

**MICHIGAN COMMUNITY COLLEGE'S  
RESIDENCY REQUIREMENT**

submitted by Carol Taberski 10/09/09

<b>Community College</b>	<b>Time Requirement</b>	<b>Documentation Requirement</b>	<b>Office</b>
Alpena	No one shall be deemed a resident of the Alpena Public Schools District for the purpose of admission to Alpena Community College unless he or she has resided in this district for six months immediately preceding his or her first enrollment	The responsibility of proving qualified residence rests with the student. All students are subject to a check of residency status at each registration. The following documents are acceptable to the college as legitimate proof for determining residency: 1. A valid driver's license. 2. Property tax receipts. 3. A voter's registration card. 4. A visa (Visa presentation is required of all students classified "foreign.")	Dean of Student Affairs  Residency Committee
Bay de Noc	Six months: Current Michigan driver's license, MI Secretary of State ID card, valid Michigan motor vehicle registration in student's name indicating a permanent address within Delta County; property tax receipt from Delta County, current dated voter registration card inciting an in-district address, notarized rent receipts or notarized letter from the landlord, other legal documents such as court-issued guardianship papers, verifiable utility receipts dated six months previous to semester start date, verification of full-time employment indicating permanent address, verification of marriage to Delta County resident, verification of military status.		
Bay Mills		No separate out-of-district fees.	
Delta	A student must provide legal proof of residence for at least three consecutive months immediately preceding the first day of the semester in which the person plans to enroll. Exceptions: a student is under 18 and the legal guardian or parent is a legal resident, student marries someone who qualifies, a person is an employee of a qualifying business that agrees to pay the college directly, veterans who previously lived in-district	Current Michigan driver's license or ID card; Michigan motor vehicle registration in the student's name; property tax receipt; current voter registration card, other legal documents such as court-issued guardianship papers; auto, home, or rental insurance statement/policy (dated); dated correspondence from a government agency; lease agreement/rent receipt(s) that contain address being leased/rented; dates of payment and signature/address/phone number of the landlord (with proof of driver license update); Michigan tax return; State issued professional license/credential that includes date and	Admissions / Records

	and enrolled within three months of discharge, in-district students who move out-of-district during enrollment may retain in-district residency as long as they are continuously enrolled.	address, Proof of purchase of property in the district, Tribal ID card with address; Utility receipts (only water/sewer/gas/electrical & with proof of driver license update); verification of military service, military discharge papers showing address to an in-district county, dated veteran's card with address.	
Glen Oaks	Does not have a time requirement for residency. Residency is determined at time of application	If a student is requesting a change from our-of-district to in-district, we might require the proof of address	
Gogebic	Must live in the county for six months as a non-student (can't even be a part-time student.)	Documentation requirements are the same as NMC. If they own property, then they time in school can count toward meeting residency, but they still need to wait six months. To prove they live in the county, they must provide a lease, driver's license dated back six months, and a voter's registration card dated back six months. If they don't have those documents, we will offer suggestions of other documentation. If they own property in the county, they get residency right away.	Dean of Student Services
Grand Rapids	Resident Status: A student who has been a legal resident of the Kent Intermediate School District (KISD) for at least six consecutive months OR a student who lives with his/her family and the family has purchases and will live in a home within the boundaries of the KISD. In all cases, the date of the change must be six months prior to the start date of the semester for which the change is being requested.	The College will accept as proof of legal residency a valid driver's license or State of Michigan ID with a dated change of address affixed to the back (if applicable) plus one of the following: 1. A dated voter registration card, 2. A dated lease agreement, 3. Proof of purchase (copy of Buy-Sell Agreement) of home for residency within the KISD, 4. Utility bills with the student's name and address for each of the six months and dated not less than six months, 5. Verifiable rent receipts. If rent receipts are not available, a notarized letter from the landlord will be accepted. Verifiable rent receipts must contain all the following information: a. The address of the property being rented, b. The date of each payment, c. Signature, address, and phone number of the landlord.	Cashier's Office
Henry Ford	A resident student is one who has	Two items of documentation of residence are required.	

