University of Colorado
Boulder

Office of the Registrar
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20 UCB
Boulder, Colorado 80309

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Dear Petitioner:

Your Tuition Classification packet includes this letter, a *Petition for In-State Tuition Classification*, the *Instructions and Deadlines* sheet, and the publication *Tuition Classification Regulations*. Most petitioners will find that all of their questions about in-state tuition regulations and applying for in-state tuition are answered in this material. We ask that you read this material before asking questions of our staff. In this way, we are able to process your paper work as quickly as possible. Please note petitions are processed according to the requested term and in the order they are received. We are happy to answer any questions you may have after you have read these publications.

We understand that the Petition appears to be long and complicated. Because the Colorado tuition classification statute lists many factors that are relevant to determining in-state eligibility, the petition necessarily addresses all pertinent information. Many individuals will find that only a few of the petition items are relevant in their circumstances. We will make every effort to assist you in completing the petition and to advise you about obtaining appropriate documentation consistent with the statutory requirements for in-state tuition.

The best way to insure that you receive a prompt response to your petition is *to be sure that you provide all information specified by the petition.* Read each item carefully. If you are not sure what documentation to provide or how to obtain documentation, or if you anticipate a delay in obtaining documentation, please ask us!

Common concerns regarding completing the petition include:

1. Petition item D3 (**proof of place of residence**): Be sure to provide evidence of your place of residence in Colorado going back at least to the **Domicile Qualifying Date** listed on the *Instructions and Deadlines* sheet.
2. Petition item D5 (**income tax**): Be sure to provide *complete* copies of *all* state and federal tax returns filed for the past two years (if you lived in Colorado during any part of those years).
   - **Colorado returns:** If you filed your Colorado return as a part-year resident or nonresident, be sure to include a copy of ***Form 104PN*** (the part-year/nonresident apportionment schedule). If you do not have personal copies of your returns, you may obtain copies of Colorado returns from the Colorado Department of Revenue, telephone 303-238-7378. Best method: Download DR Form 5714 from http://www.revenue.state.co.us/PDF/dr5714fill.pdf; mail form to address on form.
   - **Federal tax** transcripts (if you do not have a personal copy) are available from the Internal Revenue Service, telephone 800-829-1040; http://www.irs.gov/pub/irs-pdf/f4506t.pdf.
   - For copies of **state income tax returns from other states**, you should consult the appropriate agency in that state. See http://www.taxadmin.org/fta/link/forms.html.
3. Petition item D6 (**voter registration**): your driver's license serves as evidence of voter registration *if the letter "Y" appears in the space next to the word "voter."* Otherwise, you may obtain documentation from the Colorado Secretary of State at https://www.sos.state.co.us/voter-classic/secuVerifyExist.do or from your county clerk. Boulder County residents may access and print voter registration records at https://www.bouldercounty.org/elections/register/pages/voterinfolookup.aspx

4. Petition item D9, if applicable (**date of previous Colorado driver's license**): This is available from the Colorado Department of Motor Vehicles. Denver office, 303-205-5613; Boulder office, 303-442-3006 (28th & Iris).

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5. Petition item E2a (if applicable): Be sure to provide a *complete* list of all sources of **financial support** and provide *complete* documentation for each source.
6. Be sure to have your signature notarized. This may be done in our office.

Your petition will be evaluated using the criteria established by law as described in the publication *Tuition Classification Information*. No quota exists for the number of petitions that can be approved, and therefore all applicants who meet the statutory conditions will be granted in-state tuition. Each petition is evaluated in a fair and impartial manner without consideration of any financial interest the State or University may have in out-of-state tuition dollars. Our goal is that all students have every opportunity, within the published deadlines, to present all information relevant to their circumstances and that the appropriate decision is made in each case.

The burden of proof by law is on the petitioner to provide *clear and convincing* evidence of eligibility. The University is obligated by law to require evidence in addition to the items specified in the petition when appropriate.

Tuition Classification staff members are available from 9:00 to 5:00 (4:30 in the summer) daily to answer your questions either in person or by telephone.

IMPORTANT INFORMATION FOR UNDERGRADUATES: IF YOU WILL BE AN UNDERGRADUATE DURING THE TERM FOR WHICH YOU ARE APPLYING FOR IN-STATE TUITION, DO NOT FAIL TO READ THE FOLLOWING!!

TO TAKE FULL ADVANTAGE OF IN-STATE TUITION STATUS, YOU MUST APPLY SEPARATELY FOR THE COLORADO ***COLLEGE OPPORTUNITY FUND (COF).*** IF YOU ARE GRANTED IN-STATE STATUS BUT DO NOT APPLY FOR COF, YOU WILL PAY HUNDREDS OR THOUSANDS OF DOLLARS MORE IN TUITION THAN NECESSARY! THERE ARE NO INCOME QUALIFICATIONS. TO INSURE TIMELY RECEIPT OF COF FUNDS IF YOU ARE GRANTED IN-STATE STATUS, YOU SHOULD APPLY FOR COF BEFORE BEING APPROVED FOR IN-STATE STATUS. APPLY AT www.CollegeInColorado.Org. MORE INFORMATION IS AVAILABLE AT http://www.colorado.edu/studentaffairs/cof.html.

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