Residency Application

This application is to request Nevada (in state) residency classification for tuition purposes. This application and supporting documents must be received by WNC Admissions and Records no later than within the first 2 weeks of instruction of the applicable semester. Applications and/or documents submitted after this date will be considered for the following semester; no exceptions. It is highly recommended to submit at least one week prior to the first day of instruction of the applicable semester; no refunds will be granted for students with denied applications.

Notice of Policy: All rules and regulations for determining whether students shall be classified as resident or nonresident for tuition charges are covered by the Board of Regents of the Nevada System of Higher Education (NSHE) and are referenced in the Nevada Board of Regents Handbook Title 4, Chapter 15. All regulations are subject to change by approval of the Board of Regents. Changes become effective immediately upon such approval for all students. No reclassification under these regulations shall give rise to any claim for refund of tuition already paid to the Nevada System of Higher Education (NSHE) or owed from a previous semester.

Veterans: Veterans and their spouses and dependents who are receiving veteran benefits should refer to the Veterans Information Request for Determination of Tuition Charges form.

WUE: Students who have enrolled under the WUE/WICHE, Children of Alumni or Good Neighbor program will not be reclassified as a resident until the student disenrolls from the applicable program and pays full nonresident tuition for at least 12 months, or does not take any classes at a NSHE institution for at least 12 months prior to applying for Nevada residency reclassification.

Applying for residency for semester ____ Fall ____ Summer ____ Spring Year:_____________________

Name_________________________________________ Student I.D. number:_____________________

Address:_________________________________ City:________________________ State:___ Zip:____

Phone:_________________________ Birth date:________________________ Email: _______________________

Country of Citizenship _____________________________

Applicant’s Signature ___________________________ Date_____________________

Instructions: See below to determine which category is most appropriate when submitting this application, and check which category you are applying under.

___ Category 1: Exceptions to the 12 month bona fide residency requirements applicable to all students. Read the exceptions on page 2; if you do not qualify under Category 1, determine if you are a new or current student.

___ Category 2: New student: A student who has not taken any credit class or has any record of previous enrollment at Western Nevada College at any time prior to submitting this application.

___ Category 3: Current/Returning student (reclassification): A student who has taken a credit class or has a record of enrollment at Western Nevada College at any time prior to the semester of application.

Fax, mail, or hand-deliver your signed application and documentation to Admissions and Records. Please note you will not be exempt from tuition payment deadlines pending approval of a residency application.

For office use only: Approved: ____ Denied: ____ Notes: ____________________________

Initials and date: ____________________________

2201 W College Parkway ● Carson City NV  89703 ● Phone (775) 445-3277 ● Fax (775) 445-3147 ● www.wnc.edu
Category 1 – Exceptions for all Students

Both current and new students are eligible to apply for Nevada residency using the following criteria. Check exception that applies and provide required documentation as listed.

_____ I am currently attending or am a graduate of a Nevada high school. (Official high school transcript).

_____ I am currently a professional, classified, postdoctoral fellow, resident physician, or resident dentist of NSHE employed at least ½ time, or the spouse or dependent of such an employee. (Copy of current employee contract or letter/documentation from Human Resources. For spouse, copy of marriage license; for dependent, copy of federal income tax return)

_____ I am a member of the Armed Forces of the United States, on active duty, stationed in Nevada or the Marine Corps Mountain Warfare Training Center at Pickel Meadows, or the spouse or dependent of such a person. (Copy of military orders. For spouse, copy of military ID or marriage license; for dependent, copy of federal income tax return).

_____ I am a member of federally recognized Native American tribe and currently reside on tribal land located wholly or partially within the state of Nevada. (Copy of tribal card and document, subject to approval, that shows address).

_____ I have attended another NSHE institution as a Nevada resident. (Transcript from TMCC, GBC, CSN, NSC, or residency screenshot or letter from UNR or UNLV).

Category 2 – New Student

You must complete both sections A and either B or C. You may be required to submit additional proof of US citizenship, Resident Alien status or an approved VISA, or the same documentation for the person you are dependent upon.

