

UNIVERSITY  
OF WYOMING

*Petition for*

**Wyoming Resident Tuition Status**

Petitioners should complete all sections applicable to their particular circumstances and attach copies of all requested documentation. **The completed petition with adequate documentation must be on file in the University of Wyoming Admissions Office, Room 172, Knight Hall, on or before the first day of classes for the term for which reclassification is being requested.** The Director of Admissions may grant an exception to the deadline depending upon the extenuating circumstances. New students must apply and be accepted for admission before a residency petition will be reviewed. No decision made which grants resident tuition status will be retroactive to a prior semester.

**Admissions Office**

University of Wyoming  
Dept. 3435, 1000 E. University Ave.  
Laramie, WY 82071-3435

***For Admissions Office Use Only***

Name of Petitioner \_\_\_\_\_

Enrollment Status:       New       Continuing       Reenrolling

Date Submitted \_\_\_\_\_

Approved \_\_\_\_\_ Effective \_\_\_\_\_ Term \_\_\_\_\_

Denied \_\_\_\_\_ Reviewed by \_\_\_\_\_

Date of Decision \_\_\_\_\_

Comments \_\_\_\_\_

## Wyoming Resident Tuition Status

The following Trustee regulations govern the classification of students at the University of Wyoming as resident or non-resident for tuition purposes, and shall be administered by the Director of Admissions. (Trustee Regulation, Chapter VIII, Section 3.)

### C. STUDENT CLASSIFICATION FOR FEE PURPOSES

The University of Wyoming assesses tuition for Wyoming residents at the in-state rate; non-residents are charged out-of-state tuition. The following guidelines shall be administered by the Director of Admissions to govern University of Wyoming students for purposes of in-state or out-of-state tuition assessment for courses of study offered at the University. University-sponsored courses of study arranged with institutions outside Wyoming may have different residency requirements.

1. The following students are Wyoming residents:
  - a. Individuals who are financial dependents or under the age of 24 with a parent, guardian or spouse who lives in the State of Wyoming.
  - b. Individuals who are recipients of Wyoming high school credentials.
  - c. Active Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their dependents.
  - d. Individuals with a permanent home in Wyoming and who have resided in the State for at least one full year. To determine if a permanent Wyoming home has been established, the following factors are considered:
    - Evidence that any former home has been abandoned
    - Full-time employment performed or contracted for in Wyoming for one continuous year
    - Ownership of home or property in Wyoming
    - One year of continual presence in Wyoming
    - Former Wyoming residency and maintaining state ties
    - Reliance on Wyoming resources for significant financial support
    - Wyoming vehicle registration
    - Wyoming address on most recent federal income tax return
    - A valid Wyoming driver's license
    - Wyoming voter registration

Residing in Wyoming primarily as a student will not support a claim for resident status.
  - e. Graduate students with University-funded fellowships.
  - f. Wyoming residents temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary sojourn.
  - g. Individuals who have been awarded resident tuition status at a Wyoming Community College and who attend the University within one year of leaving the Wyoming Community College.
  - h. The spouse or financial dependent of an individual who is determined to be a Wyoming resident pursuant to this Regulation except under section 1b and e above.
2. The following students are non-residents:
  - a. Individuals who do not qualify for Section 1 above;
  - b. Individuals who are not U.S. citizens or permanent residents except as provided by Section 1b above
3. Reduced tuition rates calculated at one hundred fifty percent (150%) of resident tuition are available to the following non-residents.
  - a. Graduates of the University of Wyoming and their spouses;
  - b. Children, and their spouses of University of Wyoming graduates.
4. Change of residence classification shall be governed by the following process:
  - a. An initially assigned non- resident classification may be reviewed by

the Director of Admissions when a request and accompanying documentation is provided on or before the first day of classes. A decision on reclassification by the Director of Admissions may be appealed to the Residence Classification Committee within twenty (20) calendar days of the date of the Director of Admissions' decision. No reclassification will be retroactive to previous terms.

- b. Individuals may be reclassified for the following term when facts indicate that a change in residency has occurred since the time of original residence classification;
  - c. The Director of Admissions is responsible for the administration of this procedure.
5. There shall be a Residence Classification Committee consisting of three members appointed by the President, chaired by the Director of Admissions who shall not vote. The duties of this Committee shall be as follows:
    - i. To render interpretations and rulings at the request of the Director of Admissions;
    - ii. To serve as an appeals committee for students who wish to appeal the decision of the Director of Admissions;
    - iii. To consider University policies in the area of residence classification and make recommendations to the Trustees of the University of Wyoming.

