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.

<table>
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<tr>
<th>In-School Districts</th>
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<td>Bath</td>
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<td>Haslett</td>
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<td>Okemos</td>
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<td>Dansville</td>
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<td>Holt/ Dimondale</td>
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<tr>
<td>Stockbridge</td>
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<td>Dewitt</td>
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<td>Lansing</td>
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<td>Waverly</td>
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<td>East Lansing</td>
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<td>Leslie</td>
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<td>Webberville</td>
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<td>Grand Ledge</td>
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<td>Mason</td>
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<td>Williamston</td>
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**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. Residency changes are not retroactive to previous semesters.
How to Change your Residency Status

Step 1:
From LCC’s home page, hover over the “Academics” category, and select “Registrar’s Office.”

Step 2:
Scroll down to the “Forms” section and click on “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.
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.”
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.
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.

Previous  Sign Electronically

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 517-483-9068
• Scan and email completed form to registrar@lcc.edu

Opt out and print