



Procedure 501-02 Residency Requirements

Sponsor: Student Services

Purpose

To describe how a student's residency classification is determined for tuition purposes.

Definitions

Armed Forces of the United States: The Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Service and the National Oceanographic and Atmospheric Administration, the National Guard and any military reserve unit of any branch of the armed forces of the United States.

Continuous Attendance: Enrollment at an Arizona educational institution for a traditional academic year since the beginning of the period for which continuous attendance is claimed (fall/spring or spring/fall). Enrollment in summer sessions or other such inter-sessions beyond the traditional academic year is not required to maintain continuous attendance.

Domicile: A person's true, fixed, and permanent home and place of habitation. It is the place where one intends to remain and to which one expects to return when one leaves without intending to establish a new domicile elsewhere.

Emancipated Person: A person who neither is under a legal duty of service to parents nor entitled to the support of such parents under laws of the state.

Parent: Father or mother, custodial parent, or legal guardian of an unemancipated person. Circumstances must not indicate that guardianship was created primarily to confer the status of an in-state student on the unemancipated person.

Procedure

The question of residency must be asked of each student at the time of admission based upon information supplied on College applications, residency statements, affidavits, and additional information provided by the student. Payment of fees will be determined by the residency assigned at the time of official admission.

The College notifies a student of his/her residency status upon admission.

The Registrar, or designee, is responsible for making the initial residency classification.

An appeal of residency classification may be made to the Registrar:

1. The appeal must be in writing, signed by the student, and accompanied by a petition including a sworn statement of all relevant facts and other supporting documentation, e.g., utility bills, driver license, rent payments, etc.

2. Change in residency status will be determined by the Registrar, or designee, through review of newly submitted documentation.
3. If applicable, residency classification will reflect Registrar's determination and the current rate of tuition as specified by the reclassification.
4. Appeals for reclassification for past terms are not accepted.

In-State Student Status:

1. Except as otherwise provided in this procedure, no person having a domicile elsewhere than in Arizona is eligible for classification as an in-state student for tuition purposes.
2. A person is not entitled to classification as an in-state student until domiciled in Arizona for one year (12-consecutive months) before enrollment unless he or she meets one of the following requirements:
 - a. The person's parent is in Arizona, and that parent is entitled to claim him/her as an exemption for state and federal tax purposes.
 - b. The person is an employee or spouse of an employee transferred to this state for employment purposes.
 - c. The person is an employee of a school district in this state and is under contract to teach on full-time basis or is employed as a full-time non-certified classroom aid at a school within the district. In-state tuition is only for courses necessary to complete the requirements for certification by the state board of education to teach in a district in this state. No family members are eligible for classification as an in-state student.
 - d. The person's spouse has established domicile in Arizona for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes, or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status under federal law to classify as an in-state student for tuition purposes.
3. The domicile of an unemancipated person is that of his or her parent.
4. An unemancipated person, while in continuous attendance towards the degree for which he or she is currently enrolled, does not lose in-state classification if his or her parent moves from this state.
5. A person who is a member of a Native American tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student. Acceptable documents that may be submitted as proof of reservation resident may include:
 - a. Letter from Tribal Chapter House stating student's permanent residence is maintained on reservation, or
 - b. Tribal Voter Registration Card
6. Current members of the armed forces or former members who have received an honorable discharge and their spouse and dependents are classified as Resident In-District as specified in A.R.S. §15-1802.
7. A person who has participated in the AmeriCorps program or volunteers in service to an American program for at least one year in this state is entitled to classification as an in-state student.
8. Permanent Resident/Alien Status: A permanent resident alien is entitled to classification as an in-state student if such person has been granted permanent resident status by all applicable laws of the United States and has met all other requirements for residency. Students with Refugee/Amnesty status may also be classified with in-state status.

9. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student (at least 12 semester hours per semester), as such status is defined by A.R.S. §15-1804(A)(1) for community college students, in the absence of a clear demonstration to the contrary.
10. Kane County, Utah students who are lawfully present in the U.S. pay a tuition rate equivalent to Resident, Out of District tuition up to six (6) credit hours per term.
11. Residency Classification determines tuition costs. It is the student's responsibility to provide documentation to the College to establish residency. The College will provide the lowest possible rate of tuition when determining residency classification. The following classifications determine tuition rates (Refer to the College's website www.coconino.edu for current tuition rates).
 - a. Non-Resident:
 - i. Students domiciled outside of this state will be classified as a nonresident.
 - ii. Students who are not lawfully present in the US will be classified as non-resident.
 - b. Western Undergraduate Exchange (WUE): Students who are determined as permanent residents of one of the 16 states or regions recognized by the Western Interstate Commission for Higher Education are entitled to a classification of WUE.
 - c. Resident: Students domiciled in this state for twelve consecutive months before enrollment:
 - i. Resident, Out of District Classification: Students classified as in state and domiciled outside of Coconino County for twelve consecutive months before the first day of class are entitled to Resident, out of district tuition rate.
 - ii. Resident, In-District Classification: Students classified as in state and domiciled in Coconino County for twelve consecutive months before the first day of class are entitled to a classification of Resident, in-district tuition rate. Students domiciled in Apache and Greenlee counties are classified as Resident, In District.

References

A.R.S. § 15-1802
A.R.S. § 15-1804
8 U.S.C. Section 1623

Procedure History

04/2004	New
05/11/2011	Reformatted
01/29/2015	Revised to reflect A.R.S. § 15-1802
12/09/2015	Revised and Approved by College Council
04/15/2019	Revised
07/24/2019	Revised and Approved by Executive Council
07/15/2025	Revised Sponsor from Registration and Enrollment Services to Student Services

Legal Review

04/29/2019