## Petition Practices and procedures

### *Petitioner's Responsibility*

Petitioners should read the entire petition before completing it. For questions about resident tuition status, please call the UW Admissions Office at (307) 766-5160 or (800) 342-5996 and ask to speak with an admissions officer.

### *Before submitting the Petition*

1. Answer all pertinent questions.
2. Complete the **Personal Statement of Petitioner** section.
3. Petitioner's signature must be notarized.
4. Supply supportive documentation, i.e., copy of driver's license, vehicle registration, voter registration, first page of state or federal tax return, employment verification, proof of property ownership, etc.

### *When to Petition*

A petition submitted without complete documentation may not be reviewed. So before filing make sure that all appropriate supporting documents are included. **The petition and document copies become the property of the University of Wyoming and will not be returned to the petitioner.** Call the UW Admissions Office if you are uncertain about which document copies to include.

Petition review for Wyoming resident tuition status will not take place for new or reenrolling students until an offer of admission has been granted. **The petition with adequate documentation must be on file in the Admissions Office on or before the first day of classes for the term in question.**

The petition decision may be appealed to the Residence Classification Committee provided the appeal is made in writing to the UW Admissions Office within twenty (20) calendar days of the date of the petition decision. No reclassification will be retroactive to previous terms. The decision of the Residence Classification Committee is final. No further appeal process within the University structure is available. However, a student may petition for a future semester after he or she has established, in a timely manner, more of the factors considered in a residency determination.

**NOTE:** You may want to photocopy this page of the petition for future reference.

## Petition for Wyoming Resident Tuition Status

**Instructions:** Each petitioner is responsible for providing sufficiently detailed chronological information to support his or her claim. The "When to Petition" section is very important.

**THE PETITIONER HAS THE BURDEN OF PROOF.** In the case of a new student, the petition will not be reviewed until the petitioner has been accepted for admission and all requested documentation has been provided.

If you are married, please remember to complete the **Spouse of Petitioner** section.

### Remember to supply all required documents

Petitioner's Name \_\_\_\_\_ W ID Number \_\_\_\_\_

Current Mailing Address \_\_\_\_\_  
Street or Box # City State Zip

Permanent Address \_\_\_\_\_  
Street or Box # City State Zip

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail address \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Area Code

Marital Status \_\_\_\_\_ Date Married \_\_\_\_\_

Please list your previous addresses for the past 24 months:

	Address	City	State	Zip
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**Term and year** for which reclassification is requested \_\_\_\_\_

Have you submitted a UW residency petition before? \_\_\_\_\_ (month and year) \_\_\_\_\_

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Are you entirely self-supporting and financially independent of your parents or guardians?<br><b>If applying as an emancipated student, have FORM A completed (back page) and provide supportive documents.</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you a United States citizen? <b>If not, include a copy of both sides of your Permanent Resident card.</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you resided continually in Wyoming for the past 12 months?<br>When did your <b>most recent period of continuous presence in Wyoming</b> begin?<br>Month _____ Year _____                                   | <input type="checkbox"/> | <input type="checkbox"/> |

Primary reason(s) for presence in Wyoming \_\_\_\_\_

4. Where did you attend high school?  
 \_\_\_\_\_  
School City State Graduation or GED Date

Yes No

5. Do you have previous ties to Wyoming?
Please explain and include appropriate supporting documents: \_\_\_\_\_

[ ] [ ]

6. Have you ever been a student at the University of Wyoming?
When did you first enroll? \_\_\_\_\_ Degree sought? \_\_\_\_\_
Date of most recent UW enrollment? \_\_\_\_\_
Were you classified as a: [ ] Resident [ ] Non-Resident [ ] 150%

[ ] [ ]

7. Did you attend another Wyoming institution during the past 12 months?
a. Which institution(s): \_\_\_\_\_
b. Tuition classification: [ ] Resident [ ] Non-Resident [ ] 150%

[ ] [ ]

8. Have you previously attended an out-of-state institution?
a. Name of most recently attended out-of-state institution \_\_\_\_\_
Dates attended: \_\_\_\_\_
b. Tuition classification: [ ] Resident [ ] Non-Resident [ ] 150%

[ ] [ ]

9. Are you currently a registered voter in Wyoming?
Please include a copy of your voter registration showing the date you registered.

