

Residency Appeal Information

We recognize the residency process can seem overwhelming. These notes are meant to help you during the residency process. They include common misconceptions and helpful advice. If you have questions regarding your residency papers, please contact the Residency Officer, Jessica Kern, Chief Officer of Enrollment & Student Services at Jessica.kern@kctcs.edu or 606-759-7141 ext. 66271.

Before you apply:

- ✓ Know the tuition deadline. Filing a residency appeal does not count as payment.
- ✓ Please allow one week between filing and the tuition deadline, if the outcome of your appeal makes a difference in your enrollment. If you apply for residency within five (5) business days of the tuition deadline, you need to be aware that your appeal may not be reviewed prior to tuition being due and you are responsible for your full balance.
- ✓ **If you choose to stay in courses past the 100% refund deadline and your appeal is denied, this is not justification for a 100% refund from your courses.**
- ✓ To be considered for a change of status in a current term you must apply within the **first 30 days of the start of the semester**. Any request received after this date may be considered for future semesters/enrollment only.
- ✓ Please provide an email address and a phone number where you can be reached or have access to voicemail.

After you apply:

- ✓ **Pay your tuition by the tuition deadline.**
- ✓ If additional information is needed, the Residency Officer may contact you via phone or email. Please respond to any inquiries about your residency appeal within five (5) business days. If the Residency Officer does not hear from you this may be reason for automatic denial.
- ✓ You will be notified of the official decision.

Required Documentation:

Please select your current situation below. If you do not find one that describes your current situation, please speak with the Residency Officer for assistance. ***All bolded items are required.** The items not bolded are all strongly suggested. At minimum, Kentucky state taxes from the previous year are the suggested document that should accompany required items. Please understand the items listed are initial documents required, after review of your packet the Residency Officer may request more information.

A) Student is financially independent person **over** age 24:

- **Lease or deed to residence**
- **KY driver's license or state ID**
- **KY vehicle registration, if you have a car**
- **KY voter registration, if registered** <https://cdcbp.ky.gov/VICWeb/index.jsp>
- **Proof of having lived in KY for the last 12 months. If one of the documents above has a date older than 1 year, that is acceptable.**
- Letter from employer including dates of employment, position, salary and hours
- Proof of KY state income tax return for the preceding year with W-2 or 1099
- Proof of current pay stub as evidence of paying withholding taxes in Kentucky
- Proof of visa or immigration status, if applicable

- B) Student is financially independent person **under** age 24:
- **Lease or deed to residence**
 - **KY driver's license or state ID**
 - **KY vehicle registration, if you have a car**
 - **KY voter registration, if registered** <https://cdcbp.ky.gov/VICWeb/index.jsp>
 - **Proof of having lived in KY for the last 12 months. If one of the documents above has a date older than 1 year, that is acceptable.**
 - Letter from employer including employment dates, position, salary and hours
 - Proof of KY state income tax return for the preceding year with W-2 or 1099
 - Current federal tax, 1040 document
 - Proof of current pay stub as evidence of paying withholding taxes in Kentucky
 - Notarized letter from parents regarding financial support and/or previous year's income tax returns
 - Proof of visa status, if applicable
- C) Student is dependent on parent(s) who live in KY:
- **Birth Certificate**
 - **Parent(s) KY driver's license**
 - **Parent(s) KY car registration**
 - **Parent(s) KY voter registration** <https://cdcbp.ky.gov/VICWeb/index.jsp>
 - **Parent(s) lease or deed to residence**
 - **Proof of having lived in KY for the last 12 months. If one of the documents above has a date older than 1 year, that is acceptable.**
 - **Proof of payment of KY state income taxes or state financial support (like SNAP) where dependent listed**
 - Parent(s) letter of employment
 - Proof of visa status from parent(s) and student, if applicable
- D) Student is dependent on an independent spouse OR student and spouse both contribute to household support and are both financially independent of others:
- **Student & Spouse's KY driver's license**
 - **Student & Spouse's KY vehicle registration**
 - **Student & Spouse's KY voter registration** <https://cdcbp.ky.gov/VICWeb/index.jsp>
 - **Student & Spouse's lease or deed to residence**
 - **Marriage License**
 - **Proof of having lived in KY for the last 12 months. If one of the documents above has a date older than 1 year, that is acceptable.**
 - Proof of payment of KY state income taxes (current pay-stub, KY tax returns with W2, etc.)
 - Proof of visa status from spouse & applicant, if applicable

RESIDENCY QUESTIONNAIRE

We need information to determine your residency status. Please complete this form, along with supporting documents, and return it to Jessica Kern, Maysville Community and Technical College, Residency Officer, 1755 US Highway 68, Maysville, KY 41056.

Name _____ Student ID# _____

1. What term are you applying for? Fall Spring Summer

2. Are you 18 years of age or over and independent of parent or guardian? Yes No

3. How long have you continuously lived in Kentucky? _____

4. What is your citizenship status?
 USA Naturalized Alien (Temporary) Alien Permanent)
 If not a US Citizen, what is your VISA Type? _____

5. Did you graduate from a Kentucky high school? Yes No
 Name of Kentucky high school: _____
 Date of graduation from high school: _____

6. Have you attended any other college or university in the past three years? Yes No
 If you attended another college, university or private high school, please complete the following information about your residency status. If residency for tuition purposes is not applicable at an institution, please check "N/A".

College/University	Dates Attended	Resident	Non-resident	N/A

7. Are you currently active duty, stationed in Kentucky? Yes No
 Are you a discharged military member? Yes No Date: Month _____ Year _____
 Are you a dependent or spouse of active military personnel, stationed in Kentucky? Yes No Was
 Kentucky the state of residency at the time of induction? Yes No
 Did you or military member maintain Kentucky as legal residence while in service? Yes No

8. Please provide a full explanation of the reason(s) why you believe you should be a Kentucky resident for tuition purposes. (on back of this sheet)

9. You may be required to complete the long version of this form if further information is needed. You have 14 days to appeal the decision that is made on your residency status.

I certify that all information I have provided above is true to the best of my knowledge. I understand that if I provide false information, my residency status may remain as out-of-state at Maysville Community and Technical College.

Signature of Applicant _____
Date

OFFICE USE ONLY		
Decision: _____	Resident _____	Non-resident _____
		Affidavit Mailed _____
Approved by: _____		_____
Residency Officer		Date