	<p>resided continuously in the Dearborn School District for at least six months immediately preceding the first day of classes with the following exceptions:</p> <ol style="list-style-type: none"> <li>1. The legal residence of an unmarried minor is that of the parent or legal guardian regardless of where the student may be living.</li> <li>2. An international student on any status other than resident alien is not a resident regardless of where the student may be living.</li> </ol>	<p>Types of documents may be Michigan driver's license, voter registration card, insurance documentation, utility bills, and Michigan identification card.</p>	
Jackson	<p>Residency is based on the student's permanent address at the time of registration.</p>	<p>Students who meet one of the following criteria will be considered in-district residents:</p> <ol style="list-style-type: none"> <li>1. Students whose permanent address is within the boundaries of Jackson County.</li> <li>2. Students who own property in Jackson County but keep their permanent address elsewhere.</li> <li>3. U.S. citizens who live in Campus View, change their driver's license address to 2115 Emmons Road, Jackson, MI 49201 before the end of the add/drop period and provide a copy of their rental/lease agreement.</li> </ol> <p>Students whose Jackson County employers are paying tuition and fees will be charged the in-district rate for those courses.</p> <p><b>Change of Resident:</b> If you receive approval for a residency change by the end of the add/drop period for your course(s), you will receive a refund for the difference between tuition rates. You will need a driver's license or state ID and one of the following documents as proof of residency: Voter registration card, Vehicle registration, dog license, property tax receipt, Rental/lease agreement</p>	Admissions
Kalamazoo Valley	<p>To qualify for in-state or in-district residency the student must have resided in the state for six consecutive months prior to registration. In-district</p>	<p>We take only three types of documentation, all available from the Secretary of State's office; driver license, State of Michigan ID card, or voter registration card. Our rationale is that falsifying information on any of these documents is a</p>	

	residency also requires the student to have resided in KVCC's district for 30 days immediately prior to the start of the semester.	crime. Too often other documentation is easily altered before it's presented or is available at any office supply store (i.e. lease agreements.)	
Kellogg	Residency status is based on the taxing district in which you live, and the tuition you pay is based on your residency status. Residency is established at the end of the first week of the fall and spring semesters and on June 15 for the summer semester. Your residency status as of that date remains in effect for that semester. Changes in your residency status made after this timeline will affect your tuition rate for the upcoming semester.	Acceptable documentation for establishing and proving your residency is as follows: 1. Valid Driver's License, 2. Michigan ID Card, 3. Voter Registration Card, 4. Lease Agreement showing your name as an occupant, 5. Business mail received in your name at the stated address. You should be prepared to prove your legal residence at each registration	Records
Kirtland	A new student will be classified as in-district (four county area which are all taxed at 2.1 mils for operating of the college) if (s)he can prove that (s)he resides in the Kirtland College district prior to the first day of the semester of attendance at Kirtland. Over 65% of students are in-district. We also have out of district, out of state, and international residency.	Acceptable proof: driver's license, verifiable rent receipts (if rent receipts are not available, a notarized letter from the landlord will be accepted), a dated lease agreement, voter's registration card, place of residence property tax receipt, Secretary of State identification card. Verifiable rent receipts must contain all the following information: the address of the property being rented; the date of payment; signature, address and phone number of the landlord.	Admissions Office
Lake Michigan	The student's address at the time of registration is what her/his residency is based on. We assume the address on the application is stated as the truth (their signature on the app stating it is all true and correct is accepted as certification of residency.)	The only time documentation of residency is required is if the change of address would place the student in a more advantageous tuition status. At that point we will accept driver's license, tax statement, lease, etc.	Registrar

