

## Change of Residency Status Form

Technical College of the Lowcountry is required by state law to determine the legal resident status of applicants and students for the purpose of tuition and fees. The initial determination of residency is made at the time that an admission application is submitted to the college. The determination made at that time, and any determination thereafter, prevails for each semester unless the person's situation changes and they request a change in residency.

To apply for a change in resident classification, complete this form and provide supporting documentation at least 3 business days prior to the first day of classes. The change of residency is not retroactive and never results in a refund. The burden of proof is the responsibility of the person applying for a change of resident classification and those persons must show required evidence to document the change in resident status.

**\*\*Note:** Students who falsify information regarding their state of permanent residence will be charged the appropriate tuition rate for each term attended and may incur additional financial penalties. \*\*

### South Carolina REQUIREMENTS:

The following documents are required for residency reclassification. These items **MUST** show a twelve-month residency period before the first day of the term. If you are under the age of 25 and a dependent, the documentation must come from the individual(s) who provide more than 50% of your financial support.

1. Ownership of a principle residence (i.e. Mortgage agreement showing date South Carolina domicile was claimed) or a Valid Rental/Lease agreement (copy from apartment manager's or rental office).
2. A valid South Carolina driver's license, Learner's permit or if a non-driver, a South Carolina Identification Card
3. Valid U.S. Citizenship or legal presence (U.S. Passport, U.S. Birth Certificate, Permanent Resident Card, Certificate of Naturalization).

The documents above must be accompanied by 1 or more of the following:

1. A valid South Carolina Vehicle Registration Card for all vehicles registered in your name.
2. SC Tax return from previous year as a full-time resident.
3. Proof of full-time employment in SC (Letter on company letterhead that states full-time employment and date of hire.)

### Georgia (Chatham/Effingham County) REQUIREMENTS:

1. The same documentation required above may be submitted as it pertains to Chatham or Effingham county Georgia.

### Please complete the following:

Name of Applicant \_\_\_\_\_ Student ID: \_\_\_\_\_

First date of present stay in South Carolina (MM/DD/YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

In what South Carolina County do you reside? \_\_\_\_\_

Date present stay in that county began (MM/DD/YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Do you have a South Carolina Driver's License, Learner's Permit, or SC State ID? Yes No

Issue Date (MM/DD/YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I have read and understand the information provided for Residency Certification Change. I will comply and adhere to all governing rules. I certify that all the information given is true and accurate. I understand that if I provide erroneous information in an attempt to evade payment of out-of-county/out-of-state/international student fees, I will be charged a penalty and charged retroactively the difference between what I paid and what I should have paid. I also understand that I may be subject to administrative, civil, and financial penalties.

Signature: \_\_\_\_\_

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