



Residency Review Form

- Complete this form and submit to the GRCC Cashier's Office – 1st Floor/Main Bldg.
- Be sure to include appropriate documentation (see below)
- Review Form must be received in the Cashier's Office *prior to the start date* of the semester for which the request is being made. **Requests received after the semester start date will be considered for the following semester.**

Date _____

Student Name _____ ID # _____

Street _____

City _____ State _____ Phone # _____

Length of time at this address _____ (If less than 6 months, list previous address(es)):

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Please attach: (See GRCC Catalog for details)

Copy of Valid Michigan Driver's License or State of Michigan ID with the above address

Plus one of the following: *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.*

Copy of dated voter registration card

Copy of dated lease agreement

Copy of proof of purchase (copy of Buy-Sell Agreement) of home for residence within the KISD. (Or a copy of the summer property tax statement)

Copy of utility bills with student's name and address for each of the six consecutive months.

Copy of verifiable rent receipts. If rent receipts are not available, a **notarized** letter from the landlord containing the address and dates you have lived there will be accepted.

Verifiable receipts or notarized letter must contain the following info:

1. address of the property being rented
2. dates of each payment
3. signature, address, and phone number of the landlord

Office Use Only:

Approved

Denied

Effective: _____ Reason: _____

Office Signature: _____ Date: _____

Posted to Comments: _____ Initials: _____

Residency Definitions

Legal Residence

The permanent, primary residence where a person intends to return whenever absent from college.

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 purchased and will live in a home within the boundaries of the KISD.

Non-Resident Status

A student who has been a legal resident of the state of Michigan but does not meet the definition of Resident Status.

Out-of-State Status

A student who does not meet the definitions of Resident or Non-Resident Status.

OR

A student who is not a United States citizen and who does not have permanent entry (for example, a Student Visa, Au Pair).

Residency Review

Students who believe their residency status has changed or is incorrect may request a review of their records by submitting a Residency Review Form to the GRCC Cashier's Office along with acceptable documentation. A Residency Review form can be obtained online at www.grcc.edu or in the Cashier's Office, Room 154, Main Building.

The Residency Review form must be received in the Cashier's Office prior to the start date of the semester for which the change is being requested. Requests received after the semester start date will be considered for the following semester and will not be considered for previous semesters.

Acceptable Documentation

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 residence 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.

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.