

B-S-ADMIN Processed by: _____ Date: _____ Scanned by: _____ Date: _____

Tuition Change Request Form

Student ID: _____

Phone: _____

Name: _____

Date of Birth: _____

NWACC determines a student’s legal residency for tuition at time of admissions to the College. To demonstrate residency, student must present documents to the student records office. All documents must display:

- Students Name
- Students Physical Address (not PO Box) with a date six (6) months prior to the first day of class

The following documents may be used to furnish proof of residency:

- Current AR Driver’s license
- Personal Property Tax Assessment with current legal residence listed
- Bona Fide rental property lease agreement
 - Lease agreement between individuals must be notarized, dorm/residence hall lease agreements do not qualify
- Real estate contract with current legal residence listed
- Vehicle Registration
- PO Box Rental receipt with verified physical address and date of rental
- Letter from county clerk with date registered to vote and physical address
- Completed and signed “Employer Residency Verification” form, available at student records office (or certified letter from employer covering same information)
- Student may be asked to present additional documentation

NEW LEGAL RESIDENCY ADDRESS

Street

City State Zip Code

Student Signature: _____

Date: _____

(Proof of identification must be provided at time of submission.)

This form must be completed and turned in, by the student, in person, at the Enrollment Support Center located on the 2nd floor of the Student Center or at the Washington County Center.