

OZARKS TECHNICAL COMMUNITY COLLEGE

PETITION FOR CHANGE OF RESIDENCY STATUS Office of the Registrar

Name: _____ Student ID: _____
Last First MI

Residential Address: _____
Address City State Zip

Phone: (____) _____ - _____ Date of Birth: _____ / _____ / _____

NOTE: If you are under the age of 21, and your parent(s) or guardian(s) claimed you on their tax return, your residency will be determined based upon the state and school district in which your parent(s) or guardian(s) reside.

Please check the category you are requesting:

____ **In-district** students have lived in the state of Missouri for at least one year and in one of the Missouri school districts below for the past three months. These students or their parents pay personal property taxes to OTC and are entitled to the lowest tuition rate.
IN-DISTRICT SCHOOL DISTRICTS: Ash Grove, Branson, Clever, Everton, Fordland, Hollister, Logan-Rogersville, Marshfield, Nixa Public Schools, Ozark, Pleasant Hope, Republic, Springfield, Strafford, Walnut Grove and Willard.

____ **Out-of-district** students do not live within the taxed districts listed above but have lived within Missouri or Arkansas counties (Boone, Carroll and Marion) for the past year.

____ **Out-of-state** students maintain permanent residency outside of the state of Missouri or selected Arkansas counties.

Documents needed for "proof of residency":

- A. You must provide a copy of your valid **Driver License or State Issued Identification Card**. This does not need to show the address used to establish residency if you can provide at least two other documents from item C below.
- B. You must submit a copy of the first page of your parent or guardian's tax return if you are under 21 years old.
- C. You must provide OTC with copies of **at least two** of the following items. The documents provided must be dated such to prove residency (12) months prior to the start of the semester for students requesting change from out-of-state and (3) months prior for students moving from out-of-district. Current statements are insufficient documentation.

- ____ Driver's License or State Issued ID **with the address the student is using to establish residency**
- ____ Lease agreement/home purchase agreement in your name with current address
- ____ Personal property tax receipt in your name
- ____ Utility bill in your name for residence being submitted
- ____ Bank statement in your name with residence address
- ____ Voter registration card with residence address
- ____ Paystub or W2's in your name with residence address

- D. Military service may allow a waiver of the time requirement. Orders and/or Discharge papers will be required.
- E. Work relocation may waive the required time component. A letter on company letterhead detailing transfer from your supervisor is required.

All classifications of residency are determined at the time of application. Requests for change of residency must be completed before the end of the 100% refund period for the term. View the Student Academic Calendar at otc.edu for important dates and deadlines. Any requests received after the first week will not be in effect until the following semester. Reclassification of residency is not retroactive and will not affect prior terms of enrollment.

I affirm/attest that the information and accompanying documentation included herein is true and accurate.

STUDENT SIGNATURE DATE

Please return this petition and required documentation to Student Services at any OTC location.

For office use only (circle): APPROVED DENIED

Received by Date:

RGPE Processed by Date:
