

INITIAL NEVADA RESIDENCY REVIEW APPLICATION

Initial residency determination is based on a student's self-reported data collected from the application for admission. If you believe your initial classification is incorrect and you should be considered as a Nevada resident, complete this form and submit to Admissions and Records. Although the tuition and fees will vary depending on residency status, all adults are welcome to attend Western Nevada College.

This application for Nevada residency status is for new students who have no record of previous enrollment at WNC and are not enrolled in any classes for a semester which has been in session for two weeks or longer. Students who have been previously enrolled should fill out a Residency Reclassification Application. This application and supporting documents must be received by WNC Admissions & Records no later than 2 weeks after the first day 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 this application be submitted at least one week prior to the first day of instruction of the applicable semester.

There are a number of factors used to determine residency for tuition charges. In most cases, an individual who is financially independent must reside in Nevada as a bona fide resident (definition explained on back page) for a minimum of twelve consecutive months prior to the date of matriculation (the beginning date of the first semester of enrollment) to be considered a Nevada resident for tuition purposes. The individual must also be a U.S. citizen or hold a Permanent Resident card. For a financially dependent student, the student's spouse, family, or legal guardian must be a bona fide legal resident of the state of Nevada for at least twelve consecutive months prior to the date of matriculation and must be a U.S. citizen or hold a Permanent Resident card.

There are exceptions which allow some individuals who do not meet the 12 month requirement to obtain residency. One exception is for a graduate or current enrollee of a Nevada high school. This exception only applies regardless of citizenship or Permanent Resident status. Other exceptions are outlined below.

Print clearly or type:

Name: _____ Student I.D. number: _____
(social security number if ID number not known)

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Birth date: _____ Email: _____

Semester and year residency is being requested for: _____ Spring (January-May) _____ Fall (August-December)

Country of Citizenship _____ If you have a Permanent Resident card, attach a copy.

Dependent and Family. A dependent is defined as a person who is not financially independent and is claimed as an exemption for federal income tax purposes under Section 152 of the Internal Revenue Code by another person for the most recent year. Family is defined as natural or legally adoptive parent(s) of a dependent person, or if one parent has legal custody of a dependent person, that parent.

Documentation as described below must be attached. Additional documentation may be required.

Financially independent student

- 1) Copy of student's valid Nevada driver's license or Nevada identification card issued at least twelve months prior to date of matriculation.
- 2) Evidence of twelve months of physical, continuous presence in the state of Nevada prior to the date of matriculation from the following: lease agreement, ownership of a home in Nevada, rent receipts, utility bills, Nevada vehicle or Nevada voter registration. Evidence must document twelve consecutive months with a Nevada physical address; documentation from 12 months ago and current must be included. Example: a utility bill dated 12 months ago and a current bill, or a lease agreement from 12 months ago and a current rent receipt, would satisfy this requirement.
- 3) Additional evidence from the following: a second piece of evidence from the above list, employment in Nevada, bank account with a Nevada institution or with a Nevada address, car insurance in Nevada, most recent income tax return with a Nevada address.
- 4) If under the age of 24, copy of parent's tax return in the tax year of your matriculation that indicates student was not claimed as a dependent or a copy of the student's tax return demonstrating financial independence.

Financially dependent student

The same evidence as described above is required as for a financially independent student; however, the evidence required must be submitted for whomever the student is dependent on (parent, legal guardian, etc.). A copy of the parent's, legal guardian's, spouse, etc. tax return in the tax year of your matriculation that indicates student was claimed as a dependent is required.

Note: bills, credit card statements, medical documentation, and letters will not be accepted as evidence. Documentation must include the name of the student or parent/legal guardians (if applicable) and be dated accordingly.

Form continues on reverse – signature on reverse required

Exceptions to the residency policy

- _____ Active duty member of the US Armed Forces stationed in Nevada -copy of military orders required.
- _____ Marines stationed at the Marine Corps Mountain Warfare Training Center at Pickle Meadows, CA - copy of military orders required.
- _____ School teacher employed full-time by approved educational institution or licensed educational personnel employed by Nevada public school district – employment contract or letter from employer required.
- _____ Professional, classified, postdoctoral fellow, resident physician, or resident dentist of NSHE employed at least ½ time– copy of employee contract or letter from employer required.
- _____ Spouse or dependent of above four exceptions– copies of above required documents, copy of income tax, marriage certificate, or other documents required.
- _____ Nevada high school graduate or current enrollee in Nevada high school – official copy of high school transcript showing graduation date or high school authorization form required.
- _____ Veteran of the US Armed Forces who was honorably discharged while on active duty stationed in Nevada or Pickle Meadows, CA – DD2-14 required
- _____ Member of federally recognized Native American tribe who currently resides on tribal lands located in Nevada - document showing physical address on Nevada tribal lands and copy of tribal card or blood document required.
- _____ Individual or dependent individual whose family or spouse relocated to Nevada for the primary purpose of permanent full-time employment – letter from employer on company letterhead stating individual is employed in a permanent, full-time position or copy of business license & NV driver's license or ID card required, both dated prior to matriculation. If PO Box is on driver's license or ID card, additional documentation required. If under the age of 24: copy of parent's tax return from the most recent year that indicates student was or was not claimed as a dependent required. For dependent spouse, tax return required.
- _____ Currently attending or has attended another NSHE institution as a Nevada resident - copy of official transcript required.

Applicant's Signature _____

Date _____

NEVADA RESIDENCY INFORMATION

Bona fide Nevada resident – an independent person who has continuous physical presence in the state of Nevada for a minimum of twelve 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. For a dependent person, the family, spouse or legal guardian must have physical presence in the state of Nevada for a minimum of 12 consecutive months prior to the student's matriculation with no ties to any other state, with the intent to permanently reside in Nevada.

Date of Matriculation - the first day of instruction in which the semester or term in which enrollment of a student first occurs (excluding community education courses). This is applicable regardless of the actual start date of a course a student enrolls in. A student has matriculated if he/she enrolls for a course and does not withdraw before the 100% refund period or has a record of previous enrollment at Western Nevada College.

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.

Nonresident -A student who does not meet the criteria for Nevada bona fide residency or an exception is considered a nonresident and must pay nonresident fees. **Students who do not qualify for Nevada residency, regardless of time spent in the state of Nevada:** Dependent students whose parents or family are not residents of Nevada or non-U.S. citizens who do not have a permanent resident card. Only current enrollees or graduates of a Nevada high school may be considered a Nevada resident regardless of citizenship or Permanent Resident status.

Reclassification - A student who has been classified as a nonresident who matriculates to WNC shall continue to be classified as a nonresident student throughout the student's enrollment, unless and until the student demonstrates that his or her previous residence has been abandoned and that the student is a Nevada resident. A Nevada Residency Reclassification Application must be submitted for consideration of reclassification to resident status. For reclassification a student must provide documentation of continuous physical presence as a Nevada resident for at least twelve months immediately prior to the date of the application for reclassification, intent to remain a Nevada resident and proof of dependent/independent status.

Students who have enrolled as a Good Neighbor, Children of Alumni or WICHE/WUE 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 for reclassification to resident status or does not take any courses at a NSHE institution for at least 12 months from the time the student moved to Nevada. An application for reclassification must be submitted.

Regulations for determining Nevada residency for tuition charges are defined in the 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.

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.

For Admissions Staff: Approved _____ Denied _____ Initials: _____

Reason for denial: _____

Revised 8/13/10