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## REQUEST TO CHANGE RESIDENCY CLASSIFICATION

Accurate residency classification is critical to the student registration and billing process at Kaskaskia College. Each student is required to pay the appropriate tuition and fees according to his/her residency classification. The Kaskaskia College Board of Trustees has established a policy on residence, which authorizes the Administration to implement guidelines, consistent with existing law, for classifying students as Illinois In-District, Illinois Out-of-District, Out-of-State, and International. Residency must be established at least thirty (30) days prior to the start of the semester for which the change in residence is being sought.

The word residence is generally interpreted to have no fixed meaning in the law, but may have a variety of meanings dependent on the context with which it is employed. The courts have generally held that unless defined by statute, an administrative body, such as Kaskaskia College, can define the term for their use. **Further details of the Kaskaskia College definition of the term and guidelines for determining residency classification are provided in the college catalog.**

Two factors which are primary and essential among the elements in determining a change of residence are:

1. Physical presence in the residence for which admission is sought.
2. Intent to make that location a permanent residence.

### Required Documentation

**In order to change residency, a completed request form must be submitted to the Manager of Records and Registration with appropriate documentation.**

For requests to establish eligibility for Illinois in-district classification, the Request to Change Residency Classification form must be accompanied by documentation sufficient to support the requested action. While some examples of appropriate documentation are provided on the reverse of this form, each request is unique and will be considered individually. The KC Manager of Records and Registration will determine the documentation requirements appropriate for each request.

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*I am requesting that my residency classification be changed to (Please select one of the following residency classifications.)*

*\_\_\_\_ Illinois In-District, \_\_\_\_ Illinois Out-of-District Student \_\_\_\_ Out-of-State Student \_\_\_\_ International Student based on the documentation submitted with this request. I understand that withholding information or giving false information may make me ineligible for the change I have requested and therefore financially responsible for any resulting change in tuition and fees. With this in mind, I certify by my signature that I meet the Kaskaskia College requirements for the residency classification that I have requested.*

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(KC ID Number)

\_\_\_\_\_  
(Date)

SUBSCRIBED and SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Revised: 12/22/09



**Examples of documentation (minimum of two) that may be submitted to establish qualification as a Kaskaskia College In-District Student**

- Illinois Driver's license or Illinois State ID with an Illinois address within College District #501
- Automobile license registration with an Illinois address within College District #501
- Illinois Voter registration card with an Illinois address within College District #501
- Proof of ownership and/or leased occupancy of a residence with an Illinois address within College District #501
- Utility, telephone or other bills or correspondence received at a residence with an Illinois address within College District #501
- Real Estate tax statement for property within the state of Illinois with an address within College District #501
- Documentation pertaining to the student's past or existing status as a district student (e.g., Community College District # 501 high school transcript)
- A statement by the student certifying his/her in-district address. Kaskaskia College will verify the certification by sending correspondence to the address.
- Other non-self-serving documentation

**Note: Students new to the district must document residence in the district at least thirty (30) days prior to the start of the term to be eligible for in-district tuition and residency status.**