
TOPIC:
Residency - Procedures

Policy Number:
E3

Student Residency

All initial residency determinations are made by the Registrar or any agent designated by the Registrar based on information provided on the Application for Admission as suggested by K.A.R. 88-2-1. If residency is not correct at the time of admissions or residency changes, students are required to notify the Registrar before the start of the term. The Registrar reserves the right to change the initial residency based on further review of other material submitted to the College.

Cloud County Residency Requirement

The following will be used to determine eligibility for the Cloud County resident tuition rate at Cloud County Community College (CCCC).

1. Receipt for payment of Cloud County property taxes by student or parent/legal guardian or all of the following:
 - a. Receipt for purchase of auto license tags insured in Cloud County 6 months prior to the start of the term at the College.
 - b. Copy of voter registration 6 months prior to the start of the term at the College.
 - c. Utility or rent receipts continuously for 6 months prior to the start of the term at the College.

State of Kansas Residency Requirement

K.S.A. 71-406 requires that students must have been a Kansas resident for 6 consecutive months prior to the start of the term to be eligible for in-state tuition and fee rates.

Persons enrolling in a community college who if adults have not been residents or who if minors whose parents have not been residents of the State of Kansas for 6 consecutive months prior to the start of the term are nonresidents for student tuition and fee purposes.

Living in a dormitory in Kansas for 6 consecutive months prior to the start of the term does not qualify for in-state tuition.

International students who cannot provide their resident alien card or who are in the United States on a visa are considered to be in Kansas temporarily and are not eligible for in-state tuition regardless of current address.

Special exceptions may be made for students who are members of the armed services or have a parent or spouse in any armed service of the United States, are employees of a community college, have a special domestic relation circumstance, have graduated from a high school accredited by the Kansas State Board of Education within 12 months of enrollment at a

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community college and are entitled to admission at a state university pursuant of K.S.A. 72-116 or are domiciliary residents.

To petition for in-state residency, students must complete an Affidavit of Residency form in the Student Records Office. This form must be completed prior to the start of the term. The Affidavit of Residency form requires that the student provide 3 documents from the following:

1. Receipt for purchase of Kansas license tags dated at least 6 months before the term starts.
2. Receipt for payment of Kansas property taxes dated at least 6 months before the term starts.
3. Employment verification or payroll check stubs from a Kansas employer or school attendance at a Kansas Community College commencing 6 months prior to the first day of the term.
4. Copy of voter registration in the State of Kansas dated 6 months prior to the school term.
5. Copy of Kansas driver's license dated at least 6 months prior to the school term.
6. Utility receipt and/or rent receipts continuously for the prior 6 months.
7. Verification from a Kansas resident that the student has resided with him/her for 6 months before the school term starts.

The Affidavit of Residency form requires that the student's signature must be notarized by a Notary Public.

Appeal Residency Status

All appeals must be made in writing to the Student Records Office within two weeks of the start of the term.

Pursuant to K.A.R. 88-2-3, CCCC shall maintain a committee of at least three members to make decisions regarding submitted appeals for residency change. The Registrar shall not serve on this committee as a member but may be consulted during an appeal process. All decisions made by the committee shall not be subject to further administrative review.

Should an appeal be granted and the residency status changed, tuition and fees assessed during the term of the appeal shall be re-evaluated and any difference shall be applied to the student's account. If the amount results in a refund due to the student, then the student will be refunded within 10 business days.

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