

G.I. PROMISE ACT TUITION ADJUSTMENT FORM

Indicate the term for which you are requesting the Tuition Adjustment: Term _____ Year _____

This form must be submitted to Student Financial Services after you have been admitted to CSU and **30 days prior to the first day of the semester**. Veteran must be an honorable discharged Veteran on or before the first day of the semester and have a DD214. Failure to submit this form by the first day of classes may result in non-resident tuition classification for the semester without right to appeal. Complete this form only if the student is a non-resident student, have lived in Colorado less than 12 months prior to the first day of the semester and wish to claim Colorado as you're true and fixed permanent state of residence. If you will be enrolled in the DVM program you are not eligible for this adjustment.

Part I – Personal Information

Student's Name: Last First Middle Former Name

Address Street City State Zip

CSUID Date of Birth CSU E-mail () Daytime Phone Number

Graduated from a Colorado high school Yes No

If Yes, list high school and years you attended _____

U.S. Citizen U.S. Permanent Resident: Resident Alien No. A _____ Date Issued _____

Sponsor's Name: (if not student) Last First Middle Former Name

Address Street City State Zip

() Daytime Phone Number spouse parent (born to or legal adoption)
 Parent must provide copy of birth certificate E-mail
 Spouse must provide copy of marriage certificate

Part II – Physical Presence and Legal Ties to Colorado of Honorably Discharged U.S. Veteran

Complete the following questions for the Honorably Discharged U.S. Veteran and attach all requested documentation to support their Colorado domicile. All documentation must be in place prior to the first day of classes. Parent submitting this form for their student must provide a birth certificate or adoption documentation showing you are the legal parent.

1. Dates of physical presence in Colorado, from ____ - ____ - ____ to ____ - ____ - ____
mm dd yyyy mm dd yyyy

Provide copies of one of the following:

- Lease- including renter and landlord's signatures – addendums not needed
- Month-to-month Lease agreement, along with a notarized statement from the landlord stating the length of time you resided at that residence.
- Notarized letter from your landlord and a copy of your landlord's lease, warranty deed, or property tax statement. (If you resided with a friend or relative, that person would be considered your landlord.)
- Warranty Deed

2. Colorado state income tax, list last two years filed _____
Attach signed copies of your Colorado state income tax return or tax transcript for last year filed. Include CO 104 and 104 PN if filed as part-year resident.

3. Federal Income Tax Return(s), listed the last two years filed _____
Attach signed copies of your Federal 1040 income tax return or tax transcript for last year filed along with your W-2s.

4. State Income Tax return(s) in another state, list the last two years and state that were filed _____
Attach signed copies of your other state income tax return for the last year filed if it was in the last 12 months.

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- 5. Date of Colorado Driver's License student: _____ sponsor: _____
Attach a copy of both sponsor and student's State of Colorado Driver's License or state ID. (Enlarge size of ID when copying)
- 6. Date of Colorado Voter's Registration Card: _____
Attach a copy of your Colorado Voter's Registration Card or if your driver's license has the letter "Y" in the space next to the word voter, this will serve as a proof of voter's registration.
- 7. Date of Colorado Vehicle Registration: _____
Attach a copy of your Colorado Vehicle Registration. If you do not have a vehicle please list other forms of transportation: _____.
- 8. List all employment both Colorado and non-Colorado including National Guard, active duty military and Reserves for the past two years. **Attach documentation of employment, such as letters of employment verification or most recent pay statement for current employers.**

Employer in Colorado	From	To

- 9. When you enlisted in active duty military, did you enlist from Colorado? _____ If no, what state did you enlist from _____
- 10. Date of discharge: _____
Attach copy of DD214 member 4 showing honorable discharge.
- 11. Personal Statement - Please include a statement describing your reason for moving to Colorado and demonstrating your intent to create a true, fixed, and permanent home in Colorado. Include expected duration of your residency in Colorado, future employment plans, and plans after graduation. (If you need more room, attach an additional sheet of paper)

Part III – Student Certification

I understand and agree to the following conditions:

