

# SOLANO COMMUNITY COLLEGE DISTRICT

## STUDENT SERVICES PROCEDURES

### RESIDENCY DETERMINATION

Policy #5060

1. Each student must file a residency questionnaire upon admission or readmission to the College. Students that are public safety employees have the option of providing the address of their place of employment in lieu of their home address on the application for admission to the college.
2. Residency is determined based on guidelines outlined in the California Code of Regulations and the California Education Code by the Office of Admissions and Records.
3. Residency determination date: The residency determination date is the day immediately preceding the first day of instruction for any session during which the student proposes to attend.
4. Students must be notified of their residence determination within 14 calendar days of submission of application.
5. Students who have been classified as non-residents have the right to a review of their classification (Title 5, Section 54010(a)). Any student, following the final decision of residence classification by the Director of Admissions and Records, may make written appeal to the Executive Vice President of Academic and Student Affairs within 30 calendar days of notification of final decision by the college regarding classification. The Executive Vice President of Academic and Student Affairs will send a written determination to the student within 30 calendar days.
6. A student previously classified as a non-resident may be reclassified as of any residence determination date. Petitions for reclassification are reviewed by the Office of Admissions and Records.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census. Written documentation may be required of the student in support of the reclassification request. The Office of Admissions and Records will make a determination, based on the evidence and notify the student no later than 14 days of receipt of the petition for reclassification. Students have the right to appeal according to the procedures above.

7. The College may admit any non-citizen who is 18 years of age or a high school graduate. If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

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If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him or her to live permanently in the United States and she or he meets the California residency requirement, the student can be classified as a resident.

A student who is without lawful immigration status may be classified as a resident if he or she meets the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- the filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Governing Board Review: January 18, 2012