



Application for Reclassification

To establish that a student meets qualifications to be considered a permanent or temporary residency for tuition and billing purposes. (Related Policy: Resident and Non-Resident Classification, found in the 2019-2020 catalog)

Student's Name: _____ Lola Number: _____
Email Address: _____ Phone Number: _____

To be classified as a Louisiana resident for tuition purposes you must qualify for one of the following:

*Mark the box that you believe qualifies you as a Louisiana resident and submit the requested documentation in that box.

Live with my parents, who are employed and live in Louisiana. (The following documentation must be provided for Proof of Residency: Copy of parents' Louisiana Income Tax and a copy of a lease, bill of sale, homestead exemption, or mortgage information.)

Parent is a graduate of RPCC. (Student must provide a copy of his/her birth certificate.)

Name of parent who graduated from RPCC: _____ Maiden or Legal Name:

Semester/Year: _____ Social Security Number: _____

Currently stationed in Louisiana as a member of the armed forces. Dependents will also qualify as Louisiana residents. (The following documentation must be provided for Proof of Residency: Letter from Unit Commander OR copy of order papers. For dependents, please also provide a copy of Federal tax from previous year listing student as a dependent.)

Lived and employed in Louisiana for twelve consecutive months and have not been enrolled in any educational institution for more than six hours per semester. (The following documentation must be provided for Proof of Residency: Copy of Louisiana Income Tax from previous year OR letter from employer and a copy of lease, homestead exemption or mortgage information. Other information that may be provided is a copy of Louisiana Driver's License or Voter Registration card.)

Louisiana resident prior to entering the armed forces and returned to Louisiana within three years after being discharged.

Dependents will also qualify as Louisiana residents. (The following documentation must be provided for Proof of Residency: Copy of DD 214 OR letter from Unit Commander. For dependents, please also provide a copy of Federal tax from previous year listing student as a dependent.)

Married to a Louisiana resident. (The following documentation must be provided for Proof of Residency: Copy of marriage certificate, copy of spouse's Louisiana Income Tax from previous year OR letter from spouse's employer and a copy of lease, homestead exemption or mortgage information.)

Previously Earned an Associate's Degree at RPCC

The residency of a student will not be determined until sufficient documentation has been provided.

Routing Instructions

Completed forms and documnetation can be either:

1. Printed and delivered to the Student Services Office at the Gonzales, Reserve or Westside Campus; or
2. Emailed to studentservices@rpcc.edu

Processed by: _____ Processed date: _____

Date Student Notified: _____