

NEVADA RESIDENCY RECLASSIFICATION APPLICATION

This application for Nevada residency status is for students who have a record of previous enrollment at WNC and/or are enrolled in classes for a semester which has been in session for two weeks or longer. This application and supporting documents must be received by WNC Admissions and Records within the first two weeks of instruction of the applicable semester. Applications and/or documents received after this date will be considered for the following semester. 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.

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 bona fide Nevada resident. For reclassification a student must provide documentation as outlined on this application. EXCEPTION: A Nevada High School graduate may be classified as a Nevada resident regardless of prior enrollment at WNC. An official copy of a high school transcript is required.

Print clearly or type:

Student Name: _____ Student I.D. number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Birthdate: _____ 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.

If you graduated from a Nevada High School, name of school: _____ Graduation Year: _____

Below is an outline of required documents that must be attached to this application to be considered for a reclassification from non-resident to Nevada resident student status; with the exception of Nevada High School graduates who must submit a copy of their official high school transcript only. For all others, documents as outlined are required and all documentation must include student, parent/legal guardian or spouse name and be dated accordingly. Most documentation must include a physical Nevada address.

For financially dependent students, all required documentation must be submitted in the name of whomever the student is dependent on (parent, legal guardian, etc.). 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.

1. Completed reclassification application signed by the student (backside of this application).

2. Proof of bona fide residency in Nevada

You or your parent/legal guardian must document continuous physical presence as a bona fide Nevada resident for at least twelve (12) months immediately prior to the date of the application for reclassification. The first item is required; no fewer than three additional pieces of the following objective evidence must be submitted with your application for reclassification.

- ☐ Nevada driver's license or Nevada identification card issued twelve (12) months prior to the date of application (required).
- ☐ Ownership of a home in Nevada.
- ☐ Lease of living quarters in Nevada.
- ☐ Mortgage or rent receipts and utility receipts for the home or leased quarters.
- ☐ Nevada vehicle registration issued twelve (12) months prior to the date of application.
- ☐ Nevada voter registration issued twelve (12) months prior to the date of application.

3. Proof of dependent or independent student status

You must provide evidence of financial independent or dependent status. A dependent person whose family or legal guardian is not a Nevada resident is not eligible for reclassification to resident student status. The following piece of objective evidence must be submitted with your application for reclassification:

- ☐ A true and correct copy of yours or your parent's/legal guardian's federal income tax for the most recent tax year showing a Nevada address. 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 you are under the age of 24, a copy of your parent's/legal guardian's tax return for the most recent tax year must be submitted as proof of dependent/independent status; financially independent students under 24 must also submit a copy of their tax return.

Form continues on reverse

4. Proof of intent to remain in Nevada

You and/or your parent/legal guardian must present clear and convincing, objective evidence of intent to remain a Nevada resident. No fewer than three of the following pieces of objective evidence must be submitted with your application for reclassification:

- ☐ Employment in Nevada for twelve (12) months immediately prior to the date of the application for reclassification.
- ☐ A license for conducting a business in Nevada.
- ☐ Admission to a licensed practicing profession in Nevada.
- ☐ Evidence of active savings and checking accounts in Nevada financial institutions for at least twelve (12) months immediately prior to the date of the application for reclassification.
- ☐ A Nevada address listed on selective service registration.
- ☐ Evidence of summer term enrollment at a Nevada college or university.
- ☐ Voting or registering to vote in Nevada.
- ☐ Any other evidence that objectively documents intent to abandon residence in any other state and to establish a permanent Nevada residence.

DECLARATION OF INTENT OF RESIDENCY

I hereby declare I have abandoned any domicile or residence in any state or commonwealth of the United States 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 intent to make any other location outside of the State of Nevada my home and habitation.

I further certify that I have been domiciled or a resident in the state of Nevada for at least twelve (12) months immediately prior to the date of my application for reclassification to resident student status 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.

I understand that filing a false declaration for residency will result in the payment of non-resident tuition for the period of time I was enrolled as a resident student, and may also lead to disciplinary sanctions under Chapter Six of the Nevada System of Higher Education code. Disciplinary sanctions include a warning, reprimand, probation, suspension or expulsion.

Student 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.

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.

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.

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 determination – students classified as nonresident at the time of their initial enrollment, may apply for reclassification according to the regulations established by the *Board of Regents Handbook*, Title 4, Chapter 15.

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.

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 shall be final. No further appeal beyond the appeals committee shall be permitted.

NOTE: All regulations are subject to change by approval of the Board of Regents. Changes become effective immediately upon such approval for all students.

For Admissions & Records Staff:

Approved _____ Denied _____ Initials _____ Reason for denial: _____

Revised 6/22/2012