



AP 5015 Residence Determination

References:

OAR 589-002-0200

Residence Classification

Residence classifications are to be made in accordance with the following provisions:

- Residence classification is the responsibility of **Student Services**.
- Residency classification is determined at the time of admission or registration based on the address provided by the student.

Clatsop Community College applies three residency categories for tuition purposes:

- **In-State Resident:**
A student whose permanent address is located within the State of Oregon.
- **Border State Resident:**
A student whose permanent address is located in one of the bordering states: Washington, California, Idaho, or Nevada.
- **Out-of-State Resident:**
A student whose permanent address is located in any other U.S. state or outside the United States.

Residency classification determines the tuition rate that will be charged for each term of enrollment.

Active-Duty Military

Students who are active-duty members of the military and their dependents shall be charged in-state tuition rates, regardless of their state of residence.

Veterans and Eligible Dependents

In compliance with ORS 341.606 and applicable federal laws, Clatsop Community College shall charge in-state tuition rates to the following students regardless of their state of residence:

- Veterans and their eligible dependents using education benefits.

Veterans and dependents must provide documentation of eligibility, such as a Certificate of Eligibility (COE) or equivalent confirmation from the U.S. Department of Veterans Affairs. Once the School Certifying Official (SCO) receives a request for certification, and COE, if the eligible Veteran or dependent is not already paying the in-state tuition rate, the SCO will manually change their rate and request that the Business Office rerun billing to update the students schedule bill.

Clatsop Community College shall publish a summary of the rules and regulations governing residence determination and classification in the Clatsop Community College catalog or addenda thereto.

Rules Determining Residence

- Residency is established by the **student's permanent address** as listed on the admissions application or registration record.
- Students are responsible for ensuring the accuracy of their address information and for promptly updating any changes through the College's student information system or Admissions Office.
- In cases where the address is incomplete, inconsistent, or in dispute, the College may request additional documentation (e.g., a driver's license, lease, or utility bill) to verify residency.

Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification. Any student, following a final decision of residence classification by the Lead Student Services Officer may make written appeal to the Lead Academic Officer within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure

The appeal is to be submitted to the Lead Academic Officer which must forward it to the Lead Student Services Officer within 30 working days of receipt. Copies of the original application for admission, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Lead Academic Officer shall review all the records and have the right to request additional information from either the student or the Admissions Office.

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

Reclassification

Students who believe they have been incorrectly classified may request a residency review through the Student Services Office. Reclassification requests are to be submitted to the Student Services Office. Reclassification requests must be submitted prior to the start of the term for which reclassification is to be effective. Any change to residency status will take effect for the **next academic term** after the change is processed. Extenuating circumstances may be considered in cases where a student failed to request 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 Lead Student Services Officer will make a determination based on the evidence and notify the student not later than 30 days of receipt of the petition for reclassification.

The decision of the Lead Student Services Officer is final for the current term but may be appealed for subsequent terms if new information is provided.

Non-Citizens

Clatsop Community College will admit any non-citizen who is 18 years of age or a high school graduate or equivalent.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Lead Student Services Officer. Students may appeal the decision.

NEW PROCEDURE OCTOBER 2025

Provided by OCCA in October, 2025 Legal Update

Policies and Procedures Committee Approved: 12/9/2025

President Approved: 12/9/2025