is made. Applications and/or documentations received after the 30<sup>th</sup> day will be considered for the following quarter.

### Submitting Your Documents

Forms that are not completed in its entirety and submitted with incomplete documents will not be considered for review. Student’s failure to disclose and submit complete and accurate information and all required documents may result in denial or reversal of the student’s resident classification. Emailed or faxed documents are NOT accepted.

#### Submit all documents in-person at:

Enrollment Services Office  
Building 17, Lakewood Campus

#### Mail all documents to:

Clover Park Technical College  
Attn: Residency Officer  
4500 Steilacoom Blvd SW, Lakewood WA 98499

### Notification

You will receive an **email** notifying you of your approval or denied reclassification status within 5 business days from receipt of your completed application and documents, or if additional documentation or information is needed. Please make sure a valid email address is provided on your Residence Questionnaire Form or with the Enrollment Services Office.

### Have questions? Please contact:

Enrollment Services Office, Residency Officer  
Email: [residency@cptc.edu](mailto:residency@cptc.edu)

Visit us at: [www.cptc.edu/enrollment-services/residency](http://www.cptc.edu/enrollment-services/residency) for more information on residency requirements.

**To apply for residency re-classification, complete the following 2 steps.**

## Step 1: Determine which of the following you are applying as:

- Financially **Independent** student

*For student who are no longer financially dependent upon parents. You cannot be claimed as a dependent on anyone’s income tax return and be receiving funds from an agency that requires residency in another state.*

- Financially **Dependent** student

*For students under the age of 25, unmarried, and one or both parents or legal guardian have claimed you as a dependent on their most recent federal tax return. Your parent or legal guardian must have maintained residence in Washington for the past 12 months.*

*Note: spouses do not qualify as “dependents” for residency purposes. Legal guardian requires court documentation for verification.*

- Active Duty stationed in Washington or National Guard or Member’s Spouse/Dependent

- Veteran

- Veteran Spouse or Dependent

- DREAMER (HB 1079) – **STOP! ASK FOR DREAMER’S AFFIDAVIT & CHECKLIST**

- Non-citizen student (immigration status must be confirmed. Copy of your immigration documentation will be required.)

- Permanent Resident Card (front and back)

- I-94 Departure Record, stamped with either "temporary I-551", "refugee" or "asylum" status

- A, E, G, H, I, K, L visa

- DACA approval document (Deferred Action for Early Childhood Arrival)

**Step 2: Submit all documents listed below for which you are applying as:**

**FOR INDEPENDENT STUDENTS:**

- Completed Residence Questionnaire Form  
*Complete both sides. Signatures required for Sections 2a & Statement of Intent on page 2.*
- \*Washington State driver's license or Washington State identification card
- \*Washington State vehicle registration (if you own a vehicle)
- Washington State voter's registration (if you vote) *(your may print your status at [www.sos.wa.gov/elections/myvote](http://www.sos.wa.gov/elections/myvote))*
- Domicile documentation showing you have physically resided in Washington for the past 12 months, such as:  
Rental or lease agreement, home owner's documentation, home mortgage payment, **notarized** letter of residence, water or electric/gas bill – bill must show service for a 12-month period and may require multiple statements.
- Immigration documentation (if you are not a U.S. citizen)

**FOR DEPENDENT STUDENTS:**

- Completed Residence Questionnaire Form  
*Student completes Section 1 & 2, Parent completes Section 3. Both student & parent must sign Statement of Intent.*
- Parent/legal guardian's most recent federal tax return showing student as a dependent *(first & signature pages only)*
- \*Parent /legal guardian's Washington State driver's license
- \*Parent/legal guardian's Washington State vehicle registration (if you own a vehicle)
- Parent/legal guardian's Washington State voter's registration card (if you vote)
- Domicile documentation showing you have physically resided in Washington for the past 12 months, such as:  
Rental or lease agreement, home owner's documentation, home mortgage payment, **notarized** letter of residence, water bill, or electric/gas bill – bill must show service for a 12-month period and may require multiple statements.
- Parent/legal guardian's Immigration documentation (if not a U.S. citizen)
- Court-appointed documentation (if legal guardian)

**FOR ACTIVE DUTY stationed in WA or NATIONAL GUARD or SPOUSE/DEPENDENT STUDENTS:**

- Copy of Permanent Change of Station (PCS) order for an installation in Washington State
- Copy of Military identification card (front only)

**FOR VETERANS**

- Copy of your DD-214 Form
- Copy of a valid photo identification
- Copy of your Certificate of Eligibility

