

# Residency

A student’s residency status determines their tuition rate. Tuition is the amount of money you pay for each billing hour of courses that you register in each semester. Currently, Lansing Community College has four tuition rates:

## In-District

Students who have lived for four or more months preceding the first day of the student’s class within one of the 15 school districts listed below and pay property taxes to support LCC's budget are classified as in-district.

| In-School Districts |                 |             |
|---------------------|-----------------|-------------|
| Bath                | Haslett         | Okemos      |
| Dansville           | Holt/ Dimondale | Stockbridge |
| Dewitt              | Lansing         | Waverly     |
| East Lansing        | Leslie          | Webberville |
| Grand Ledge         | Mason           | Williamston |

## In-State

Students who reside in Michigan, but not in one of the above 15 school districts are classified as in-state.

## Out-of-State

Students who live outside of Michigan are classified as out-of-state.

## International

Students who have been admitted to the United States on a temporary, non-immigrant status are classified as an international student.

If your record reflects Michigan In-State for tuition rate, but you believe you qualify for the in-district tuition rate, you **must** complete and submit a [Student Declaration of Residency](#) form and include proper documentation as noted under the “Acceptable Document List”.

**NOTE:** Updating your address to an in-district address does not automatically change a Michigan In-State residency status to in-district residency status even if an in-district address

has been on your record for over four months. You must submit the Student Declaration of Residency form.

### Checking Residency Status

To see your current residency status, log in to [myLCC](#), click on the Profile tab, and look in the left column under Residency Status.

### Changing Residency Status

To ask for a change of residency you will need to provide proof of four months residency in an approved public school district prior to the start of the semester of attendance and complete a [Student Declaration of Residency form](#) at one of our [service centers](#).

### Acceptable Document List

Documentation must be in the student's name, and be at least 4 months old at the start of the student's semester. The maximum age of a monthly or one time statement can be is 6 months old at the start of the student's semester. The acceptable forms of documentation are:

- Student's valid MI driver's license showing current address
- Student's valid MI State Identification Card showing current address
- Mortgage, lease, rental or other housing agreement in student's name showing current address
- Student's health insurance, auto insurance, renter's or home owners insurance policy in student's name showing current address
- Federal, tribal, state or local government documentation in student's name showing current address
- Student's current motor vehicle registration form in student's name showing current address
- Paid property tax statement
- Credit card bill in student's name showing current address
- Utility bill in student's name showing current address
- Student's pay stub or earnings showing current address
- Student's account statement from a financial institution showing current address

**NOTE:** *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.*

### When to Request Your Change

Each semester has a last date to change residency. The last date is published in the course schedule book. A change of residency can happen once registration for that semester has opened up. Please check the Registrar's forms page to see if the semester you wish to declare is currently available.

## Other Residency Information

### 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 himself or herself or his or her 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 facility 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 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.

Lansing Community College verifies the residency status of each student each semester by mailings sent to the current residence the student has on file with the college. Residency status may be adjusted for those students whose mail is returned to the college. Students petitioning for a change of status will be required to provide proof of residency.

It is a violation of [college policy](#) to present false documentation. Registrar staff may verify the validity of the documents presented as proof of residency. Lansing Community College reserves the right to make the final decision on residency eligibility.

## How to Change your Residency Status

### Step 1:

From LCC's home page, hover over the "Academics" category, and select "Registrar's Office."

The screenshot shows the top navigation bar of the Lansing Community College website. The "Academics" link is highlighted with a red arrow. Below the navigation bar, the "Academics" dropdown menu is visible, with "Registrar's Office" highlighted by another red arrow. The menu includes sections for "RESOURCES", "FIND YOUR PASSION", and "FIND YOUR PATH".

