Completing a Residence Questionnaire (RQ)

Admissions Department

RQ Overview

U.S. citizens, permanent residents, refugees and those with a qualifying visa (A, E, G, H-1, K or L) are eligible to establish residency for tuition purposes. A student must show he or she was actively working toward establishing Washington as his or her permanent residence at least 12 months prior to the start of the quarter for which the change is being requested. *Simply living in Washington for 12 months or more does not establish residency*; other factors are relevant. The burden of proof rests with the student.

Guidelines

1. Deadlines. RQs are considered no earlier than 30 days before, and no later than 30 days after, the quarter for which the change is being requested starts. Incomplete RQs will be archived on the 31st day. Allow 15 business days for processing.
2. Requirements. A complete RQ is legible and includes all requested information and documentation. Submissions become Highline records and will not be returned.
3. Presumption. If you (or your parent/guardian) attended a Washington college for 6 or more credits during the 12 months period, Washington law presumes the move to be primarily for educational purposes. In these cases, the 12 month count begins when **all** duties required of a Washington resident (voter registration, driver's license and vehicle registration as applicable) are met.
4. Cost Difference. If in the process it is determined that a student is eligible for resident tuition, the difference of any tuition and fees paid for that quarter will be refunded.

Checklist

- ❑ Determine Financial Status
  - o If no one claimed you as a dependent on a tax return last year ***and*** you can document that you paid more than half of your expenses for each of the past 2 calendar years, apply as an independent student.
  - o If someone claimed you as a dependent on a tax return last year ***or*** you paid less than half of your expenses for either of the past two calendar years, apply as a dependent student. *It is the residency of the person on whom you are dependent that is assessed.*
- ❑ Complete RQ
  - o Independent students complete the entire document.
  - o Dependent students complete Page 1. The person on whom they are dependent completes Section 3. Both parties sign on Page 3.
- ❑ Attach copies of documentation and submit. You must have documentation for:
  - o Eligibility. If you are not a US citizen, include proof of your eligible status.
  - o Financial Status. Your tax return from the most recent calendar year is the best documentation. If you are under the age of 24 and/or are a dependent, you must submit your parent/legal guardian's tax return (page 1 and signature page).
  - o Presence. Usually this is your lease/s for the past 12 months or home purchase papers.
  - o Intent. Attach documentation as required for questions 4, 5, 6 and 7 in Section 3. If this does not result in at least three pieces of evidence that are dated at least one year prior to the quarter start date you will need additional evidence. Other options are proof of:
    - ▪ Employment
    - ▪ Payment of excise taxes
    - ▪ Hunting, fishing or pet license
    - ▪ WA State ID
    - ▪ Home Ownership
    - ▪ Address on selective service registration or federal income taxes
    - ▪ Claiming Washington as residence on matters related to judicial actions or public office
    - ▪ Public Assistance (majority state, not federal)
    - ▪ Membership in a professional, business, civic or formal faith-based organization
    - ▪ Residency determination made by another Washington state CTC

Residence Questionnaire

*AG Form #151 Rev 1/15/02; AG Approval 4/19/02. HECB Rev 6/09, AG Approval 6/10/09, Effective 7/1/09**HC 2.14.13*

*You can be classified as a resident for tuition purposes **only** if you are eligible.* Print clearly and answer each question. Incomplete or illegible forms are not considered and will delay response. Providing untrue or intentionally misleading information can be considered perjury (RCW 9A.72.085). All information will be kept confidential (Family Educational Rights and Privacy Act). *Once a domicile is established in Washington, it must continue for one year before you are eligible for resident tuition.*

SECTION 1: Student Information

Last Name		First name	Student ID		
Address		Apt/Unit	Email		
City	State	Zip	Birth Date ____/_____/____	Age	
Day Phone ( )			Birth City	Birth State	Birth Country

1. Last high school attended _____ State _____ Year Graduated _____

2. For what term are you requesting residency for tuition purposes? 20___ ☐ Fall ☐ Winter ☐ Spring ☐ Summer
   Have you previously applied at Highline for a change in residence status? ☐No ☐Yes, Term _____ Year _____

3. Class Standing: ☐ Undergraduate ☐ Graduate ☐ Professional School: _____

4. At Highline, are you or will you be enrolled as a: ☐ New Student ☐ Continuing Student* ☐ Returning Former Student*
   *If a continuing or former student, complete for each of the last three terms: Credits _____ Term _____ Year _____
   Credits _____ Term _____ Year _____ Credits _____ Term _____ Year _____

5. Country of citizenship _____(*If not USA, answer 5a, 5b and 5c)*

5a. Do you hold permanent or temporary resident immigration status?	☐ No ☐ Yes, *attach documentation*
5b. Do you hold Refugee-Parolee, Conditional Entrant or PRUCOL status? *An immigrant refugee, and the spouse and dependent children of such refugee, may be exempted from paying the nonresident tuition fees differential if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship.*	☐ No ☐ Yes, *attach documentation*
5c. Do you hold a visa classification of A, E, G, H-1, I, K, or L?	☐ No ☐ Yes. If yes, attach documentation
6. Have you received financial assistance from a **state** governmental unit or agency during the **past** twelve months?	☐ No ☐ Yes, *indicate state, agency, type of assistance, disbursement dates, etc.*
7. Will you be receiving financial assistance from a **state** governmental unit or agency during the **next** twelve months?	☐ No ☐ Yes, *indicate state, agency, type of assistance, disbursement dates, etc.*
8. Are you active duty military stationed in the state of Washington or the spouse or dependent of such a person?	☐ No ☐ Yes
9. Did you **(1)** spend at least 75% of both your junior and senior years in a Washington state high school, ***and* (2)** did you enroll in college within 6 months of leaving high school, ***and*** (3) were your parents/legal guardians domiciled in Washington for at least 1 year within the 5-year period before you graduated from high school?	☐ No ☐ Yes

