Residency Appeal Process

If you believe that the initial residency decision is in error, you may submit **A Petition for Change of Residency Status Form** to the Department of Admissions. The Petition form and supporting documentation can be dropped off in person at any campus location or emailed to the Residency Official at nealas@cctech.edu.

The Petition for Change of Residency Status Form and supporting documents must be submitted before the first day of 16-week classes for the Fall and Spring semesters and 10-week classes for the Summer semester.

If the petition is received after the above deadline and the change is approved, the change will be effective the following semester.

The change of residency is not retroactive.

The Petition form and supporting documentation will be reviewed, and the decision of your request will be sent to your college email account within three business days.

During the review process, you may be asked to provide additional information to make a clear determination. Any delays in providing additional information will delay a final decision.

If your request for a change of residency status is denied, you have the opportunity to appeal in writing to the Vice President for Student Affairs.

> The letter must include a summary of the student's situation and a statement that specifies the residency provision under which the person feels he/she qualifies to pay in-state tuition. The Residency Official will then schedule a meeting with the Vice President to hear the appeal. Any decision resulting from the meeting is final.

The Vice President is bound by the same laws and regulations as the Residency Official.

For more information about South Carolina residency regulations, access the SC Commission on Higher Education (CHE) Residency Regulations at https://che.sc.gov/sc-residency-information.

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