

**1 AP 5015 RESIDENCE DETERMINATION**

**2 References:**

3 Education Code, Sections 68000 et seq., 68130.5, 68074-68075.7, and 68086;  
4 Title 5, Sections 54000 et seq.  
5 38 U.S. Code Section 3679

**6 Residence Classification**

7 Residency classifications shall be made for each student at the time of each registration  
8 and whenever a student has not been in attendance for more than one semester.  
9 Residence classifications are to be made in accordance with the following provisions:

10     • A residence determination date is that day immediately preceding the opening day  
11       of instruction for any session during which the student proposes to attend.  
12     • Residence classification is the responsibility of the Admissions & Records Office.

13 Students will be notified of residence determination within 14 calendar days of submission  
14 of application.

15 A student seeking to enroll exclusively in career development and college preparation  
16 courses, and other courses for which no credit is given, shall not be subject to this  
17 residency classification requirement.

18 The District shall publish the residence determination date and summary of the rules and  
19 regulations governing residence determination and classification in the District catalog or  
20 addenda thereto.

**21 Rules Determining Residence**

22     • A student who has resided in the state for more than one year immediately  
23       preceding the residence determination date is a resident.  
24     • A student who has not resided in the state for more than one year immediately  
25       preceding the residence determination date is a nonresident.

26 The residence of each student enrolled in or applying for enrollment in any class or  
27 classes maintained by the District shall be determined in accordance with the Education  
28 Code, which states that every person has, in law, a residence. In determining the place  
29 of residence, the following rules are to be observed:

30     • Every person who is married or eighteen years of age or older, and under no legal  
31       prohibition to do so, may establish residence.  
32     • A person may have only one residence.

- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- A man or a woman may establish his/her/their residence. A woman's residence shall not be derivative from that of the woman's husband (Education Code 68062).
- The residence of the parent with whom an unmarried minor child maintains his/her/their place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her/their residence when both parents are deceased, and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a living parent cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

#### **Determination of Resident Status**

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled to resident classification until he/she/they has resided in the state the minimum time necessary to become a resident.
- A student who has not been an adult for more than one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence toward obtaining the one year of California residence.
- A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if such student meets any of the following requirements:
  - He/she/they holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.

- He/she/they holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
- He/she/they is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
- A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
- A student who is a full-time employee of the California State University, the University of California, or a California community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California, or a California community college, or of any state agency may be entitled to resident classification until the student has resided in the state the minimum time necessary to become a resident.
- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty and is in attendance at or has been admitted to the District shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her/their resident classification so long as he/she/they remains continuously enrolled in the District.
- A student who is a member of the armed forces of the United States stationed in this state, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his/her/their resident classification, so long as he/she/they remains continuously enrolled in the District.
- A veteran who was discharged or released from at least 90 days of active service commencing on or after July 1, 2015, and his/her/their dependents, regardless of the veteran's state of residence is entitled to resident classification.
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
- An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.
- A student who is a minor and resides with his/her/their parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence

121 determination date for the semester, quarter, or term for which the student  
122 proposes to attend.

- 123 • For students who are covered by the federal Veterans Access, Choice, and  
124 Accountability Act, see Administrative Procedure 5013 for further information.
- 125 • A student who is a Native American is entitled to resident classification for  
126 attendance at a community college if the student is also attending a school  
127 administered by the Bureau of Indian Affairs located within the community college  
128 district.
- 129 • A student who is a federal civil service employee and his/her/their natural or  
130 adopted dependent children are entitled to resident classification if the parent has  
131 moved to this state as a result of a military mission realignment action that involves  
132 the relocation of at least 100 employees. This classification shall continue until the  
133 student is entitled to be classified as a resident, so long as the student continuously  
134 attends an institution of public higher education.
- 135 • A student who resides in California and is 19 years of age or under at the time of  
136 enrollment, who is currently a dependent or ward of the state through California's  
137 child welfare system, or was served by California's child welfare system and is no  
138 longer being served either due to emancipation or aging out of the system, may be  
139 entitled to resident classification until he/she/they has resided in the state the  
140 minimum time necessary to become a resident.
- 141 • A student who lives with a parent who earns a livelihood primarily by performing  
142 agricultural labor for hire in California and other states, and the parent has  
143 performed such labor in this state for at least two months per year in each of the  
144 two preceding years, and the parent resides in this District and the parent of the  
145 student has claimed the student as a dependent on his/her/their state or federal  
146 personal income tax return if he/she/they has sufficient income to have personal  
147 income tax liability shall be entitled to resident classification.
- 148 • A student who demonstrates financial need, has a parent who has been deported  
149 or was permitted to depart voluntarily, moved abroad as a result of that deportation  
150 or voluntary departure, lived in California immediately before moving abroad,  
151 attended a public or private secondary school in the state for three or more years,  
152 and upon enrollment, will be in his/her/their first academic year as a matriculated  
153 student in California public higher education, will be living in California, and will file  
154 an affidavit with the District stating that he/she/they intends to establish residency  
155 in California as soon as possible.
- 156 • A student who has a special immigrant visa that has been granted status under  
157 Section 1244 of Public Law 110-181 or under Public Law 109-163, or is a refugee  
158 admitted to the United States under Section 1157 of Title 8 of the United States  
159 Code, and who, upon entering the United States, settled in California, shall be  
160 exempt from paying the nonresident tuition fee required by Education Code  
161 Section 76140 for the length of time he/she/they lives in this state up to the  
162 minimum time necessary to become a resident.
- 163 • Any Team USA student athlete who trains in the state in an elite level program  
164 approved by the United States Olympic and Paralympic Committee is entitled to  
165 resident classification for tuition and fee purposes until the athlete has resided in  
166 the state the minimum time necessary to become a resident.

