

Instructions (please read carefully):

Students who have been identified as Out of Province Canadian students for the purposes of tuition fee assessment, but are eligible to claim Ontario residency can utilize this form to request their eligibility to be reviewed.

Note – only Ontario residents are exempt from Out of Province tuition fees.

Please carefully read this entire document and provide all requested information. Your request will be reviewed and the Registrar’s Office will contact you to obtain the necessary supporting documentation via your Carleton email (CMail) account.

To be a resident of Ontario, a student is required to live in Ontario for a 12-month consecutive period without attending post-secondary studies (college or university). Residency can also be based on a parent’s or spouse’s residential history where the parent/spouse did not attend college or university.

By submitting this form, you are representing to Carleton University that:

- You have the consent of your parents and/or spouse (as applicable) to provide their personal information in this form;
- You understand that decisions made by the Registrar’s office with respect to your eligibility review request are final and may not be appealed; and
- You understand that submitting false information in this form may result in disciplinary action under the [Student Rights and Responsibility Policy](#).

Deadline:

Applications for exemption from Out of Province fees must be received by the following dates:

- Fall term: November 1
- Winter term: February 1
- Summer term: June 30

Requests received after the deadline will be applied to the subsequent term, but will not be eligible for the current or past terms.

Please indicate the basis of your appeal:

- Personal Residency Spouse’s Residency Parents’ Residency

Personal Information

Student Number:
Preferred First Name

Ontario Education Number (OEN):
Last Name:

Current Address

Box Number, Apartment Number, Street Name:	
Province:	Country:

City:
Postal Code:

From what date have you resided at your current address (Month/Year): _____

Are your parent(s) or spouse also living at this address? Check all that apply.

- Yes, parent 1
 Yes, parent 2
 Yes, Spouse
 Not Applicable to basis of appeal
 No – please provide the current address of your parent(s), and/or spouse (as appropriate based on the basis of your appeal).
 Also indicate the date they began living at this address.

Box Number, Apartment Number, Street Name:	
Province:	Country:

City:
Postal Code:

Indicate the date they began living at this address. (Month/Year): _____

While at this address, did you or your parent(s)/spouse (as appropriate based on your appeal) study as a full-time postsecondary student?

- No
 Yes, parent 1
 Yes, parent 2
 Yes, Spouse
 Yes, myself

If you answered yes, provide the start and end dates of the most recent full-time postsecondary studies (Month/Year)

From: _____ To: _____

History of Canadian Residency

Please select all that apply (select N/A if you are appealing on the basis of your own residency):

	Parent 1	Parent 2	Spouse	Yourself
Lived in Canada all their life	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Lived in Canada for the last 5 years	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
	If you answered no to either question, state the date of arrival to Canada (m/y) for each individual.			

Provide your residency history over the past 5 years (excluding your current address). Start with your next most recent address and work backward. If you require additional space/addresses, print additional copies of this page and attach them to your application.

If your parent(s)/spouse (if the basis of your appeal) did not live with you at any point during the past 5 years, provide your parents'/ spouse's address information for that period of time, as well as the dates they were living in that location. Provide this information on a separate document and include it when submitting your application.

Previous Address 1

Box Number, Apartment Number, Street Name:	
Province:	Country:

City:
Postal Code:

When did you live at this address? From: _____ To: _____

While living at this address, did you or your parent(s)/spouse (if the basis of your appeal) study as a full-time postsecondary student?

- Yes
 No

If Yes, please provide the start and end dates of the most recent full-time postsecondary study while living at this address (Month/Year). _____

Did your parent(s)/spouse(if the basis of your appeal) live with you at this address for the entire time you lived at this address?

Yes No

If Yes, provide the address information for that period of time. _____

Previous Address 2

Box Number, Apartment Number, Street Name:	
Province:	Country:

City:
Postal Code:

When did you live at this address? From: _____ To: _____

While living at this address, did you or your parent(s)/spouse (if the basis of your appeal) study as a full-time postsecondary student?

Yes No

If Yes, please provide the start and end dates of the most recent full-time postsecondary study while living at this address (Month/Year).

Did your parent(s)/spouse(if the basis of your appeal) live with you at this address for the entire time you lived at this address?

Yes No

If Yes, provide the address information for that period of time. _____

Previous Address 3

Box Number, Apartment Number, Street Name:	
Province:	Country:

City:
Postal Code:

When did you live at this address? From: _____ To: _____

While living at this address, did you or your parent(s)/spouse (if the basis of your appeal) study as a full-time postsecondary student?

Yes No

If Yes, please provide the start and end dates of the most recent full-time postsecondary study while living at this address (Month/Year). _____

Did your parent(s)/spouse(if the basis of your appeal) live with you at this address for the entire time you lived at this address?

Yes No

If Yes, provide the address information for that period of time. _____

Declarations

Complete this section based on the basis of your appeal.

Parent(s)

I/we declare that the information provided regarding my/our residency, is accurate and complete.

Parent 1:

First Name:	Last Name:
Parent 1 Signature	Date:

Parent 2:

First Name:	Last Name:
Parent 2 Signature	Date:

Spouse

I declare that the information provided regarding my/our residency, is accurate and complete.

First Name:	Last Name:
Spouse Signature	Date:

Student

I declare that the information provided regarding my/our residency, is accurate and complete.

First Name:	Last Name:
Student Signature	Date:

Notice of Collection, Use and Disclosure

Personal information collected through this form will be used and disclosed by Carleton University under the authority of the Carleton University Act, 1952, and in accordance with sections 39, 41 and 42 of *Ontario's Freedom of Information and Protection of Privacy Act*.

Information provided will only be used to determine your eligibility to be exempted from the Out of Province Fee Assessment process. Your information will be shared internally within Carleton University only to staff who are responsible for managing the appeal process.

Information submitted on the application form will be retained with your student record. However, supporting documentation will be permanently destroyed upon a decision being issued by the Registrar's Office. If you have any questions about this process, please contact the Registrar's Office at registrar@carleton.ca.

If you have any questions about privacy management at Carleton University, please contact the Manager, Privacy & Access to Information at University.Privacy.Office@carleton.ca.