[ ] [ ]

10. Do you have a current Wyoming driver's license? If yes:
a. When did you obtain your first Wyoming license? Month \_\_\_\_\_ Year \_\_\_\_\_

[ ] [ ]

Please include a copy of your present driver's license.

b. If you do not have a Wyoming driver's license, please explain:
\_\_\_\_\_

11. Do you own a motor vehicle(s)?
a. Date first licensed in Wyoming? \_\_\_\_\_

[ ] [ ]

Please include copies of your last two Wyoming vehicle registrations.

b. If you don't own a vehicle, but drive one in Wyoming, in what state is it licensed?
\_\_\_\_\_

If licensed in Wyoming, please include copies of the last two vehicle registrations.

12. Do you own a home or property in Wyoming?
a. Type and location \_\_\_\_\_
b. Purchase date \_\_\_\_\_

[ ] [ ]

Please include a copy of your property title or purchase contract.

13. If you rent or lease, how long have you resided there? \_\_\_\_\_

It is not necessary to provide a copy of a rental or lease agreement.

14. Do you own property outside the State of Wyoming?
Type and location? \_\_\_\_\_

[ ] [ ]

15. Have you been in the military service within the past 12 months?

[ ] [ ]

Include a copy of your military orders showing your home state of record.

**Financial information section**

1. What are your present sources of financial support?

Sources	Amount of support

2. Did you receive parental support during the past 12 months?       yes     No      What percent? \_\_\_\_\_  
 Did you receive any financial aid during the past 12 months?       yes     No      Amount? \_\_\_\_\_

3. List the years and states in which you filed a **state income tax** return during the past two years.  
 (Note: Wyoming does not have state income tax.)

State \_\_\_\_\_ Year \_\_\_\_\_ Address on form \_\_\_\_\_  
 State \_\_\_\_\_ Year \_\_\_\_\_ Address on form \_\_\_\_\_

**Please include a copy of the front page of the last return.**

4. List the address you used and occupation shown when you filed last year's federal income tax form.

Address	Occupation
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**Please include a copy of the first page of the tax return you filed last year.**

5. Have you been employed full- time (40 hrs. per week) in Wyoming for at least one continuous year?  Yes     No

6. List all employers for the past two years. Dates of employment (most recent first)

<i>Mo/Yr</i>	<i>Mo/Yr</i>	<i>Firm Name</i>	<i>Address</i>	<i>Hrs. per week</i>
	to			
	to			
	to			
	to			

**Please include a letter from your employer(s) on company letterhead with employment dates and how many hours a week were worked during the past year.**

7. Are you 100% self-supporting?       yes       No  
 If no, on whom do you rely for financial support? \_\_\_\_\_

8. Are you receiving financial assistance from any state other than Wyoming?       Yes       No  
 State \_\_\_\_\_ Amount \_\_\_\_\_ Type \_\_\_\_\_

# Personal statement of Petitioner

Please use this space to provide more information regarding the reason(s) you came to Wyoming, your situation and activities since arriving in Wyoming, and your intended plans after completing your UW education. Your statement may be typed or hand-written on a separate sheet of paper and attached to the petition along with your signature.

Certification: **Your signature must be notarized before the petition will be reviewed.**

I certify the information I have provided is accurate to the best of my knowledge. If circumstances change, which affect my fee status, I agree to notify the University of Wyoming Admissions Office.

Signature of Petitioner \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_

My commission expires: \_\_\_\_\_

*Notary Public*



**Form A – Emancipated Student**

**PARENT OR GUARDIAN STATEMENT FOR A STUDENT CLAIMING EMANCIPATION**

I (We) \_\_\_\_\_

the parent(s) or guardian(s) of \_\_\_\_\_

do entirely surrender the right to the care, custody, and earnings of \_\_\_\_\_

and I (we) have not supported or maintained said person since \_\_\_\_\_  
*Month Day Year*

Have you contributed to his or her support in any way?  Yes  No

Nature and amount of support \_\_\_\_\_

I (We) have not claimed the above person as an income tax exemption for the last tax year, nor will I (we) for subsequent years.

**ATTACHED IS A COPY OF THE FIRST PAGE OF MY (OUR) LAST INCOME TAX RETURNS.**

I (We) certify the information provided is accurate to the best of my (our) knowledge.

\_\_\_\_\_  
*Signature(s) of parent(s) or guardian(s)* *Date*

Subscribed and sworn to before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_

My commission expires: \_\_\_\_\_

*Notary Public*

If you are claiming emancipated student status, you may be required to provide additional supportive evidence. The Admissions Office will contact you if this is necessary.