

# COLLEGE of CHARLESTON

## OFFICIAL POLICY

11.4.3.11

**Proof of Residency**

2/16/16

### **Policy**

Used to determine student eligibility for in- state tuition fees. Information includes copies of the following drivers' licenses, voter registration cards, vehicle registration cards, income tax returns, notarized affidavits from parents and students, investment account records bank statements, deeds, trust fund information, and property leases.

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### **Policy Manager and Responsible Department or Office**

Business Affairs, Treasurers Office, Legal Residency Office

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### **Purpose/Reason for the Policy**

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### **Departments/Offices Affected by the Policy**

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**Procedures Related to the Policy**

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**Related Policies, Documents or Forms**

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<b>Issue Date:10/1/2004</b> <b>Date of Policy Revision:2/16/2016</b>
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<b>Next Review Date:10/16/2020</b>
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**POLICY APPROVAL**

**(For use by the Office of the Board of Trustees or the Office of the President)**

Policy Number: 11.4.3.11

President or  
Chairman, Board of Trustees



Date: 2/16/16