

## Regulation Code: 4120-R Domicile Regulations

The Department of Student Enrollment is responsible for verifying the domicile status for new and continuing students, domicile policy enforcement, and the consequences for violating domicile policy. The purpose of this document is to provide an overview of the domicile policy and list the domicile regulations of the Chapel Hill-Carrboro City Schools.

This page does not establish or override Board policy. The Board and school administration will rely on Board policy and not this document in making school admission or assignment decisions.

### A. DOMICILE AND RESIDENCE DEFINED

Domicile requires the intent to abandon one's prior home and remain in the new location as a permanent home for an indefinite period. In contrast, a residence need not be one's exclusive home and does not require an intention that the residence be the permanent home. The words "domicile" and "residence" mean different things. A person may have her/his residence in one place and her/his domicile in another. Residence simply indicates a person's actual place of abode, whether permanent or temporary. Domicile denotes one's permanent, established home as distinguished from a temporary, although actual, place of residence. Domicile is the home where a person intends to remain permanently, or for an indefinite length of time. Two things must concur to constitute a domicile: First, residence; second, the intent to make the place of residence a home.

A student who is domiciled within the geographic area served by the school system, in the school district who is under age 21 before the first day of school, who has not completed the prescribed courses for high school graduation and who otherwise qualifies for admission is entitled to be admitted without payment of tuition. Under certain circumstances specified by law, a student who resides in the school district and who otherwise qualifies for admission to its schools also is entitled to be admitted without payment of tuition.

### B. MEETING DOMICILE REQUIREMENTS

The domicile of a student under 18 years of age is presumed to be the domicile of his or her parents, legal guardian or legal custodian as defined by the General Statutes of North Carolina. If the student is at least 18 years of age, married or abandoned by his or her parents, or if the court declares a student to be emancipated, the student may establish a domicile independent from that of his or her parents, legal guardian or legal custodian. A student who establishes domicile as a result of being emancipated is a domiciliary of the school district and will be entitled to the same rights and privileges of other students domiciled in the school district. This residency policy shall not apply to homeless students, as per the McKinney Vento Homeless Assistance Act. Questions regarding homeless students should be directed to the Coordinator of Student Services, 919-967-8211. For more information please see Board of Education policy 4120 .

### C. VERIFICATION OF DOMICILE

Prior to enrollment in the Chapel Hill-Carrboro City Schools, a student's parent or legal guardian must provide one proof of residency for a domicile within the school district. Verification of a domicile is completed by the Registrar or Coordinator of Student Enrollment at Lincoln Center. Currently, acceptable proofs of residency include the following documents:

- current lease or rental agreement;
- current Orange County property tax bill;
- final sales contract, settlement statement on the purchase of a home, or contract to purchase a home (if moving after the school year begins, the contract must have an occupancy date that aligns with Policy 4135);

- current mortgage statement; or
- unseparated Duke Energy, OWASA, Public Service Gas bill, or Piedmont Electric bill.

Any parent who is domiciled within the Chapel Hill-Carrboro City Schools, but cannot provide an acceptable proof of residency or does not have any of the aforementioned documents in their name, should contact the Registrar at Lincoln Center, 919-967-8211, ext. 28268.

#### D. ENFORCEMENT OF DOMICILE POLICY

In addition to the documents required to establish domicile for the purposes of registering a student, the Chapel Hill-Carrboro Schools reserves the right to request a variety of documents to verify a student's domicile and conduct investigations into the domicile status of students. Verification of a student's domicile status may occur at any time during the year. A domicile investigation may be initiated when district staff members have reason to believe that the residence information for a student was inaccurate or is no longer accurate. Such information may include, but is not limited to:

- school mail returned by the Post Office;
- reports by school bus drivers of a change in student residence;
- information provided by citizens or other students that a student's residence has changed;
- information that a student who is dropped off by a parent is repeatedly late for school;
- student reports to school staff that their residency has changed;
- disconnection of home telephone service;
- information provided by landlords or homeowners;
- multiple unrelated students using the same residence address;
- other information that tends to suggest that a student's residence may not be the same as that contained on school records.

It is the responsibility of the Coordinator of Student Enrollment to pursue investigations involving possible domicile fraud. Families being investigated will be notified in writing by the Coordinator of Student Enrollment. An investigation may include, but is not limited to, a reasonable review of the following information:

- additional proofs of residency, above and beyond what is required to register a student;
- land records, tax bills, voter registrations, and/or other public records;
- unannounced home visits/observations;
- interviews with landlord, apartment manager, neighbors, etc.;
- interviews with school staff or school bus drivers;
- review of documentation of residence provided to other governmental bodies or other officials; and
- interviews with other individuals who may have knowledge of the student's residence

#### E. CONSEQUENCES FOR VIOLATING THE DOMICILE POLICY

Any student found in violation of the CHCCS domicile policy shall be withdrawn from the district from the Chapel Hill-Carrboro City Schools. For details about administrative withdrawals, tuition charges, and the appeal process, please see Board of Education Policy 4120.