Lansing	Like LMC, LCC makes a decision about residency at the time of application. All student are initially coded OUT-of-district at the time of admission, and within days of application the information is reviewed and residency status is determined based on the “truthful” information provided by the student. We review address, length of time at current address, high school, graduation date, and previously attended colleges and universities. If the student has reported that he/she lived in the district for more than six months, then we update the residency status to in-district. If the address is out-of-district, or if the student attended a high school or college not in our district (at any time, even if 10 years ago), the residency remains at out-of-district (or changed to Our-of-state if appropriate.) The student is notified of his/her status in the acceptance letter, and instructed to provide documentation to petition for a change in residency status. Additionally, we have a process to inactivate returned mail and change residency status to OUT if mail is returned. The student must provide proof of residency when updating address.		
Macomb	Must be a resident when registered for the term start.	The usual, driver’s license and two bills when there is a question that arises.	Office of Enrollment Services and Registrar
Mid Michigan	Student must reside in the state of Michigan for at least six months and within the college district for at least 30 days following their 18 birthday and prior to the start of the semester. For dependent students, their parent or guardian’s primary residence must be in-district.	Driver’s license, tax bill, state ID, lease agreement	Registrar’s office
Monroe	A person may qualify as a resident by residing: 1) six months within the state of Michigan, and 2) 30 days within a Monroe County (Michigan) precinct.	In cases where the residency of a student is considered in doubt, the student may be asked to provide proof in the form of: 1) a Michigan driver’s license, 2) a vehicle registration form (preprinted by the Secretary of State,) 3) an up-to-date voter registration card, 4) an official communication from a municipal official indicating how long the student has resided in the county.	Records
Montcalm	Six month residency requirement	Generally, we use driver’s license and/or tax receipts as proof. Sometimes, when the situation requires more creativity, we’ll use utility bills or other dated third-party	Enrollment Services / Records

		documents.	
Mott	Thirty days prior to the first day of the semester	You must provide proof of a residency change by providing a photo ID with the change, current motor vehicle registration, property tax receipt for property tax within Mott College district, utility bill at in-district address, signed and dated rental or lease agreement showing address, dates of the lease, and signature/phone number of the landlord.	Registrar's
Muskegon	Six months prior to the start of the semester	The student may dispute the original residency status assigned by submitting evidence to the Admissions Office that he/she has officially adopted a domicile within the boundaries of Muskegon county or the State of Michigan and has continuously maintained such residence for a period of not less than six months prior to the first day of classes of a semester or session. Required documentation is: Michigan Driver's license or State issued ID and one of the following: voter's registration, vehicle registration, vehicle insurance, property tax receipt, property lease, utility bill, notarized verification from an in-county of Michigan resident stating the students has resided with him/her/them for at least six months prior to the start of the semester/session.	Records and Enrollment Services
North Central	A student must have resided within the State of Michigan or in Emmet County for at least six months immediately prior to the first day of classes of the semester in which he/she plans to enroll.	As part of the enrollment process, all students must certify their residency status. The College verifies a student's residency each fall semester. The College reserves the right to require residency documentation at any time. Students who change their legal residence must complete an Application for Residency Change form available in Student Services. The form must be accompanied by documentation proving legal residency. Proof can be a Michigan driver's license, rent receipt or agreement, property tax receipt, voter registration card, or an identification card from a Secretary of State office. The	Records and Dean

		College reserves the right to make the final decision on residency eligibility. Student who are in the United States under various non-immigrant visa categories are not eligible for in-district or in-state residency status for tuition purposes. A Residency Review Committee consisting of the Dean of Student Services and Dean of Technology & Business Services will hear appeals of residency classification as established by the College. Any adjustment made in tuition due to the change in residency status will not be retroactive.	
Northwestern Michigan	Require student live in the county for six months as a non-student (taking five or fewer credits.) They must not be a dependent of someone who lives in another county.	To prove they live in the county, they must provide a lease, driver's license dated back six months, and a voter's registration card dated back six months. If they don't have those documents, we will offer suggestions of other documentation. If they own property in the county, they get residency right away.	Records and Registration
Oakland	Residency determined during the initial application process	For US Citizens and permanent residents, OCC requires the presentation of ONE of the following to verify residency: 1) Driver's license or Secretary of State Personal ID Card reflecting the current address of the bearer. 2) Voter registration card reflecting the current address of the holder. 3) Current property tax receipt for the place of residence. 4) Current rent receipt for the place of residence. Permanent residents must also present their resident alien card or passport in addition to the residency proof. A dependent student presenting documentation that bears the name of the person upon whom dependent must present satisfactory documentation of the dependency relationship. Non-immigrants must show a current paid property tax receipt verifying themselves or, if a dependent students, the person upon whom dependent as a property owner to establish in-district or out-of-district rate eligibility.	Enrollment Services

