



## DEFINITION OF RESIDENCE PROCEDURE

**Board Bylaw:**  
**Policy Number: 5.2102**  
**Subject Area: Student Services**  
**Approved Date: 12 /07/2022**

### Initial Residency:

Residency is first determined according to the circumstances that exist at the time the application is filed for college admission. An applicant may be required to submit additional documented information to support the residence declaration on the application. Kaskaskia College has established four residency classifications:

1. Illinois in-district student: An Illinois resident student whose permanent domicile is within the boundaries of District #501, thirty (30) days prior to the start of the term, for a purpose independent of attendance as a student. A resident of a state or federal correctional institution shall not be classified as a resident of the District.
2. Illinois out-of-district student: An Illinois resident student whose permanent domicile is established outside of District #501 but within the state of Illinois.
3. Out-of-state student: A student whose permanent domicile is within the United States or its territories, but who does not qualify as an Illinois resident student.
4. International student: A student whose permanent domicile is established outside of the United States and its territories, who holds a current passport, a valid 1-94, and an F-1 student visa as a result of receiving an 1-20 form issued by Kaskaskia College. International students who hold a permanent residence visa or become a naturalized citizen may qualify for appropriate residency status and will be considered on an individual basis.

### Student Residency Change Request:

The initial residence classification of a student remains in effect for all subsequent terms unless a student requests a change in residency. Students may enter a written request using the Change of Information Request form (Appendix A). The Registrar will determine the appropriateness of the request and determine if additional evidence is required. All documentation becomes part of the student's record.

1. In-District to In-District: no additional evidence is required.
2. Out-of-District to Out-of-District: no additional evidence is required.
3. In-District to Out-of-District: no evidence is required; the student's residency is automatically moved to Out-of-District.
4. Out-of-District to In-District: Students must submit the Request to Change Residency Classification form (Appendix B) and must present from at least two of the following:
  - Proof of ownership and/or leased occupancy of a residence with an Illinois address within District #501.
  - An Illinois driver's license or Illinois state ID with an Illinois address within District #501.
  - Automobile license registration with an Illinois address within District #501.
  - Illinois voter's registration card with an Illinois address within District #501.
  - Utility, telephone, or other bills or correspondence received at a residence with an Illinois address within District #501.
  - Real estate tax statement for property within the state of Illinois with an address within 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.
5. International Students must request all record changes through the Designated School Official (DSO).

### District Residency Change Request

The District initiates a change, most frequently resulting from returned mail that provides a forwarding address. Returned mail is reviewed by the Office of Admissions and Registration. The following changes occur once returned mail is processed.

- In-District to In-District: Address is updated in the student's record.
- Out-of-District to Out-of-District: Address is updated in the student's record.
- In-District to Out-of-District: Address and Residency are updated in the student's record. Student will receive a letter to the new address notifying them they have been moved to Out-of-District.
- Out-of-District to In-District: Address is updated in the student's record. The student is sent a letter requesting evidence of Residency change before residency change can be made.

### Special Circumstances

If a student does not qualify for Illinois in-district residence per the above, special circumstances may exist which are identified below and handled on a case-by-case basis by the Registrar.

1. Out-of-district student who is employed within District 501 may qualify for in-district rates.

2. Student qualifying through the Comprehensive Agreement Regarding the Expansion of Education Resources (CAREER) program may be eligible for in-district rates if the home district does not have a career or occupational program desired by the student. Participating institutions include other community college districts in Illinois.

3. Student qualifying through the chargeback program per the Public Community College Act may be eligible for partial tuition support from the home district if the home district does not offer the program of study in which a student is interested, providing the student receives approval from the home district.

#### Emancipated Students

Kaskaskia College shall charge in-district tuition rates for students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or who have been recently emancipated from the Department and meet the general residency provisions in Section 1501.501 of the Illinois Community College Board Administrative Code.

#### Unemancipated Dependent Student or Spouse

An unemancipated, dependent student, or dependent spouse may qualify for in-district classification if his/her presence in the District results from the establishment by parent, guardian, or spouse of their permanent residence in the District provided that such domicile was established for reasons other than to allow the student to gain in-district classification.

In the case of divorce or separation of the parents, the student shall qualify if either parent meets the in-district requirements.

Temporary transfer of parent or guardian:

- Dependents of persons who have maintained their permanent residence in the District for at least six months immediately prior to a temporary transfer by their employer to a location outside the District shall be eligible for Illinois In-District classification provided they enroll within two years from the time of the transfer.
- Said persons must have maintained their permanent residence in the District by means of a continuous voting record in the District, filing Illinois income tax returns, and/or other appropriate actions.

#### Military Personnel

Illinois in-district tuition and fee rates will be allowed to all military personnel and their dependents who are citizens of the United States while they are stationed and present in the District in connection with that service.

Military personnel who are subsequently assigned to temporary duty outside the District shall continue to qualify as Illinois In-District for tuition and fee classification. In instances when military personnel are transferred to another location, this special arrangement shall terminate for them and their dependents at the end of the term in which the student is enrolled.

Temporary transfer of parent or guardian.

- Dependents of persons who have maintained their permanent residence in the District for at least six months immediately prior to a temporary transfer by their employer to a location outside the District shall be eligible for Illinois In-District classification provided they enroll within two years from the time of the transfer.
- Said persons must have maintained their permanent residence in the District by means of a continuous voting record in the District, filing Illinois income tax returns, and/or other appropriate actions.

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