Prospective Students Current Students Parents Alumni Faculty & Staff myLCC D2L Banner

LANSING COMMUNITY COLLEGE IMAGINE WHAT YOU CAN DO

Academics Admissions Campus Life Community About Search LCC

**RESOURCES**  
Go to Academics  
Library  
Registrar's Office  
Services & Resources

**FIND YOUR PASSION**  
Selective Admissions Programs  
Arts and Communication  
Business Management  
Computers, Engineering and Technology  
Health and Public Services  
Liberal Arts  
K-12 Programs  
Career Coach

**FIND YOUR PATH**  
Degrees & Programs  
Program Pathways  
Transfer Opportunities  
Course Catalog  
Academic Calendars

Find your passion at LCCI Our Program Pathways are designed so that you can maximize your time while minimizing your costs. You can earn a degree, certificate and even improve your on-the-job skills with our innovative programs.

GO TO ACADEMICS

### Step 2:

Scroll down to the "Forms" section and click on "Learn More."

The screenshot shows the "Forms" section of the Lansing Community College website. The "Forms" link is highlighted with a red arrow. The section includes a description of the forms and a "LEARN MORE" button. The background image shows a student looking at a document.

LANSING COMMUNITY COLLEGE Academics Admissions Campus Life Community About Search LCC

**Transcripts**  
Need your official transcript? Lansing Community College has partnered with the National Student Clearinghouse to offer electronic transcripts through an online ordering system. Visit our Transcripts page to request yours.

LEARN MORE

**Forms**  
Need to make an update to your student record, change your residency, or submit a release of information request? Visit our Forms page to see the full list of the Registrar's office forms and more information.

LEARN MORE

### Step 3:

Scroll down to the form that says "Student Declaration of Residency" and select the desired semester you are trying to declare residency for.



Individuals who believe their identity has illegally been used to apply at LCC and receive financial aid should complete this form. To begin this form you will need to create a Dynamic Forms account; **this does not require an LCC student account**. Within the form you must submit one of the following: police report (may complete with LCC DPS), loan servicer claim, a claim confirmation with the Federal Trade Commission (FTC), or Department of Education (DOE). Please allow for 30 - 60 days for internal processing and final determination of claim with LCC.

#### [RELEASE OF INFORMATION - EFFECTIVE JANUARY 7TH, 2019](#)

This release will go into effect on Monday, January 7th, 2019. All previously submitted paper versions of the form will no longer be valid. In accordance with [The Family Rights and Privacy Act \(FERPA\) of 1974](#), LCC cannot discuss your academic and/or financial information with your parents, spouse, or guardian. By completing this dynamic form, you authorize LCC to discuss this information with your designee. **Note:** This form can also be used to add, remove, or change your designee(s) on your Release of Information. Please contact the Registrar's Office at 517-483-1200 if you have questions.

#### [REQUEST FOR DUPLICATE ACCEPTANCE LETTER](#)

Use this form to request a duplicate LCC Acceptance Letter.

#### [REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION](#)

Directory information will be withheld until the student requests, via another form, that confidentiality be released.

#### [STUDENT DECLARATION OF RESIDENCY](#)

Students who have been admitted as out-of-state or out-of-district may submit this form with supporting documents to get a lower tuition rate.

• [Spring 2020](#)

#### [ENROLLMENT VERIFICATION REQUEST](#)

Enrollment and degree certification provides confirmation of enrollment status (e.g., full-time, part-time), dates of attendance, and degree(s) conferred. Certification is used to confirm this information to insurance companies, lenders, employers, and other organizations. You can also get this information instantly in [myLCC](#).



### Step 4:

If you are not currently signed into your account, the system will prompt you to do so. Once you've signed, you'll be navigated to the declaration of residency form to fill out. Your Name, Student Number, Username, and Email will automatically be put in for you. You will simply need to put in the address that you live at that you are declaring is your residence. Once you fill out the form completely, you will click "Next."



## Declaration of Residency

Registrar's Office | Gannon Building - StarZone  
411 North Grand Avenue | Lansing, Michigan 48933  
Phone: 517.483.1200 | Fax: 517.483.9668

Spring 2020

Term Code (Office Use Only): 202020

Please Note: All hyperlinks open in a new tab.