St. Clair County	For in-state tuition rates, a student must be a Michigan resident for at least six months prior to the start of classes. For in-district tuition rates, a student must establish residency in the college district at least 30 days prior to the start of classes.		Enrollment Services
Schoolcraft	<p>We don't have a length of time in place (i.e. they can live in –district for a day,) and be eligible for resident rates. I think we are one of a few schools that do not have a time parameter. We assign residency based on what they put on the admission application. Then, each semester (after refund period) we send a letter to the address on file. If it comes back we ask them to prove residency and if they can't by the deadline, we charge them non-resident rates. Our residency is a pain as it is not county or zip code based. It literally can vary on the same street from resident to non-resident. We also ask them to produce ID if they are in our office – as another means of verifying when we can – but with t-reg and web registration we are not able to verify everyone all the time.</p>	<p>To establish residency, we will accept: a driver's license, state issued ID, property tax documentation (assuming they pay millage to us,) lease agreement showing them as leasing in-district property. We will also accept a public utility bill in some circumstances but that doesn't need to happen too often. Our catalog language gives us the ability to request proof of residency at any point, although we typically do it at registration and at the end of schedule adjustment each semester.</p>	Records and the Admissions & Enrollment
Southwestern Michigan	<p>The student's address at the time of registration is what her/his residency is based on. We assume the address on the application is stated as the truth (their signature on the app stating it is all true and correct is accepted as certification of residency.) No documentation is required unless a student is changing their permanent residency to a reduced tuition status then a six-month residency is</p>	<p>Documentation is required of any student changing to a reduced tuition status but may be asked of others. All acceptable proof of residency documents must clearly indicate name and permanent address. All documents must be originals or copies certified with a raised seal or stamp.</p> <ol style="list-style-type: none"> <li>1. If requested, the following forms of proof are acceptable: <ol style="list-style-type: none"> <li>a. Valid current driver's license OR state</li> </ol> </li> </ol>	Records & Registration

	<p>required.</p>	<p>issued ID card, AND</p> <ul style="list-style-type: none"> <li>b. One of the following pieces of documentation verifiable and dated at least six months prior to the start of the term: <ul style="list-style-type: none"> <li>i. Most recent property tax receipt</li> <li>ii. Utility bill or credit card bill</li> <li>iii. Account statement from a bank or other financial institution</li> <li>iv. Life, health, auto, or home insurance policy that clearly identifies the permanent address</li> <li>v. Federal, state, or local government documents, such as receipts, licenses, or assessments.</li> <li>vi. Vehicle title AND registration</li> <li>vii. Mortgage, lease, or rental agreement including the landlord's telephone number</li> </ul> </li> </ul> <p>(Note: in the case where the property tax receipt or mortgage, lease, or rental agreement is in the student's parents' name(s), the student must also provide proof of dependency.)</p> <p>These documents must be presented to the office of Records and Registration prior to the first day of the term in order to have the residency code adjusted. After the first day of the term, the codes will not be adjusted until the next academic term.</p>	
Washtenaw	<p>For in-district rates, student must be a legal resident and reside in-district prior to the first day of classes, and within the state of Michigan for six months before</p>	<p>To appeal residency, student must submit two of the following documents: State of Michigan license, State of Michigan ID Card, State of Michigan Voter Registration card, Veteran's Card with address, Tribal card with</p>	<p>Student Connection / Registration &amp;</p>

	the start of class. For in-state rates, student must reside in Michigan for six months prior to the first day of the semester.	address, tax return check stub with address or W-2 if issued during the semester, professional license with address, lease, property tax statement, dated correspondence from government agency, dated correspondence from court, dated bank or credit card statement mailed to you, dated gas, water, electric, hard-line telephone, or cable invoice (no cell phone bills) mailed to you, auto, home, or renter's insurance policy.	Admissions
Wayne County		Voter registration card, driver's license, tax returns, rent receipts, or state identification card	Admissions / Records
West Shore	Three months residency within the college district for in-district tuition  Three months residency within the State for in-state tuition.	A student's residency is established at the time of admission by a review of selected items on the admission application. Documentation may be required at the time of admission if residency is in doubt. Residency is verified by selected mailings each semester. Change of residency requires documentation, such as a driver's license, voter registration card, property tax statement, utility bills, rent receipts, etc. .	Admissions for new students; Records for all others.

October 2009

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