A) Dependent/Independent Status

Are you claimed as a dependent by your parent or legal guardian? Yes _____ No _____

If yes, a true and correct copy of the parent/guardian’s federal income tax return for the more recent tax year showing a Nevada address must be submitted and must indicate the student was claimed as a dependent. Students may also be required to submit a birth certificate or adoption papers to prove the relationship.

If yes, name of person student is dependent upon: __________________________________________________________

Country of citizenship person is dependent upon: __________________________________________________________

If no, and you are age 24 or older, skip to section B

If no, and you are under the age of 24, a true and correct copy of the parent’s or legal guardian’s federal income tax return for the most recent tax year indicating the student was not claimed as a dependent and a true and correct copy of the student’s tax return must be submitted. Students might also be required to submit a birth certificate or adoption papers to prove the relationship.

If no federal tax return has been filed for parent and/or student because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.
Category 2 – New Student - Continued

B) Required Documentation
A minimum of two pieces of evidence as listed below must be submitted for self (independent student) or parent (dependent student). Any evidence or documentation must be issued at least 12 months prior to the first day of the semester for which Nevada residency is requested.

For Office Use only

___ Nevada driver’s license or Identification card

For Office Use only

Yes   No

___ Nevada vehicle registration

Yes   No

___ Nevada Voter Registration Card

Yes   No

___ Home ownership in Nevada (mortgage statement or deed, lease agreement, utility bills/receipts for the home or leased quarters)

Yes   No

___ Employment in Nevada (letter from employer on company letterhead or pay stubs indicating Nevada based employer)

Yes   No

___ Tax returns for the past two tax years indicating a Nevada address

Yes   No

___ Other evidence to demonstrate Nevada bonafide residency subject to approval of the Registrar. Note: Credit card statements, medical documentation, cell phone bills and personal letters will not be accepted as evidence.

Yes   No

C) Exceptions to the 12 Month Bona Fide Residency Requirement for New Students

____ I am a financially independent person who has relocated to Nevada for the primary purpose of permanent full-time employment, or the dependent or financially dependent spouse of such a person. (Letter from employer on a company letterhead indicating start date and permanent, full-time position of employment, or a copy of a Nevada business license and proof that the business is in operation. Also provide one of the following: Nevada driver’s license or ID card, Nevada vehicle registration or Nevada Voter Registration card. For dependent, a copy of federal income tax return for the most recent year; for spouse, copy of federal income tax return for the most recent year and W-2 form to document dependency).

____ I am a licensed educational personnel employed full-time by a public school district in the State of Nevada, or am a teacher employed full-time by a private educational institution whose curricula meet the requirements of the Nevada Revised Statutes 394.130, or the spouse or dependent of such an employee. (Copy of current employment contract. For spouse, copy of marriage license. For dependent, copy of federal income tax return). Note: A financially independent student under the age of 24 is not required to submit a copy of his/her parent’s income tax form for this exception.
Category 3 – Current or Returning Student
Residency Reclassification

Each of the three sections listed must be satisfied. You may be required to submit additional proof of US citizenship, Resident Alien status or an approved VISA, or this same documentation for the person you are dependent upon.

A) Written Declaration
I hereby declare that I have abandoned any domicile or residence in any state or commonwealth of the United State of America other than the State of Nevada and I further certify that I have established a bona fide domicile or residence in the State of Nevada with the intent of making Nevada my true, fixed and permanent home and place of habitation, having clearly abandoned my former domicile or residence and having no intention to make any other location outside said state my home and habitation.
I further certify that I have been domiciled or resident in the State of Nevada for at least twelve (12) months immediately prior to the date of my application for Nevada Reclassification and that, therefore, I have been physically present and residing in Nevada for that entire period of time, excluding temporary, short-term absences for business or pleasure.