**FOR VETERAN SPOUSE OR DEPENDENTS:**

- Copy of uniformed services member's DD-214 Form
- Copy of your military identification card
- Copy of your Certificate of Eligibility

**FOR NON-CITIZEN STUDENTS:**

- Copy of your immigration documentation:
  - Permanent Resident Card (front and back)
  - I-94 Departure Record, stamped with either "temporary I-551", "refugee" or "asylum" status
    - A, E, G, H, I, K, L visa
- Required documents as listed above for *independent* or *dependent* student (which you are applying as)

*\*These duties are required by law of those intending to make Washington State their permanent residence and are therefore the minimum required to render a residency determination.*

**Upon review, additional documents may be required.**

For more information on residency requirements, visit [www.cptc.edu/enrollment-services/residency](http://www.cptc.edu/enrollment-services/residency)

# Residence Questionnaire

**Directions:** Please print clearly and answer each question. Incomplete or illegible forms cannot be considered and will be returned. Falsification or intentionally erroneous information is subject to perjury under the laws of the State of Washington, RCW 9A.72.085. All information will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974. *Once a domicile is established in Washington, it must continue for one year before you are eligible for resident tuition.*

## SECTION 1

Name (Last, First, MI)		Day Phone Number ( )		FOR OFFICE USE ONLY	
Address (Street, State, Zip)		ctcLink ID Number		Type	
E-mail Address		Birth City, State, Country		Status <input type="checkbox"/> DEP <input type="checkbox"/> INDEP	
		Birth Date	Age	Today's Date	
1. Last high school attended _____ State _____ Year Graduated _____				Effective Date	
2. For what term are you now seeking residence classification?      Year 20____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer				<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	
If you have previously applied at this institution for a change in residence status, indicate: Term _____ Year _____					
3. Class Standing: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional   School: _____				Residence Classification Officer _____	
4. At this Institution, you are or will be enrolled as a: <input type="checkbox"/> New Student <input type="checkbox"/> Continuing Student <input type="checkbox"/> Returning Former Student If continuing or former student, give number of credit hours for which you were registered during each of the last three terms and identify each term by session and year:  Credits _____ Term _____ Year _____   Credits _____ Term _____ Year _____   Credits _____ Term _____ Year _____					
5. Country of citizenship:		5a. Do you hold permanent or temporary resident immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not USA, answer 5a, 5b and 5c.		5b. Do you hold "Refugee-Parolee," "Conditional Entrant" or PRUCOL status?  <input type="checkbox"/> Yes <input type="checkbox"/> No			
Note: An immigrant refugee, and the spouse and dependent children of such refugee, may be exempted from paying the nonresident tuition fees differential if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship.		5c. Do you hold a visa classification of A, E, G, H-1, I, K, or L? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		<i><b>If yes to any of the above, you must attach a copy of both sides of Resident Alien Card, Form I-94, or other documentation. (If you are not a citizen of the United States and do not hold permanent or temporary resident immigration status, "Refugee-Parolee", "Conditional Entrant", PRUCOL status or an A, E, G, H-1, I, K, or L visa, you cannot be classified as a resident.)</b></i>			
6. Have you received financial assistance from a state governmental unit or agency during the past twelve months?  <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate state, agency, type of assistance, disbursement dates, etc.			
7. Will you be receiving state financial assistance during the next twelve months?  <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate state, agency, type of assistance, disbursement dates, etc.			

