



## Standard Operating Procedure

**Procedure Title:** Tuition – Eligibility for In-District, In-State, Out-of-State, or International Rate

**Procedure #:** RO.025

**Revision #:** 000

**Unit Responsible:** Registrar’s Office

**Individual Responsible:** Registrar or designee

**Effective Date:** 06/10/2022

**Initial Approval Date:** 06/10/2022

**Last Review/Update Date:** 06/10/2022

**Next Review Date:** 06/01/2025

**\*Does this procedure support a Board Policy? Yes**

**If yes, identify:** [3.120-Eligibility for In-District, In-State, Out of State, or International Tuition](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support HLC criteria? Yes**

**If yes, identify:** [2B](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

**\*Does this procedure support a State or Federal Regulation? No**

**If yes, identify:** n/a

**\*Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



## Tuition – Eligibility for In-District, In-State, Out-of-State, or International Rate, BP 3.120

### 1. *Purpose*

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To identify the criteria used in determining students' residential status and related tuition rate, and the steps students must take to request a change in their status.

### 2. *Scope*

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This procedure applies to current students and the Registrar's staff.

### 3. *Prerequisites*

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The tuition rate is based on a student's residency status.

Each semester has a last date to change residency, the dates can be found in the corresponding semester's Academic Calendar. Below are the first dates to submit documentation and a [Student Declaration of Residency form](#) for each semester.

- March 1 – Summer semesters
- June 1 – Fall semesters
- October 1 – Spring semesters

Current residency statuses include In-District, In-State, Out-of-State, International students, Nonresident Owners of In-District Property, Foreign Nationals, Senior Citizens, Military Personnel and Dependents. See Definitions below for more information for each status.

Students will need to provide proof of four months of residency prior to the start of the semester of attendance and complete a [Student Declaration of Residency form](#).

### 4. *Responsibilities*

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- **Students** – Complete a Student Declaration of Residency form along with supporting documentation when requesting a change in residency status.
- **Registrar Staff** – Determine, based on student submitted Student Declaration of Residency form and supporting documentation, if a student qualifies for In-District or In-State residency status. Registrar staff will adjust student records accordingly.

## **5. Procedure**

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Students petitioning for a change of status must complete and submit a Student Declaration of Residency form and include proper documentation for proof of residency.

- Documentation must be in the student's name, and be at least 4 months old at the start of the student's semester. A monthly or one-time statement can be no more than 6 months old at the start of the student's semester. Acceptable forms of documentation are listed on the form.
- Residency Documentation in a family member's name may be used to waive the four-month time period if the familial relationship can be established through documentary evidence and the family member's residence is satisfactorily documented for the required four-month period. If the student is over the age of 18, the student is required to submit satisfactory documentation in their name to show that they currently reside at that address
- It is a violation of the college policy to present false documentation.

Students must submit the Student Declaration of Residency Form and supporting documentation in order to receive the tuition rate associated with their residential status. Simply updating the address in Banner Self-Service will not result in a change in the tuition rate, even if that address has been on their Banner record for over four months.

Once a form is received, the Registrar staff may verify the validity of the documents presented as proof of residency. The College reserves the right to make the final decision on residency eligibility.

- If approved, Registrar staff will inform student via email and update the residency status on the student account.
- If denied, Registrar staff will inform student via email and include reason for denial. The student may resubmit the Student Declaration of Residency form when proper documentation is obtained.

Residency changes are not retroactive to previous semesters.

## **6. Reference**

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- Acceptable Documentation List can be found on the [Tuition and Costs](#) webpage.
- More information can be found on the [Residency FAQ's](#) webpage.
- Current Tuition Rates and Fees can be found on the [Tuition and Costs](#) webpage.
- For complete residency policy information, please see the current [LCC catalog](#).
- The college's semester based Academic Calendars can be found on the [Academic Calendars](#) webpage.

- The College verifies any potential residency discrepancies of students each semester by communicating with said student.
- Residency status may be adjusted for those students whose mail is returned to the college.

## 7. **Definitions**

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- Tuition and fees are the amount a student pays for the courses in which they are registered.
- **In-District:** Students who have lived for four or more months within one of the 15 school districts listed on the [Residency](#) webpage, preceding the first day of the student's class and pay property taxes to support LCC's budget.
- **In-State:** Students who reside in Michigan, but not in one of the 15 school districts.
- **Out-of-State:** Students who live outside of Michigan.
- **International:** Students who have been admitted to the United States on a temporary, non-immigrant status.
- **Nonresident Owners of In-District Property:** Nonresident students or their guardians owning property in the LCC district will receive credit once a year for property taxes paid in support of the College by their guardian. The taxes paid must be in support of the current academic year and the credit cannot exceed the differential between resident and nonresident tuition rates for the current academic year. To obtain this credit, the student must provide the Registrar's Office with the paid property tax receipt.
- **Foreign Nationals:** Foreign nationals who are enrolling in Virtual College courses and reside outside the United States or are admitted to the United States in a temporary, non-immigrant status will be charged international tuition. U.S. Nationals who are enrolling in Virtual College courses and are outside the United States will be charged domestic tuition.
- **Senior Citizens:** If you are age 62 or older on the first day of the semester and a resident of the LCC district four months prior to the beginning of the semester in which you register, or you are a Michigan resident living outside the LCC district, you qualify for reduced tuition. Rates apply to LCC classes taken for audit or credit. Classes with zero billable hours are not covered by the tuition rate reduction. Senior citizens will continue to pay registration, course and faculty fees. [See current tuition rates.](#)
- **Military Personnel and Dependents:** Residency is based on the location of the present domicile of the student with the four-month requirement for In-State tuition waived if the applicant can provide a Department of Defense 214 or 899, NGB form 22 or paperwork for reassignment or changed military base. This waiver is extended to the dependents (spouse and children) of the person named on the Department of Defense 214 or 899, or NGB form 22 who reside at the same address. For those students utilizing Chapter 31 VR&E, Chapter 33 Post 9/11/Fry Scholarship, or Chapter 35 DEA, In-State tuition will be granted, regardless of when they begin to live within the state.