



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Enrollment Services

Dear Applicant:

Date: \_\_\_\_\_

Thank you for your interest in the Community College of Rhode Island. Recently you submitted an Application for Enrollment to our institution. Since we were unable to determine from your application that you have been a resident of Rhode Island for at least one year, we assessed your tuition at the out-of-state rate. If, however, you submit proof of one year Rhode Island residency as a dependent or independent student, we will adjust your tuition to reflect the in-state rate the following term. For the purpose of determining in-state and out-of-state classifications, the word 'residency' shall mean domicile: the legal, documented, true and permanent home and place of habitation. For the unemancipated (dependent) student, the domicile will be that of the parents and/or guardians. For the emancipated (independent) student, the domicile will be that of the student.

For proof of residency, the term **independent student** refers to a student who has reached the age of 18 years and whose parents or guardians: have entirely surrendered the right to the care and custody and earnings of such student; have not claimed the student as a dependent for tax purposes for two years; do not provide regular financial assistance to the student; and whose income was not taken into account by any agency furnishing financial education assistance to the student including scholarships, loans or otherwise. If any of these areas are not met, the student will be considered a **dependent student**.

If you are claiming recognition as an **independent student (emancipated)**, please provide the following:

- A photocopy of your Federal Income Tax Return, or proof of support listing your address, for the last two years.
- A current rental lease and leases (or utility bills) covering your residency at the address listed on your **CCRI Application for Enrollment** showing one year of occupancy. If formal leases are unavailable, a notarized statement from the landlord detailing dates and remittances may be substituted.
- Your Rhode Island driver's license with an issue date that is at least one year prior to the first day of classes and vehicle registration.
- *If you are under 24 years of age*, A photocopy of your parents' Federal Income Tax Return for the last two years or a notarized statement from your parents stating that you were not claimed as a dependent on their Federal Income Tax Return for the last two years and they have no intention of such claim in the future.

If you are claiming recognition as a **dependent student (unemancipated)**, please provide the following:

- A certified photocopy of your parents' latest R.I. state income tax return.
- Page 1 of your parents' federal income tax return for the most recent year, including parent's signature.
- Your parents' current rental lease (or utility bills) or evidence of property ownership indicating residency at the address listed on your **CCRI Application for Enrollment** showing one year of occupancy.
- Both parents' R.I. driver's licenses with issue dates that are at least one year prior to the first day of classes and vehicle registrations.

Please complete all four sections of the residency form on the back of this letter and sign and date the form. Please submit your residency documentation to the Office of Enrollment Services.

Sincerely,

John P. Panzica  
Assistant Dean of Enrollment Services

