**TITLE:** RESIDENCY POLICY

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS:** February 8, 2011; April 23, 2002

 LCCC adheres to the Pennsylvania State Code (35.29b) on residency, which defines domicile as “the place where one intends to and does, in fact, permanently reside.” Students are charged tuition on the basis of their residency at the time they register for classes. Students must be residents of Pennsylvania for a continuous 12-month period in order to receive in-state tuition rates. Fees are assessed separately.

A student’s residence is determined based on the information provided on the application for admission or readmission or on convincing evidence submitted to the Admissions Office. Convincing evidence of residency includes the following:

* Pennsylvania driver’s license.
* Lease or purchase of a permanent independent residence.
* 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.
* Transfer of bank accounts, stock, automobile and other registered property

 to this Commonwealth.

* Agreement for permanent full-time employment in this Commonwealth.
* Membership in Commonwealth social, civic, political, athletic and religious organizations.
* Registration to vote in this Commonwealth.
* Statement of intention to reside indefinitely in this Commonwealth.
* Statement from the parents or guardian of a minor setting forth facts to

establish the financial independence and separate residence of the minor.

Cases shall be decided on the basis of facts submitted, with qualitative rather than quantitative emphasis. No given number of factors may be required for domicile, since the determination in each case is one of the subjective intention of the student to reside indefinitely in this Commonwealth and/or in Luzerne County.

 Residents of Luzerne County will be charged the in-county tuition rate for courses taken at the main campus in Luzerne County and all off-campus sites with the exception of specialized courses. Student residents of Pennsylvania enrolled in distance education courses will be charged the in-county rate. Residents of Pennsylvania counties other than Luzerne County will be charged the out-of-county tuition for courses taken at the main campus and all off-campus sites in Luzerne County. Students who reside in school districts within Luzerne County will be charged tuition based on in-county rates. In-county tuition may be charged to residents of Pennsylvania counties other than Luzerne County for courses taken at off-campus sites when those counties have entered into appropriate agreements with Luzerne County Community College approved by the Board of Trustees.

 Students who are not residents of Pennsylvania, including those who are enrolled in distance education courses, will pay out-of-state tuition. International students are considered out-of-state residents throughout their enrollment at the College. Permanent residents, refugees and asylum status are considered residents of the United States domicile in which they are living.

 A minor under the age of 18 shall be presumed to have the domicile of parents or guardian. A minor may provide emancipation and independent domicile through convincing evidence.

####  It is the responsibility of the student to notify the Admissions Office of any changes in residency by completing a Change of Address form and providing proof of residency for the new address. Once a student has registered for classes, residency will not be changed throughout the course of the student’s continuous enrollment with LCCC unless and until the College receives notification that the student’s permanent residency has changed. (A student is considered to be continuously enrolled when he/she enrolls for the major semesters [Fall and Spring] of each year subsequent to his/her initial enrollment without interruption.) Changes in residency for out-of-county, Pennsylvania resident students will be reflected in the student’s tuition for the subsequent semester for which he/she enrolls. Changes in residency for an out-of-state student will be reflected in the student’s tuition for the subsequent semester for which he/she enrolls after the College verifies that he/she has been a resident of Pennsylvania for a continuous 12-month period. Pennsylvania State Code (Chapter 35 {35.29b}) requires an out-of-state student to be a resident of the Commonwealth for twelve (12) months prior to registration in order to meet residency requirements for in-state tuition.

 The College reserves the right to request additional information on a student’s residence at any time there is reason to suspect that the student’s address is incorrect. Any false statements or records concerning residency may result in additional tuition charges and disciplinary action.