Wyoming Community Colleges
Application for Residency Reclassification

Student ID#:_____ Name: _____
First Middle Last

Street Address:_____ City, State, Zip _____

Phone Number:_____ Cell # ◯ Home # ◯ Student Email: _____

Requirements for in-state residency for tuition determination for the Wyoming Community Colleges are established by the Wyoming Community College Commission. Residence classification shall be initiated for each student at the time the application for admission is accepted.

Students may appeal their classification as a resident or a non-resident through the following process:

- A student assigned a non-resident classification may submit a request for reclassification to the Registrar or designee. **The student must submit the request and accompanying documentation on or before the first day of classes**. A decision will be rendered within 20 days of the first day of classes.
- Individuals may be reclassified for the following term when facts indicate that a change in residency has occurred since the time of original residence classification or upon student petition for reclassification.
- Reclassification as an in-state student will not be applied retroactively to previous terms.

Individuals who qualify as Wyoming Residents shall pay the in-state tuition rate, as established by the Wyoming Community College Commission. All other individuals shall pay the out-of-state or Western Undergraduate Exchange (WUE) tuition rates, as established by the Wyoming Community College Commission. For the purposes of determining whether a student qualifies for in-state or out of state tuition, the following guidelines apply.

I declare under penalty of perjury that the disclosure below is, to the best of my knowledge and belief, true, correct and complete. I understand that any misrepresentations may result in revocation of residency for tuition purposes at the Wyoming Community Colleges.

_____ _____ _____
Date Signature Requested Reclassification Semester

OFFICE USE ONLY

ACTION TAKEN _____ _____ _____
Date College Official Signature

A. The following students are considered Wyoming residents (check all that apply to your request):

☐ 1. I am a legal dependent with a parent or guardian who lives in the State of Wyoming. (Provide most recent tax return for verification of dependent status. Additional documents may be required to show length of residency in Wyoming.)

☐ 2. I am a graduate of a Wyoming high school. (High School transcript or diploma may be required.)

☐ 3. I earned a high school equivalency in Wyoming and also qualify for a Hathaway Scholarship. (Verification of Hathaway eligibility is required as well as completion of high school equivalency.)

☐ 4. I am an active Wyoming National Guard member or U.S. Armed Forces member stationed in Wyoming, or am the dependent of one. (Provide military enlistment papers or transfer orders.)

☐ 5. I am a Wyoming resident who was temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary absence. (Provide military discharge (Form DD 214), institution transcript/certificate, etc., and proof of residency.)

☐ 6. I have been awarded resident tuition status at another Wyoming Community College or the University of Wyoming. (Submit documentation showing resident tuition status.)

☐ 7. I am the spouse or financial dependent of an individual who is determined to be a Wyoming resident pursuant to these Guidelines. (Provide a copy of marriage license and verification of spouse's residency.)

☐ 8. I am a legal dependent of a Wyoming community college graduate. (Provide graduate's name, Wyoming Community College, graduation date, and verification of dependent status.)

☐ 9. I have a permanent home in Wyoming. To determine if a permanent Wyoming home has been established, proof of at least two of the factors listed below are are required:

a. Evidence that any former out-of-state home has been abandoned,
b. Evidence of full-time employment in Wyoming for a minimum of six continuous months prior to residency determination,
c. Ownership of home or property in Wyoming,
d. Six months of continual presence in Wyoming prior to residency determination,
e. Former Wyoming residency and maintaining state ties,
f. Reliance on Wyoming resources for full financial support,
g. Wyoming vehicle registration dated a minimum of six months prior to residency determination,
h. Wyoming address on most recent federal income tax return,
i. A valid Wyoming driver's license dated a minimum of six months prior to residency determination,
j. Wyoming voter registration.

(Documentation must show six months continual presence in Wyoming.)

☐ 10. I am a veteran or eligible individual, as described in 38 U.S. C. 3679 (c) (2), and am providing:

a. A certificate or other evidence of the veteran's or uniformed service members' qualifying service of 90 days or more in the uniformed services of the United States;
b. Documented evidence at the time of enrollment that:
   i. The applicant for resident tuition intends to live in Wyoming during the term of enrollment (lease agreement, power bill, etc.);
   ii. The applicant is using educational assistance under either Chapter 30 (Montgomery G.I. Bill – Active Duty Program), Chapter 31 (Vocational Rehabilitation and Employment (VR&E)), or Chapter 33 (Post-9/11 G.I. Bill) or Chapter 35 (Dependents' Educational Assistance) as described in 38 U.S.C.
   iii. The veteran was discharged or released from a qualifying period of service in the active military, naval or air service before the date of enrollment (DD214 showing date of discharge) or the uniformed service member is currently on active duty;
   iv. If the applicant is a spouse or a child of the veteran, the applicant is a transferee pursuant to 38 U.S.C. 3311(b)(9) or 3319 of the veteran's eligibility for educational benefits, or Section 3679(c), as amended and effective 1 August 2022.

A person who has qualified for resident tuition pursuant to the above requirements of this section, shall remain qualified in subsequent years if the person pursues one or more courses of education while remaining continuously enrolled, other than during regularly scheduled breaks, lives in the state during the term of enrollment, and, if the person is eligible through a transfer of eligibility pursuant to 38 U.S.C. 3319, the transfer has not been validly revoked.

B. The following students are considered **non-residents**:
1. Individuals who do not qualify under Section A above;
2. Individuals who are not U.S. citizens or permanent residents except as provided by Section A.2 or A.3 above.

Submit completed application and supporting documentation to your Wyoming Community College as listed below:

Casper College
Enrollment Services Office
125 College Drive
Casper WY 82601

Central Wyoming College
Registration & Records Office
2660 Peck Ave
Riverton, WY 82501

Eastern Wyoming College
Registration & Records Office
3200 West C Street
Torrington WY 82240

Laramie County Community College
Office of the Registrar
1400 E. College Drive
Cheyenne WY 82007

Northern Wyoming Community College District

Sheridan College
Student Records
Whitney Building, Room 132
PO Box 1500
Sheridan WY 82801

Gillette College
Student Records
Main Building
300 W. Sinclair St.
Gillette WY 82718

Northwest College
Registrar's Office
231 West 6th Street
Orendorff Building
Powell WY 82435

Western Wyoming Community College
Mustang Central
2500 College Drive
Rock Springs WY 82901

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