## SECTION 2

<p>1. Are you applying for resident status as a <b>dependent student</b> whose parent or court-appointed legal guardian has maintained a bona fide domicile in the State of Washington for at least one year?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p><i><b>If yes, your parent or legal guardian must complete SECTION 3 of this form, providing proof of his/her Washington domicile and all requested supporting documentation. Verification of your dependent status must be documented by submitting a true and correct copy of your parent's or legal guardian's state and federal income tax return for the most recent tax year. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</b></i></p>
<p>2. Are you applying for resident status as a financially Independent student?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>2a. <b>Student's Sworn Statement:</b> I have not been and will not be claimed as an exemption for federal income tax purposes by any person except myself or my spouse for the current calendar year and for the calendar year immediately prior to the year in which this application is made; and I have not received and will not receive financial assistance in cash or in kind of an amount equal to or greater than that which would qualify me to be claimed as an exemption for income tax purposes by any person except myself or my spouse during the current year and for the calendar year immediately prior to the year in which this application is made.</p> <p>Signature _____ Date _____</p> <p>2b. <b>To further substantiate your financial independence, you are required to submit appropriate documentation.</b></p> <ul style="list-style-type: none"> <li>• A true and correct copy of your state and federal income tax return for the calendar year immediately prior to the year in which this application is made. If you did not file a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.</li> <li>• A true and correct copy of your W2 form filed for the previous calendar year.</li> <li>• Other documented financial resources. Such other resources may include but are not limited to, the sale of personal or real property, trust fund, state or financial assistance, gifts, or earnings of the spouse of a married student.</li> <li>• If you are 24 or younger, provide a true and correct copy of the first and signature page of the state and federal tax return of your parents, legally appointed guardians, or person or persons who have legal custody of you for the calendar year immediately prior to the year in which this application is made. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</li> </ul>	<p><i><b>If yes, you must complete Section 3 of this form and provide all requested supporting documentation.</b></i></p>
3. Are you on active duty military stationed in the state of Washington or the spouse or dependent of such a person? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Did you spend at least 75% of both your junior & senior years in a Washington state high school, and did you enroll in college within 6 months of leaving high school, and were your parents/legal guardians domiciled in Washington for at least 1 year within the 5-year period before you graduated from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Directions: Do not leave any questions blank. No decision can be made unless all questions are completed and all required documentation is submitted.**

**SECTION 3**

1. This section is being completed and signed by:  <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Student	Date of your arrival in Washington : Month: _____ Day _____ Year _____  Date you took action to officially declare Washington as your permanent, legal domicile: Month: _____ Day _____ Year _____	Purpose of moving to Washington:
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2. List chronologically your employment and physical residence for the last two years giving exact information as requested below. If you were not employed, list your physical residence for the last two years. Attach additional page if necessary.

DATES OF EMPLOYMENT			LOCATION		OCCUPATION		HOME ADDRESS					
Mo.	Day	Yr.	Mo.	Day	Yr.	City	State	Employer	Hrs/wk	Street	City	State

**Note: You must provide proof of your physical presence in Washington the past 12 months (e.g. copies of rent receipts, lease or home purchase agreements, cancelled rent checks, letter from landlord, letter from employer, etc.).**

3. If you were out of Washington during the last 12 months, give dates, and reasons for your absence:

DATES OF ABSENCE			LOCATION		PURPOSE OF ABSENCE		
Mo.	Day	Yr.	Mo.	Day	Yr.	City	State

4. Have you ever registered to vote?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, attach a copy of your current voter's card.</b>	<b>If yes, list date, city and state for your last two registrations.</b>  Date _____ City _____ State _____ Date Voted _____ Date _____ City _____ State _____ Date Voted _____
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5. Do you own or use any motor vehicles, RV's, boats or mobile homes?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, give type of vehicle, license number, state and dates of registry. You must attach a copy of vehicle registration (not the title).</b>  Type of vehicle _____ License Number _____ State _____ Date of Registry _____  Type of vehicle _____ License Number _____ State _____ Date of Registry _____
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6. Do you have a valid driver's license?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, you must attach a copy of your current driver's license.</b>	<b>If yes, in what state:</b> _____	When did you first obtain a driver's license in that state? Date _____
	Previous driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, in what state:</b> _____	When did you first obtain a driver's license in that state? Date _____

7. Do you have a bank account?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, please attach documentation of date you opened account.</b>	<b>If yes, since what date?</b> _____	Name of Bank _____ Branch _____  City _____ State _____
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8. Have you ever paid in-state tuition at any public institution of higher education?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, date of last term _____</b> Name of Institution _____ Dates Attended: From _____ To _____	8a. Have you ever attended a Washington college/university for more than 6 hours per term? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where _____ Dates attended From _____ To _____
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9. Are you a US Citizen?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If no, attach a copy of your Resident Alien Card, I-94 or other INS documentation.</b>
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10. List business or professional licenses (name & state of issue)	_____
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**Additional Comments:**

<p style="text-align: center;"><b>STATEMENT OF INTENT</b></p> <p>I certify that I have declared Washington as my true, fixed, and permanent place of habitation.</p> <p style="text-align: center;"><b>CERTIFICATION</b></p> <p>I certify under penalty of perjury under the laws of the State of Washington, RCW 9A.72.085 that the foregoing and all supporting documentation are true and correct.</p>	<p><b>Signature of Parent (if completing SECTION 3)</b> _____</p> <p><b>Date</b> _____</p> <p><b>Parent Address (Street, City, State)</b></p> <p>_____</p> <p>_____</p> <p><b>Signature of Student</b> _____</p> <p><b>Date</b> _____</p>
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