### Residency Information:

- Tuition rates are based on the location of the student's "residence" (the student's fixed, primary home for legal purposes) for a four-month period immediately preceding the student's first day of class.
- Temporary absence for less than 4 months (e.g., for travel, temporary employment, etc.) does not change residency.
- A Post Office Box cannot be used to establish residency.
- To be effective for the current semester, requests for residency change must be submitted by the end of the first 6 weeks of the semester (specific date is located in the school catalog and on the website).
- Residency changes are not retroactive to previous semesters.
- Students on a foreign student visa must pay the international tuition rate.
- Lansing Community College will review any special circumstances involving residency that a student brings to its attention (e.g., familial relationship, military, etc.).
- For complete residency policy information go to: [Residency Policy](#).

### Student Information:

First Name \*  Last Name \*  Student Number \*  Username \*   
Phone: \*  Email: \*   
Address Line 1: \*   
Address Line 2:   
City: \*  State: \*  Zip Code: \*   
School District \*

I am in the U.S. on a Foreign Student Visa: \*

### Step 5:

Now you will need to upload your supporting documentation. Click on the "Choose File" button to upload your documentation. If you have more than one piece of documentation, continue to click on a different "Chose File" button to upload your additional documentation. Once you have uploaded all your documents, you'll need to type in the date you started living at the address being declared. Once finished, simply click "Next" to go on to the final step.

## Declaration of Residency

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411 North Grand Avenue | Lansing, Michigan 48933  
Phone: 517.483.1200 | Fax: 517.483.9668

Spring 2020

### Documentation:

Choose ONE form of documentation from the list below with address matching current residence.  
Documentation must date back at least four months immediately preceding student's first day of class.

#### Acceptable Document List:

- Student's valid MI driver's license showing current address
- Student's valid MI State Identification Card showing current address
- Mortgage, lease, rental or other housing agreement in student's name showing current address
- Student's health insurance, auto insurance, renter's or home owners insurance policy in student's name showing current address
- Federal, tribal, state or local government documentation in student's name showing current address
- Student's current motor vehicle registration form in student's name showing current address
- Paid property tax statement
- Credit card bill in student's name showing current address
- Utility bill in student's name showing current address
- Student's pay stub or earnings showing current address
- Student's account statement from a financial institution showing current address


We will only accept monthly documentation (such as utility bills, paycheck stubs, credit card or cell phone bills) dated 4-6 months prior to the start of the semester.

\*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.

Note: LCC reserves the right to accept or deny any submitted documentation for a change of residency

If you are unable to provide documentation, you must come to the StarZone in the Gannon Building to sign an Affidavit of Residency.

You can find out more about the StarZone, including services and hours by visiting: [StarZone Hours and Services](#)

Documentation \*  No file chosen 

Files over 25 MB will not be accepted

Documentation  No file chosen

Files over 25 MB will not be accepted

Documentation  No file chosen

Files over 25 MB will not be accepted

Documentation  No file chosen

Files over 25 MB will not be accepted

I hereby declare under penalty of perjury that, except for periods of temporary absence for less than four months, the above address has been my residency since or before:



And all residence information and documentation I have provided is true and accurate. I agree to provide Lansing Community College Registrar with written notice of any change in my residency 60 days after any such change occurs.

I understand that falsification of information on this form, withholding pertinent data or failing to report future changes in residency, will make me liable for payment of any nonresidency charges from which I was improperly exempted. I understand falsification of residency information or failure to report future changes in residency, may result in my dismissal from Lansing Community College and/or legal prosecution.

### Step 6:




In the final step, you will need to type your name in as it appears to electronically sign your form. Once done, you'll need to click the reCAPTCHA box to verify that you are not a robot. Images will pop up for you to select to prove you are not a robot. Once those instructions have been followed, you'll be able to click "Sign Electronically" to submit your form. Please allow 1-3 business days for the form to process. You will receive an email to your student email once your form has been processed, letting you know if it was approved or denied.

# Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

  
   
 I'm not a robot  [Privacy - Terms](#)   
 

You have chosen to opt out of electronically signing this form.

In order for your form to be reviewed and accepted you must:

- Print this form out
- Sign the printed copy of the form

Either:

- Bring this form to the StarZone, located on the 2nd floor of the Gannon Building on the Downtown LCC campus
- Fax the completed form to 517.483.9668
- Scan and email completed form to [registrar@lcc.edu](mailto:registrar@lcc.edu)

[Opt out and print](#)