

GRCC Tuition and Fees

I. Policy Section

10.1 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. Residence: The permanent, primary residence where a person intends to return whenever absent from college. (Note: College owned housing is not considered permanent, primary residence)
- B. Resident Status: A student who has been a resident of the Kent Intermediate School District (KISD) for at least six consecutive months or a student who lives with his/her parents and/or legal guardian and the family owns or leases a home within the boundaries of the KISD.
- C. Non-Resident Status: A student who has been a resident of the state of Michigan for at least six consecutive months but does not meet the definition of Resident Status.
- D. Out of State: 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 or AuPair).

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.
- 2. Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C.&3311(b)(9)) who lives in the State of Michigan while attending Grand Rapids Community College, regardless of his/her formal state of residence will not be charged out of state tuition.

3. The Board of Trustees may establish differential tuition rates for courses that are more costly 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:
 - i. Student Records Fee
 - ii. Technology Fee
 - iii. Facilities Maintenance Fee
 - iv. 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 supplies used in specific courses, and are approved by the Provost's Office.
10. No Student will be admitted to classes unless all tuition and fees have been paid. Exceptions will be made only in such instances where necessary arrangements have been made with the Director of the Cashier's Office.

B. Residency Review

1. 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/Cashier's or in the Cashier's Office, Room 154 Main.
2. 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.**

C. Acceptable Documentation

1. The College will accept as proof of residency: 1) a valid driver's license or State of Michigan ID with a dated change of address affixed to the back (if applicable) plus any one of the following, or 2) any two of the following:
 - i. A dated voter registration card
 - ii. A dated and signed lease agreement
 - iii. Proof of purchase/ownership (copy of Buy-sell Agreement of home for residence within the KISD)
 - iv. Utility bills with the student's name and address for each of the six months
 - v. 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 dates of each payment
 - c. Signature, address, and phone number of the landlord.

D. Change of Address

The effective date of any address change for purposes of determining residency status must be at least six 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 regularly perform verification of residency information. Students who have misrepresented information or have falsified documents will be subject to disciplinary action.

XI. Forms

N/A

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

XIV. Next Review/Revision Date

May, 2019