GRAND RAPIDS COMMUNITY COLLEGE

GRCC Residency Review Form

PERSONAL INFORMATION:

Student’s Name: __________________________________________ Student’s ID: W____________________

Street Address: __________________________________________ Phone: (______) ______________________

City: __________________________________________ State:_____________ Zip:____________________

Length of time at this address: _______________________________________________

If less than six (6) months, list previous address(es): __________________________________________

INSTRUCTIONS:

• Complete this form and submit to the GRCC Cashier’s Office, 154 Main Building.
• Be sure to include appropriate documentation. (See below.)
• The 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.

Please attach (See GRCC Catalog for details.):

☐ 1. Copy of Valid Michigan Driver’s License or State of Michigan ID with the above address.

PLUS one of the following:

☐ 2. Copy of dated voter registration card.

☐ 3. Copy of dated lease agreement or six (6) consecutive months of verifiable rent receipts.

☐ 4. 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) – six-month requirement waived.

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

☐ 6. 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:
   a. Address of the property being rented.
   b. Dates of each payment.
   c. Signature, address and phone number of the landlord.

In all cases, the start date of establishing residency must be six (6) months prior to the start date of the semester for which the change is being requested.

Witness (GRCC Cashier): __________________________________________ Date: __________ Effective Term:_________

☐ Approved

☐ Denied Reason: __________________________________________

☐ Comments (SFAC - SFRES):

GRCC Cashier’s Office

Email: cashier@grcc.edu
Phone: (616) 234-4020
Fax: (616) 234-4367
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 (6) consecutive months.

OR
A student who lives with their family and the family has purchased and will live in a home within the boundaries of the KISD – six-month requirement waived.

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 grcc.edu or in the Cashier’s Office, 154 Main Building, 143 Bostwick Ave. NE, Grand Rapids, MI 49503.

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

1. 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:

2. A dated voter registration card.

3. Copy of dated lease agreement or six (6) consecutive months of verifiable rent receipts.

4. 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) – six-month requirement waived.

5. Copy of utility bills with student’s name and address for each of the six (6) consecutive months.

6. 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:
   a. Address of the property being rented.
   b. Dates of each payment.
   c. Signature, address and phone number of the landlord.

In all cases, the start date of establishing residency must be six (6) months prior to the start date of the semester for which the change is being requested.