

## TUITION AND FEES

### I. Policy Section

10.0 Tuition, Fees, Scholarships and Loans

### II. Policy Subsection

10.1 Tuition and Fees

### III. Policy Statement

Community Colleges in the State of Michigan receive general operation revenues from three primary sources: State Aid appropriated by the Michigan legislature, local property taxes assessed against property within the district of the community college, and tuition and fees paid by persons attending the community college to receive academic credit or credentials. In conformance with State law, Grand Rapids Community College assesses tuition per contact hour to students attending the College and participating in credit-based classes.

### IV. Reason for Policy

To ensure an understanding of how Tuition and Fees are determined.

### V. Entities Affected by This Policy

All Students

### VI. Who Should Read this Policy

All Staff

All Students

All Prospective Students

### VII. Related Documents

N/A

### VIII. Contact

Policy Owner: Vice President of Finance and Administration  
Director of the Cashier's Office

IX. Definitions

**A. Legal Residence**

The permanent, primary residence where a student intends to return whenever absent from college. (Note: College or University owned housing is not considered a permanent, primary residence)

**B. Resident Status**

A student who has been a resident of the Kent Intermediate School District (KISD) and pays property taxes in support of GRCC for at least six (6) consecutive months prior to the start of the semester.

OR

A student 26 and under, who lives with their parent(s) or legal guardian and they own or lease the home within the taxing boundaries of the college - **6- month requirement waived.**

**C. Non-Resident Status**

A student who has been a resident of the state of Michigan for at least six (6) consecutive months prior to the start of the semester but does not meet the definition of Resident Status.

**D. Out-of-State Status**

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

OR

A student who has temporary entry permission (for example, a Student Visa, Au Pair).

X. Procedures

A. Rates

1. The Board of Trustees shall establish three tuition rates for credit classes. There will be one rate each for resident, non-resident, and out-of-state students. The rate charged an individual student will depend on the residence of that student. Resident tuition will apply to a student whose residence is within the tax district of the College. Non-resident rates will apply to students who residence is within the State of Michigan but outside the College's tax district. Out of State tuition will apply to students who residence is outside the State of Michigan or has temporary entry permission.
2. An armed forces service member on active duty, their spouse, and/or dependent child will qualify for non-resident tuition once they have resided in Michigan for 30 Days. Appropriate documentation must be provided to the Veteran's Benefits Office prior to the start of the semester.

All veterans and their dependents using benefits who have recently moved to Michigan will immediately qualify for non-resident tuition rates. They must present proof of veteran status and educational benefit eligibility to the Veteran's Benefits Office prior to the start of the semester.

3. The Board of Trustees may establish differential tuition rates for courses that cost more to offer due to reduced class size requirements, expensive equipment needs, or other factors.
4. The Board of Trustees shall establish tuition rates for the non-credit Job Training and Construction Trades programs. Students enrolled in these programs are charged either Resident or Non-Resident tuition, depending on the residence of the student.
5. When tuition is paid by a business, agency, or other institution or organization, tuition will be assessed as above, and not on the basis of the paying organization's location.
6. Dual Enrolled students will be charged according to state guidelines. However, the Board of Trustees may, upon the recommendations of the President, establish a separate tuition rate for dual enrolled students when attending classes held at their local district. This rate may be inclusive of all uniform fees, considering the costs incurred by the local district when holding college classes on its premises.
7. The Board of Trustees shall establish uniform fees. The fees shall be for activities and services rendered by the College which are not covered by the payment of tuition. These fees may include but are not limited to:
  - a. Student Records Fee
  - b. Technology Fee
  - c. Facilities Maintenance Fee
  - d. Campus Activities Fee
8. The Board of Trustees shall establish tuition and fee rates for the Pre-School.
9. Special Course/Lab Fees do not require approval by the Board of Trustees. These fees are intended to offset the cost of consumable materials and supplied used in specific courses, and are approved by the Provost's Office.

10. Students will not be permitted to attend classes unless all tuition and fees have been paid. Exceptions to this will be made with payment arrangements made through the Nelnet Payment Plan.

## B. Residency Review

1. Students who believe their residency status is incorrect may request a review of their records by submitting a Residency Review Form with acceptable documentation to GRCC Cashier's Office. A Residency Review Form can also be obtained in the Cashier's Office, Room 154, Raleigh J. Finkelstein Hall.

2. The Residency Review form must be received in the Cashier's Office by the end of the first week of the semester for which the change is being requested. Requests received after the first week of the semester start date will be considered for the following semester. Residency will not be changed for past semesters, only current or future semesters.

## C. Acceptable Documentation

1. The College will accept any two (2) of the following as proof of legal residency with the student's name:
  - a. A valid Michigan Driver's License or State of Michigan ID with student's name and current address (both sides of ID must be submitted).
  - b. A dated voter registration card with student's name and current address. (NOTE: voter card must be dated as least six months prior to start of the semester if using to establish length of time).
  - c. A valid motor vehicle registration with student's name and current address.
  - d. Copy of Mortgage or Warranty Deed with primary residence in the taxing district of GRCC (or a copy of the property tax statement showing GRCC Millage) - 6-month requirement waived
  - e. Copy of utility bills (cable, electric, gas, landline phone, trash or water) with the student's name and address for each of the six (6) consecutive months prior to the start of the semester.
  - f. Copy of homeowner's/renter's insurance with the student's name and address for each of the six (6) consecutive months prior to the start of the semester.

- g. Copy of valid lease agreement, dated and signed (showing all occupants). \*Mobile Home Communities require a lease agreement/letter on official company letterhead from Leasing Office (showing all occupants).

(1) If signed lease agreement is not available, a letter from landlord on official company letterhead or a notarized letter from the landlord/homeowner. All letters must contain the following information:

- Address of the property being rented
- Specific dates with length of time residing at property
- Signature, address, and phone number of the landlord/homeowner

NOTE: All documents submitted must be current/valid for the six (6) consecutive months. Students 26 and under, with a valid Michigan Driver's License or State of Michigan ID who live with their parent(s) or legal guardian can use parent's mortgage/lease, homeowner's/renter's insurance or utility bills (same last name or document with proof of relationship must be provided, ex. Birth Certificate).

#### D. Change of Address

The effective date of any address change for purposes of determining residency status must be at least six (6) months prior to the start of the semester for which the change in residency status is being sought.

#### E. Residency Audit

Grand Rapids Community College will perform annual verification of residency information. When residency discrepancies are found, you will have 14 days to respond to mailed correspondence or your tuition rate is automatically adjusted to applicable non-resident or out of state for upcoming semesters. Students who have misrepresented information or have falsified documents may have to repay tuition, verify back records, or may be dismissed from the College. If a student has mail returned to the College, a hold will be placed on their record and the student must verify their residency at the Cashier's Office. Students should direct any questions about residency, tuition/fee charges and payment to the Cashier's Office, located on the first floor of the Raleigh J. Finkelstein Hall.

## XI. Forms

Residency Review Form

XII. Effective Date

February 20, 1995

XIII. Policy History

Revised January, 2008 - Effective for Fall 2008 Semester

Revised March, 2013 - clarification regarding universal fees and expansion of acceptable documentation to prove residency.

Revised April, 2015 - added VA Choice Act requirements and definition of Differential tuition rates.

Revised - May, 2015

Revised - July, 2018 - updated definitions and acceptable documentation

Revised - February, 2019 - added VA Public Law 115-251 requirements, effective March 1, 2019

Revised - July, 2020 - updated change to Nelnet Payment Plan

Revised - May, 2021

XIV. Next Review/Revision Date

May, 2023