167 **Right to Appeal**

168 Students who have been classified as nonresidents have the right to a review of their  
169 classification (Title 5 Section 54010 subdivision (a)). Any student, following a final  
170 decision of residence classification by the Admissions & Records Office, may make  
171 written appeal to the Vice President of Student Services within 30 calendar days of  
172 notification of the final decision by the District regarding classification.

173 **Appeal Procedure**

174 An appeal should be submitted to the Admissions & Records Office who must forward it  
175 to the Vice President of Student Services within five working days of receipt. Copies of  
176 the original application for admission, the residency questionnaire, and evidence or  
177 documentation provided by the student, with a cover statement indicating upon what basis  
178 the residence classification decision was made, must be forwarded with the appeal.

179 The Vice President of Student Services shall review all the records and have the right to  
180 request additional information from either the student or the Admissions & Records Office.

181 Within 30 calendar days of receipt, the Vice President of Student Services shall send a  
182 written determination to the student. The determination shall state specific facts on which  
183 the appeal decision was made.

184 **Reclassification**

185 A student previously classified as a nonresident may be reclassified as of any residence  
186 determination date. A residence determination date is that day immediately preceding  
187 the opening day of instruction for the semester or summer during which the student  
188 proposes to attend.

189 Residency Questionnaires must be completed for reclassification. Residency  
190 Questionnaires must be submitted to the Admissions & Records Office prior to the  
191 semester for which reclassification is to be effective. Extenuating circumstances may be  
192 considered in cases where a student failed to complete the Residency Questionnaire for  
193 reclassification prior to the residency determination date. In no case, however, may a  
194 student receive a nonresident tuition refund after the second week of the semester or  
195 after 10% of a session, whichever is less. Written documentation may be required of the  
196 student in support of the reclassification request.

197 A questionnaire to determine financial independence must be submitted with the petition  
198 for reclassification. Determination of financial independence is not required for students  
199 who were classified as nonresidents by the University of California, the California State  
200 University, or another community college district (Education Code Section 68044).

201 An applicant shall be considered financially independent for purposes of residence  
202 reclassification if he/she/they meets all of the following requirements:

- Has not and will not be claimed as an exemption or dependent for state and federal tax purposes by his/her/their parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the year the reclassification application is made;
- Has not and will not receive more than seven-hundred fifty dollars (\$750) per year in financial assistance from his/her/their parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification; and
- Has not lived and will not live for more than six weeks in the home of his/her/their parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5, Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident or (2) there is no evidence of the student's continuing residence in another state.

The Admissions & Records Office will make a determination based on the evidence and issue notice to the student not later than 14 days of receipt of the petition for reclassification.

Applicants/students have the right to appeal according to the procedures above.

## **Non-Citizens**

The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States without inspection at a designated port of entry and have not obtained a status under the immigration laws of the United States allowing them to establish domicile, with a visa that requires they have a residence outside of the United States, illegally or with any type of temporary visa, they will be classified as nonresidents and charged nonresident tuition unless they meet the exceptions contained below.

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/her/them to live permanently in the United States and he/she/they meets the California residency requirements, the applicant/student can be classified as a resident.

240 Any students who are U.S. citizens, permanent residents of the U.S., and foreign national  
241 persons who are not nonimmigrants (including those who are undocumented), may be  
242 exempt from paying nonresident tuition if they meet one of the following requirements:

- 243 • Total attendance of, or attainment of, credits earned while in California equivalent  
244 to three or more years of full-time attendance or attainment of credits at any of the  
245 following: (a) California high schools; (b) California high schools established by  
246 the State Board of Education; (c) California adult schools established by either a  
247 county office of education, unified or high school district, or The Department of  
248 Corrections and Rehabilitation; (d) campuses of the California community  
249 colleges; or (e) a combination thereof; or
- 250 • Three or more years of full-time high school coursework in California, and a total  
251 of three or more years of attendance in California elementary schools, or a  
252 combination of California elementary and secondary schools.

253 Additionally, the following requirements must be met:

- 254 • graduation from a California high school or attainment of the equivalent thereof; or  
255 completed an associate degree from a California Community College; or  
256 completed the minimum requirements at a California Community College, or fulfill  
257 the minimum transfer requirements established for the University of California or  
258 the California State University for students transferring from a campus of the  
259 California Community Colleges;
- 260 • registration or enrollment in a course offered by the District for any term  
261 commencing on or after January 1, 2002;
- 262 • Filing a California Nonresident Tuition Exemption Request form with the District or  
263 in the case of students applying for state-based financial aid, by filing a California  
264 Dream Act Application (CADAA) with the California Student Aid Commission  
265 verifying eligibility for this nonresident tuition exemption; and
- 266 • in the case of an undocumented person, the filing of an affidavit that the student  
267 has filed an application to legalize his/her/their immigration status or will file an  
268 application as soon as he/she/they is eligible to do so.

269 Documents and information obtained in implementing this exemption are confidential.

270 The initial residency classification will be made at the time the student applies for  
271 admission. Students may file residency questionnaires through the third week of the  
272 semester to request a review of their residency status. Final residency determination is  
273 made by the Admissions & Records Office. Students may appeal the decision.

274 Office of Primary Responsibility: Vice President, Student Services

275 See also AP 5020 titled Nonresident Tuition and AP 5030 titled Fees.

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