

**RESIDENCY RECLASSIFICATION
DEPENDENT CHILD ARIZONA DOMICILE
AFFIDAVIT**

All students must submit this *original hard copy* completed petition via USPS Priority, FedEx, or UPS by the deadline to:

Student Service Center
Student and Academic Services Building, Room 103
1100 S. Beaver Street, #4050
Flagstaff, AZ 86011-4050
Phone: (928) 523-6464

NAU's *Residency for Tuition Purposes* policy is available at nau.edu/university-policy-library/residency/

In Arizona, as in all other states, tuition at the State's publicly-supported universities is lower for in-state resident students than for out-of-state non-resident students. This reflects the fact that state universities are supported financially by the state's taxpayers. The universities' rules for determining classification or reclassification as a resident or non-resident for tuition purposes reflect Arizona law and Arizona Board of Regents ("ABOR") policy. At the time of their admission, Northern Arizona University classifies all students as either a resident or non-resident. Students must be admitted and properly registered for classes using the tuition classification initially determined by the University prior to petitioning for residency reclassification for that term.

Additional residency information and forms are available at nau.edu/azresidency.

❖ **This Affidavit is for Dependent Students.** A Dependent student is an individual who is domiciled in Arizona and:

- The Domicile of one or both of the individual's parents (or legal guardian) is in Arizona; and
- One or both of the individual's parents (or legal guardian) are entitled to claim the individual as a dependent child for federal income tax purposes (whether or not either parent or legal guardian actually claims the individual as a dependent child).

Domicile: an individual's true, fixed and permanent home and place of habitation. It is the place where the individual lives, intends to remain, and to which the individual intends to return when leaving without intending to establish a new Domicile elsewhere.

In accordance with Arizona law (A.R.S. §15-1803) and ABOR Policy 4-102, a person who is not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state resident for tuition purposes.

Deadlines – Term specific deadlines can be found at nau.edu/azresidency.

- The deadline to request reclassification is the Last Day of Registration. Students who fail to submit a petition or affidavit within the allowable timeframe waive their right to gain reclassification as an in-state resident for that semester, term, or session.
- Processing time for petitions is twenty (20) business days. If additional information is needed the process may be delayed.
- No extensions of payment deadlines are granted on the basis of unresolved residency status or pending petitions. A refund of fees will be issued, if necessary, upon approval of resident status.

Last Day of Registration: the final day of regular registration for credit for a semester, term, or session (as applicable) as published by the Office of the Registrar or as determined by the Executive Director of the Student Service Center.

Appealing a Denial

In accordance with ABOR Policy 4-205 and as outlined in the Residency Reclassification Procedure, if an individual believes they have met the requirements to be classified as an in-state resident for tuition purposes and has been denied such classification, they may appeal their non-resident classification by submitting a Non-Resident Classification Notice of Appeal to the Student Service Center by the relevant deadlines published on its website. In no event will the University accept residency classification appeals later than thirty-five (35) calendar days from the applicable Last Day of Registration. Failure to file a completed and signed notice of appeal within the allowable timeframe shall constitute a waiver of the individual's right to appeal their residency classification for that term.

Student Athletes

If you are a Student Athlete, currently classified as Non-Resident or WUE, and receiving any scholarship funds from the Athletics Department, you must speak with the Athletics Compliance Officer before submitting this petition. Becoming a Resident for tuition purposes could negatively impact your Athletics Scholarship.

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Enrollment and
 Student Services

Instructions

Respond to **all** questions and statements and provide copies (no originals, these documents will not be returned to you) of **all** documentation required. Failure to do so will delay processing of this petition and may be interpreted as evidence of non-residency.

Falsification: Any student found to have intentionally made a false or misleading statement or to have deliberately submitted false or misleading information or materials concerning a petition for residency classification for tuition purposes with the intent to deceive is subject to dismissal from the University and will be held responsible for the payment of any tuition amounts that would have been charged but for the false or misleading statement.

Student/Applicant Information

NAU ID # _____ Undergraduate Graduate
 Fall Spring Year _____ (Residency does not affect tuition for Summer or Winter terms)

Full Legal Name _____ E-mail Address _____ Phone # _____

Complete Mailing Address _____
 Street City State Zip

Date of Birth _____ Place of Birth _____ Date/Location of HS Graduation _____

Are you a US Citizen?	If No, do you have a current visa?	If Yes, what type of visa?
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> No	

Information and Definitions

Information on parent(s) living in Arizona is mandatory along with supporting documentation. Legal guardians must be court appointed for purposes other than gaining in-state tuition and proof of legal guardianship must be submitted.

- Parent(s)/Legal Guardian: A student's parent(s), or the legal guardian of an un-emancipated student, provided there is no evidence indicating that the guardianship was created primarily for the purpose of conferring the classification of resident on the student.
- Evidence of parent's eligibility to claim student as an exemption for federal tax purposes: We will review the information you provide to determine if the student meets the eligibility requirements for dependents as defined by the IRS. The five tests are described in the "dependents" section of all IRS Instructions and Schedules (1040, 1040A, etc.)
- If the student is currently 24 years old OR will turn 24 years old within the tax year of the semester you are seeking reclassification, the student is not eligible to be classified as a Resident under this policy. The tax year a student turns 24 they are no longer eligible to be claimed as a dependent child for tax purposes and are consequently ineligible to be reclassified as a Resident under this policy. Married students under the age of 24 are also not eligible to be classified as a Resident under this policy.

Domicile Certification

I, _____ certify that _____
 (Parent/Guardian) (Dependent/Student)

is eligible to be claimed as a dependent as defined by the Arizona State Income Tax Code (ARS 43-1001) as of the date of enrollment for which this application is intended. I further certify that the dependent and I (parent/guardian) are currently domiciled in Arizona and that each of the foregoing statements is a true and correct statement of fact.

Signature of Parent/Guardian (sign in the presence of Notary Public) _____
 *Guardian court documents must be included Signature

Subscribed and sworn before me on this _____ day of _____, 20_____.

State of _____ County of _____

Notary Name (print) _____ (Notary Seal)

Notary Signature _____ my commission expires: _____

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Domicile Worksheet

Please complete all fields.

	INFORMATION ON: Student	INFORMATION ON: Parent 1 OR Parent 1 w/custody, OR Guardian	INFORMATION ON: Parent 2 OR Parent 2 w/custody, OR Guardian
NAME			
CURRENT ADDRESS			
PERMANENT ADDRESS			
EMPLOYED? (full-time, part-time, retired)			
EMPLOYER'S NAME AND ADDRESS			
YOUR HOME LOCATION (own, lease, rent)			
BANKS (specify where you have checking/savings)			
STATE TAX (state where you filed resident state tax for the past year.)			
FEDERAL TAX (address listed on your most recent return).			
VOTER REGISTRATION (date and state of most recent registration)			
ARIZONA DRIVER'S LICENSE (date of issue and DL #)			
ARIZONA VEHICLE REGISTRATION (date of issue and reg. #)			

