

RESIDENCY PETITION FOR CHANGE OF BILLING STATUS

Directions: In order to be considered for a change in billing status complete all items on the petition and submit along with acceptable documentation within the term for which you are applying. **REQUESTS WILL ONLY BE CONSIDERED FOR CURRENT OR FUTURE TERMS.**

- **If you the student support yourself**, provide a minimum of two of the documents listed below in your name, at current resident address and dated three months prior to the start of the semester you are applying for.
- **If for the most recent 12 months, another person(s) has provided one-half or more of your financial support**, provide a minimum of two documents listed below in your supporter's name, showing current resident address and dated three months prior to the start of the semester you are applying for. **In addition**, you will need to provide one document from the list below in your name showing your current resident address and dated three months prior to the start of the semester in addition to the two documents from your supporter. The supporter must also complete the information requested in Section B.

For example: Spring 2014 semester starts January 22, 2014, documents must be dated before October 22, 2013.

Acceptable Documents (minimum two required-see above for details):

- | | |
|--|---|
| <input type="checkbox"/> Maryland Driver's License | <input type="checkbox"/> Maryland Income Tax Return (not U.S.) |
| <input type="checkbox"/> Voter Registration Card | <input type="checkbox"/> Utility Bill: gas, electric, water, phone, cable, etc. |
| <input type="checkbox"/> Copy of Deed of Trust or Signed Lease | <input type="checkbox"/> Vehicle Registration Card |
| <input type="checkbox"/> Maryland Withholding Form – MW 507 (not U.S. W-2) | |

The college reserves the right to request additional information and documentation as necessary.

Active Duty Military Personnel Only:

Complete this form with a copy of your military ID (also dependent ID, if spouse or child), copy of orders, and a copy of housing assignment, lease, deed or utility bill showing your resident address.

Honorably Discharged Veterans Only:

Complete this form with a copy of your DD-214 and one of the acceptable documents listed above in your name and showing your resident address. If your DD-214 is already on file, please indicate that at the top of this form.

SECTION A – TO BE COMPLETED BY STUDENT Term _____ Year _____

1. Student Name _____ AACC ID# _____
2. Are you a US citizen? Yes No → If no, are you a permanent resident? Yes (Bring green card with you) No
3. Home Address _____ City, State, Zip _____
County _____ Day Phone: _____ Evening: _____
4. Dates of occupancy at above address _____ Own Rent
5. Previous Address _____ City, State, Zip _____
How long did you live at this address? _____
6. Are you registered to vote? No Yes → County and State: _____
7. Do you possess a valid driver's license? No Yes → _____
State issued County Date issued
8. Do you own a motor vehicle? No Yes → _____
State issued County Date issued

9. Do you have the use of another person's motor vehicle? No Yes*

* If yes, provide name _____ Relationship to student _____

10. Are you paying Maryland income tax for this year on all earned income? No Yes*

* If yes, which county? _____

11. List where you have filed income tax returns for the past two (2) years.

2012 State _____ County _____

2013 State _____ County _____

12. If employed, is Maryland income tax currently being withheld? No Yes*

* If yes, which county? _____

13. For the most recent 12 months, has another person(s) provided one-half or more of your financial support? No Yes*

* If the answer to question 13 is "Yes", SECTION B (next page) **must** be completed by your supporter.

Additional information : _____

The college reserves the right to request additional information and documentation if necessary.

I certify that the information contained herein is correct to the best of my knowledge.

Signature of Student (required)

Date

OFFICE USE ONLY

ACCEPTABLE DOCUMENTS:

1. _____ MD driver's license
2. _____ MD income tax return (not U.S.)
3. _____ Voter registration card
4. _____ Vehicle registration
5. _____ Utility bill showing home address
6. _____ Copy of deed of trust or signed lease
7. _____ MD withholding form – MW 507 (not U.S. W-2)

VETERANS:

1. _____ DD 214
2. _____ One of the Acceptable Documents

MILITARY:

1. _____ Military ID (also Dependent ID, if spouse or child)
2. _____ Copy of orders
3. _____ Copy of housing assignment, lease, deed, or utility bill showing resident address

DECISION

In-County Out-of-County Out-of-State Term & Year _____

Signature of Registrar

Date

SECTION B – TO BE COMPLETED BY SUPPORTER IF ANSWER TO QUESTION 13 IN STUDENT SECTION A IS “YES”

1. Name of Supporter _____ Relationship to Student _____

2. Are you a US citizen? Yes No → If no, are you a permanent resident? Yes (Bring green card with you) No

3. Supporter's Address _____ City, State, Zip _____

County _____ Day Phone: _____ Evening: _____

4. Dates of occupancy at above address _____ Own Rent

5. Previous Address _____ City, State, Zip _____

How long did you live at this address? _____

6. Are you registered to vote? No Yes → County and State: _____

7. Do you possess a valid driver's license? No Yes → _____
State issued County Date issued

8. Do you own a motor vehicle? No Yes → _____
State issued County Date issued

9. Do you have the use of another person's motor vehicle? No Yes*

* If yes, provide name _____ Relationship to student _____

10. Are you paying Maryland income tax for this year on all earned income? No Yes*

* If yes, which county? _____

11. List where you have filed income tax returns for the past two (2) years.

2012 State _____ County _____

2013 State _____ County _____

12. If employed, is Maryland income tax currently being withheld? No Yes*

* If yes, which county? _____

Additional Information: _____

The college reserves the right to request additional information and documentation if necessary.

I certify that I have supported the above-named student for the most recent 12 months and that the information contained herein is correct to the best of my knowledge.

Signature of Supporter

Date