Signature _____________________________________________ Date ____________________________

B) Financial Status
An application for residency reclassification must include the following objective evidence of financial status:

___ If financially independent, a true and correct copy of the student’s federal income tax return for the most recent tax year showing a Nevada address. If the student is under the age of 24, a copy of the parent’s or legal guardian’s tax return for the most recent tax year must be submitted that indicates the student was not claimed as a dependent. Students may also be required to provide a birth certificate or other approved document to prove the relationship. If no federal tax return has been filed because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.

___ If financially dependent, a true and correct copy of the spouse or parent/guardian’s federal income tax return for the most recent tax year showing a Nevada address showing the student was claimed as a dependent. Students may also be required to provide a birth certificate or other approved document to prove the relationship. If claiming financially dependence on a spouse, W-2 forms must also be submitted to document dependency. A dependent person whose family or legal guardian is a nonresident is not eligible for reclassification to resident student status.

C) Bona fide Residence and Intent to Remain in Nevada
The student (financially independent), or the parents or legal guardian of the student (financially dependent), must document continuous physical presence as a Nevada resident for at least 12 months immediately prior to the date of the application for reclassification as well as clear and convincing, objective evidence of intent to remain a Nevada resident. Required documents/evidence is listed on the following page.
Category 3 – Current or Returning Student - continued

C) A total of four pieces of evidence are required in this category. All documents must be dated at least 12 months prior to the first day of the semester for which Nevada residency is requested.

<table>
<thead>
<tr>
<th>Evidence Provided</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Nevada driver’s license or identification card</td>
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<td>Nevada vehicle registration</td>
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<tr>
<td>Nevada voter registration</td>
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<td>Ownership of a home in Nevada (mortgage statement or deed)</td>
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<td>Lease of living quarters in Nevada (lease agreement)</td>
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<tr>
<td>Utility bills/receipts for the home or leased quarters</td>
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<td>Employment in Nevada (letter from employer on employer’s letterhead or pay stubs showing Nevada based employer)</td>
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<td>A license for conducting a business in Nevada</td>
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<td>Admission to a licensed practicing profession in Nevada</td>
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<td>A Nevada address listed on Selective Service registration</td>
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<td>Registration or payment of taxes or fees on a home, vehicle, mobile home, travel trailer, boat or any other item of personal property owned or used by the person for which state registration or payment of a state tax or fee is required.</td>
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<td>Evidence of active savings or checking accounts in Nevada financial institutions (routing numbers must be Nevada based)</td>
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<td>Evidence of summer term enrollment at a NSHE institution (copy of official NSHE transcript)</td>
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<td>Any other evidence as deemed appropriate by WNC staff that objectively documents intent to abandon residence in any other state and to establish a Nevada residence</td>
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</table>

**Bona fide Nevada resident** – an independent person, or the family, legal guardian, or spouse of a dependent person, who has continuous physical presence in the state of Nevada for a minimum of 12 consecutive months prior to matriculation, having clearly abandoned any former residence and who has no ties to any other state and who has the intent to permanently reside in the state of Nevada. In general, an individual is expected to surrender his/her driver’s license or state ID card from his/her previous state and obtain a Nevada driver’s license (as required by Nevada law) or state ID card within 30 days of moving to Nevada to be considered a bona fide resident. The individual must be a US citizen, resident alien, or hold an approved VISA.

**Initial determination** – based on a student’s self-reported data collected from the application for admission. Length of time at residence, high school, driver’s license/ID card, and citizenship are considered during the determination for residency for first time applicants. If bona fide Nevada residency is not apparent, students are classified as a non-resident.

**Appeal process:** An admissions specialist will review the application and documentation for initial decision. If denied the Director of Admissions and Records will render a final decision. A student may appeal the decision to the Residency Appeals Committee within thirty (30) days from the date of the decision of Admissions and Records. If an appeal is not taken within that time, the decision of Admissions and Records shall be final. The appeals committee shall consider the evidence in accordance with the standards and criteria of the Board of Regents regulations and shall make a decision, which will be final. No further appeal beyond the appeals committee shall be permitted.

Revised 7/15/15