- This form must be completed and submitted to Office of Financial Aid 30 days prior to the first day of classes.
- This certification remains in effect for **one year** as long as I maintain continuous enrollment (not including summers) and as long as I **provide all necessary updated information as requested.** I understand that this exception is for one year and I will be classified as a non-resident if I do not submit the updated information.
- Return completed forms and supporting documents:
 - Scan and send to Office of Financial Aid secure document upload at: financialaid.colostate.edu, select "contact us" and "secure document upload."
 - Fax to: 970-491-5010 (enlarge copy of driver's license or state IDs when faxing)
 - Mail or deliver petition to: Office of Financial Aid
 Division of Enrollment and Access
 Centennial Hall, Campus Delivery 1065
 Colorado State University
 Fort Collins, Colorado 80523-1065
- Petitions received after the deadline date and/or incomplete petitions will not be accepted or reviewed for that term. **The result will be tuition assessed as a non-resident for that term.** Your tuition classification status remains unchanged until your form is approved and financial decisions should be made accordingly.
- Financial aid will be adjusted if you are granted resident based tuition. You will no longer be eligible for scholarships based on non-resident tuition.

Student Signature

Date

U.S. Veterans Signature (if not the student)

Date

HOW TO LOCATE RESIDENCY INFORMATION AND DOCUMENTATION

Voter Registration Certificate or Card: Larimer County Clerk & Recorder, 200 W. Oak, Fort Collins, 498-7820

Acceptable Documentation:

- Copy of voter registration card
- Certificate of voter registration
- Print a copy of the online verification: <http://www.sos.state.co.us/pubs/elections/electionInfo.html?menuheaders=5>

Federal Income Tax Returns: Internal Revenue Service, 1-800-908-9946

Acceptable Documentation:

- Signed photocopies of your Federal Income tax returns filed for the past two years or Verification of Non-filing letter for the last year.
- Contact the IRS office at 1-800-829-1040 for a tax transcript or Verification of Non-filing letter or request on line at <http://www.irs.gov/Individuals/Order-a-Transcript>, for the appropriate tax year(s).
- *Note:* Allow 30 calendar days to receive your copies.

Colorado State Income Tax Returns: Colorado Revenue Dept, 3030 S College, Fort Collins (970) 494-9805

Acceptable Documentation:

- A signed copy of your completed Colorado State income tax returns filed for the past two years.
Note: If you filed as a part year resident, please include the Colorado 104PN form.
- If you did not keep copies of your returns contact the Colorado Revenue Department for a tax liability form. (To request a copy online <https://www.colorado.gov/revenueonline/#1>)

Other State Returns: Contact the state revenue department of that particular state.

Acceptable Documentation:

- A signed copy of your complete state income tax returns filed for the past two years.
- If your state does not have state taxes please indicate on the petition.
Note: Allow up to six weeks to receive requested income tax returns.

Driver's License, State ID card, or Driver's History: Colorado Revenue Dept, 3030 S College, Fort Collins (970) 494-9806

Acceptable Documentation:

- Copy of your driver's license or driver's history record.
Note: If you have lost, replaced, or renewed your driver's license, please attach a copy of your driver's history record.

Vehicle Registration: Larimer County Clerk & Recorder, Court House, 200 W. Oak, Fort Collins 498-7878

Acceptable Documentation:

- Colorado vehicle registration for the past year. To obtain a copy of your registration contact the Motor Vehicle division for a copy of your registration showing the original date of your registration.

Residential Information:

Acceptable Documentation:

- A signed copy of your lease and or leases covering the 12-month period.
- Month-to-month Lease agreement, along with a notarized statement from the landlord stating the length of time you resided at that residence.
- No lease agreement: Please provide notarized statement from property owner stating the length of time you resided at that residence along with copy of the residence warranty deed or property tax statement.
- Living with roommate but not on lease: Please provide notarized statement from roommate along with copy of their lease.
- Living with parents: Provide copy of parents warranty deed or lease along with notarized letter from parents.
Note: **notarized letter** must include the following: date, address of the residence, date of continued presence of the tenant, and the identification of the writer of the letter; i.e. landlord, homeowner, roommate. All documentation must cover the 12-month waiting period: August to August for fall term; January to January for spring term; and June to June for the summer term.