



Petition for Review of Residency Status

Return to: Records, NMC, 1701 E. Front Street, Traverse City, MI 49686

Phone: 231-995-1049 Fax: 231-995-1956 Email: records@nmc.edu

FILING DEADLINE: All materials must be to the Records Office one week before the start of the semester.

1. Student Name: _____ NMC ID: _____
Please print

2. Current Address: _____

Date moved in _____ Current Phone Number: _____

3. Previous Address: _____

Date moved in _____

4. What residency are you requesting? In-District (Grand Traverse County) or In-State (Michigan)

5. For which future semester are you requesting this change? _____

(An authorized change in residency status for tuition assessment is not retroactive to any previous or current semester of enrollment at Northwestern Michigan College.)

6. Do you own property in Grand Traverse County? Yes No

If yes, please review #1 under "Documentation Requirements" on reverse side and attach a copy of your most recent Grand Traverse property tax bill, sign below and submit to Records Office.

If No, how long have you resided in Grand Traverse County taking five **or fewer** credits? _____

7. What is your current age: _____ Birth date: _____

a. If you are 25 or over, review # 4 or 5 under "Documentation Requirements" on reverse side, complete comments (if needed) and signature portion below and submit documentation to the Records Office.

b. If you are under 25 and your parents/guardian claim you as a dependent on their income tax return for the last calendar year, your residency is their permanent address. Did they claim you? Yes No

If yes, do your parents/guardian own property in Grand Traverse County? Yes No

Do your parents/guardian rent in Grand Traverse County? Yes No

(Review documentation requirements on the reverse side for appropriate situation and submit to Records Office.)

Additional student comments:

I certify that the information provided on this form is complete and accurate in every respect.

Student's signature _____ Date _____

Office use only:

Date received in the Records Office _____ Change residency status from _____ to _____

Approved by _____ Date _____

Additional Information Needed _____

Residency Policy It is the policy of Northwestern Michigan College that a student's residency classification be determined when first admitted. A student will continue to be so classified with that residency status throughout his or her attendance as a student, until the student petitions for and is granted a change or moves outside Grand Traverse County.

Purpose of NMC's Residency Policy NMC is supported by property taxes assessed by both the State of Michigan and Grand Traverse County. Michigan residents pay the Out-of-District/In-State tuition rate because of their Michigan property taxes paid, or pay rent to a property owner who pays taxes toward the college. Grand Traverse County residents pay the In-district tuition rate because they pay Michigan property taxes and Grand Traverse County taxes, or pay rent to a property owner who pays taxes toward the college. If you **do not** own property, you must provide the college with documentation that you have lived in Michigan/Grand Traverse County for a minimum of six consecutive months taking five or fewer credits.

Documentation Requirements for Review of Residency

(Same documentation is required for either Grand Traverse County or Michigan residency)

1. **Property Owners** must provide a copy of their current property tax bill. Property owners must have property registered with the county, in their name, for verification.
2. **Property Owner's dependents** If your parents/legal guardian are property owners and you are claimed as a dependent on their Federal Income Tax return for the last calendar year, the following documents are required:
 - a. Current property tax bill.
 - b. Parent must sign the bottom of this form indicating they claimed you on the prior year's income taxes.
3. **Dependents of Non-property Owners who have resided in Grand Traverse County** If your parents/legal guardian have resided in Grand Traverse County for six consecutive months or more and you are claimed as a dependent on their Federal Income Tax return for the last calendar year, the following documents are required:
 - a. Copy of parent's/legal guardian signed rental lease, listing the student's name as residing at the rental address, the property owners' name, address, telephone number, and signature.
 - b. Parent must sign the bottom of this form indicating they claimed you on the prior year's income taxes.
4. **Non-property-Owners who have resided in Grand Traverse County for six consecutive months taking five or fewer credits.** The following documents are required:
 - a. Signed copy of rental lease, listing the student's name as residing at the rental address, the property owner's name, address, telephone number and signature. If no formal agreement, provide a notarized letter from the property owner listing same information as previously stated.
 - b. Current driver's license or Michigan ID. (Issued date at least six months prior to start of semester.)
 - c. Voters Registration Card dated back six months prior to the start of the semester.
 - d. If you are younger than 25 years of age, you will also need to have your parent sign the bottom of this form indicating they did not claim you on their prior year's income taxes
5. **Military Service Personnel** A person in the Military Service of the US, spouse and minor children, will be classified according to their residence during the active duty. The following documents are required:
 - a. Current rental lease signed by the property owner with the student's name and rental address.
 - b. Copy of student's Military ID
 - c. Copy of Active Duty Orders

_____ As legal parent or guardian of _____ (student's name) I hereby certify that the applicant was **not** claimed as a dependent on my _____ (last calendar year) Federal Income Tax. I verify the above information is true and accurate.

_____ As legal parent or guardian of _____ (student's name) I hereby certify that the applicant **was** claimed as a dependent on my _____ (last calendar year) Federal Income Tax. I verify the above information is true and accurate.

Signature of Parent or Guardian

Date