SECTION 2: Determining whose Residency

1. Are you applying **as a dependent** whose parent or legal guardian is a Washington resident?	☐ No ☐ Yes *If yes, **your parent or legal guardian** must complete Section 3, providing proof of his/her Washington domicile and all requested documentation. Verification of your dependent status must be documented by submitting a copy of your parent's or legal guardian's federal income tax return for the most recent tax year (only the signature page and the page listing the dependents claimed are needed; no financial information is needed).*
2. Are you applying as a financially **independent** student?	☐ No ☐ Yes *If yes, **you** must complete Section 3 and provide all requested supporting documentation.* ☐ No ☐ Yes Are you 24 or younger? Provide a copy of the page listing dependents claimed and the signature page of the federal tax return of your parent (or the person/s who had legal custody of you last calendar year. Disclosure of financial information is not required. 2a. Student's ***Sworn Statement*** I have not been and will not be claimed as an exemption for federal Income tax purposes by any person except myself or my spouse for the current and the most recent calendar years. I have not received and will not receive financial assistance in any way in an amount that would qualify me to be claimed as an exemption for income tax purposes by any person except myself or my spouse during the current and last calendar years. *I have sufficient income to cover the expenses related to tuition and living for this calendar year and the calendar year immediately prior to this one. And, during that time period, I have not and do not receive significant financial assistance in any form directly or indirectly from parents, relatives, guardians or any others.*" Signature _____ Date _____ 2b. *You are required to submit appropriate documentation* ☐ A copy of your federal income tax return for last calendar year. If you did not file because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted. ☐ A copy of your W2 form as filed for the previous calendar year. ☐ Other documented financial resources: may include but not limited to, the sale of personal or real property, trust fund, state or financial assistance, gifts, or earnings of the spouse of a married student.

SECTION 3: Evidence of Residency

1. This section is being completed and signed by (select one): ☐Student ☐ Parent ☐ Legal Guardian	Date you arrived in Washington _____/_____/_____	Date you took action to officially declare Washington as your permanent, legal domicile: _____/_____/_____	Why did you move to Washington?

2a. List **your physical residence** for the last 2 years; ***provide proof*** *for the past 12 months (lease or home purchase agreements, receipts, notarized landlord letter)*

From	To	Street Address	Apt/Unit	City	St
/ /	/ /				
/ /	/ /				
/ /	/ /				

2a. List **your employment history** for the last two years.

From	To	Occupation	Employer	Location (City, State)
/ /	/ /			
/ /	/ /			
/ /	/ /			

3 Absent From	Absent To	Went to (City, State, Country)	Purpose of Absence
☐ I was not out of Washington during the last 12 months.			
/ /	/ /	, ,	
/ /	/ /	, ,	

4. Have you ever registered to **vote**? *All registered voters must be registered in Washington*	☐ No ☐ Yes *If yes, attach a copy of your current voter's card AND complete the below for your two last registrations.* Date _____ City _____ State _____ Date Voted _____ Date _____ City _____ State _____ Date Voted _____
5. Do you own or <u>use</u> a **car** or other motor vehicle? *All car owners must have their car registered in Washington*	☐ No ☐ Yes *If yes, attach a copy of vehicle registration (not the title) AND complete the below.* Vehicle Type _____ License #_____ State _____ Date of Registry _____ Vehicle Type _____ License #_____ State _____ Date of Registry _____
6. Do you have a valid **driver's license**? *All legal drivers must hold a Washington license*	☐ No ☐ Yes *If yes, attach a copy of your current driver's license AND complete the below.* State _____ When did you first obtain a driver's license in that state? Date _____
6b.Previous license?	☐ No ☐ Yes *If yes, attach a copy of your current driver's license AND complete the below.* State _____ When did you first obtain a driver's license in that state? Date _____
7. Do you have a **bank account**?	☐ No ☐ Yes *If yes, attach documentation of the date you opened account AND complete the below.* Opened _____/_____/____ Bank Name _____ Branch _____ City _____ State _____
8. Have you ever paid **in-state tuition** at any public institution of higher education?	☐ No ☐ Yes *If yes complete the below* Name of Institution _____ Attended From _____/_____/_____ To _____/_____/_____
8a. Have you ever **attended** a Washington college or university for more than 6 hours per term?	☐ No ☐ Yes *If yes complete the below* Name of Institution _____ Attended From _____/_____/_____ To _____/_____/_____
9. Are you a **US Citizen**?	☐ No* ☐ Yes **If no, attach a copy of your Resident Alien Card, I-94 or other INS documentation*
10. List **business or professional licenses**	License Type _____ State of Issue _____ License Type _____ State of Issue _____ ☐ I do not have any business or professional licenses

Additional Comments:

Statement of Intent and Certification

I certify under penalty of perjury under the laws of the State of Washington, RCW 9A.72.085 that the foregoing and all supporting documentation are true and correct.

Student Signature _____ Date _____

I certify that I have declared Washington as my true, fixed, and permanent place of habitation. I certify under penalty of perjury under the laws of the State of Washington, RCW 9A.72.085 that the foregoing and all supporting documentation are true and correct.

Person Completing Section Three Signature _____ Date _____

Printed Name _____ Phone (____)_____