



Bucks County Community College

275 Swamp Road
Newtown, PA 18940-4106
(215) 968-8100 Phone
(215) 968-8110 FAX

Office of Admissions, Records, and Registration

Student Number: _____

Student Name: _____ LAST FIRST M.

RESIDENCY CHECKLIST

(See reverse side for residency requirements)

All applicants for admission and enrolled students are legally bound to certify the County and State of their legal residency and are obligated to the college for the established tuition and fees.

In order for a student to be classified as a Bucks County resident for a given semester, the classification must be received by the Office of Enrollment Services no later than the end of the third week of that semester.

List A

(must provide at least one)

List B

(must provide at least one)

- Deed, Lease, Mortgage Statement or Rent Receipts
Personal or Real Estate Tax Receipts
Alien Registration Receipt Card or Refugee Card (Non-US Citizens Only)
Verification letter (on company letterhead) from an employer indicating the address on record with the employer is in Bucks County
Vehicle Operator's License/State Issued Photo ID Card
Vehicle Registration
Voter Registration Certificate
Bank Statement

CERTIFICATION OF DOMICILE

I certify that my domicile listed below is the place where I intend to and do, in fact, permanently reside.

Address: _____
NUMBER STREET
APARTMENT/UNIT
CITY STATE ZIP

Phone Number: _____ cell home

I fully understand that the College may require some or all of these items as well as additional proof of convincing evidence of residency to determine if domicile in Bucks County exists.

I realize that any false statement concerning residency or domicile could result in a violation of the Code of Conduct leading to my permanent separation from the College.

Student Signature _____ Date ____/____/____

OFFICE USE ONLY:

Approve More Documentation Deny-1 yr in PA not met
County Code: _____ Date Processed: ____/____/____
VP, Technology and Innovation

AN EXPLANATION ON LEGAL RESIDENCY FOR TUITION REQUIREMENTS AT BUCKS
COUNTY COMMUNITY COLLEGE

All applicants for admission and enrolled students are legally bound to certify the County and State of their legal residency and are obligated to the college for the established tuition and fees.

Ownership of property or a business in Bucks County while not actually residing in Bucks County does **not** qualify a person to attend the college as a Bucks County resident.

A student in attendance under Foreign Student classification requiring an I-20 Form for student visa purposes **cannot** be classified as a legal resident of Pennsylvania.

The following statements are taken from the State Code on Commonwealth residency:
(Paragraph 35.29b)

- a) Domicile is the place where one intends to and does, in fact, permanently reside. In order to establish Commonwealth residency, the following presumptions shall be considered along with documentary evidence or statements from disinterested persons, or both:
 - 1) **Continuous residence in this Commonwealth for a period of 12 months prior to registration as a student.** A student may rebut this presumption by convincing evidence.
 - 2) A non-citizen shall have taken formal action toward becoming a citizen or shall have been admitted to the United States on an Immigrant Visa.
 - 3) A minor, under the age of 18, shall be presumed to have the domicile of parents or guardian. A minor may prove emancipation and independent domicile through convincing evidence.
 - 4) A United States government employee or a member of the armed forces who was domiciled in this Commonwealth immediately preceding entry into government service, and who continuously maintained legal residence in this Commonwealth, shall be presumed to have domicile. Others in government service may, by convincing evidence, establish domicile.
- b) Domicile may not be established for a student receiving a scholarship or grant dependent upon domicile from another state.
- c) Examples of factors which may provide convincing evidence include the following:
 - 1) Lease or purchase of a permanent independent residence.
 - 2) Payment of appropriate State and local taxes. Special attention shall be given to payment of Commonwealth taxes on income earned during periods of temporary absence from this Commonwealth.
 - 3) Transfer of bank accounts, stock, automobile and other registered property to this Commonwealth.
 - 4) Pennsylvania driver's license.
 - 5) Agreement for permanent full-time employment in this Commonwealth.
 - 6) Membership in Commonwealth social, civic, political, athletic and religious organizations.
 - 7) Registration to vote in this Commonwealth.
 - 8) Statement of intention to reside indefinitely in this Commonwealth.
 - 9) Statement from the parents or guardian of a minor setting forth facts to establish the financial independence and separate residence of the minor.

If a student believes he has been erroneously classified as a non-resident, or if the above criteria have been met after a period of attendance, a request for reclassification of the resident status may be made with the registrar of the College. Acceptable evidence must be presented for consideration.