



## Address Change Form

If you have changed your address please fill out the information requested below and deliver the form to the Office of Admissions and Registration at any campus.

**Changing your address does not automatically change your residency status.** Supporting documentation must be provided to the Office of Admissions and Registration for reclassification based on the WCJC residency requirements.

Student Information		
WCJC Student ID	Last Name (Current Full Legal)	First Name
New Physical Address		
Street	City	State/Zip Code
New Permanent Mailing Address		
Street	City	State/Zip Code
New Telephone Number		New Email

- If you were ever employed by Wharton County Junior College, changes to your address and phone number can be made in Human Resources in the Administration Building, Room A-206, or by emailing HR@wcjc.edu. Human Resources will send you a new W-4 to complete where you can reflect the changes.
- If your address change affects your residency status, please read the Proof of Residency below.

### Residency Information and Requirements\* (New Students)

Students are classified as Texas residents or non-Texas residents for the purpose of assessing matriculation and tuition fees. Texas residents must be further classified as either in-district or out-of-district residents.

**Texas Resident** In general, an adult who has resided continuously within the State of Texas **for twelve months prior to his original registration**, or if a minor, one whose parent(s) or legal guardian meets this qualification. This classification is defined by the State Auditor's Office and must be adhered to by the college.

**Non-Resident** A student who does not qualify as a Texas resident.

**In-District Resident** In general, an adult who as a Texas resident has resided continuously within, and paid property taxes to, the Wharton County Junior College District (Wharton County and the Needville Independent School District) **for six months prior to his original registration**, or if a minor, one whose parent(s) or legal guardian meets this qualification. Occasionally, in fringe areas, the question of residency will have to be determined by whether or not WCJC taxes are paid on ones home.

**Out-of-District Resident** A Texas resident who does not qualify as an in-district resident.

### Reclassification Based on Additional or Changed Information

Students may request reclassification by providing the institution with supporting documentation as described in the Revised Chart III, which is incorporated into the Texas Administrative Code, Rule 21.25.

\*See the College Website page on Residency for additional information and providing documentation for residency.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Processed by (OAR STAFF) \_\_\_\_\_

Term Code: \_\_\_\_\_