



# Operating Standard

**Title:** Residency

**Number:** A3100.125

**Type:** Administrative

**Responsible:** CSSO, VP, Student Affairs

**Related Policies:** A3100

**Linked Operating Standards:**

**Related Laws:**

**Related External Standards:**

**HLC Criterion:**

## In-District Resident

Students who have occupied a dwelling in the Shawnee Community College District # 531 for at least 30 days prior to the start of the semester will be classified as in-district residents. Verification is made by the address listed on the Admission Information form. The student signature serves as the affidavit that the information provided is correct.

Required Verification of Residency:

- Property Tax statement showing that taxes were paid to Shawnee Community College District #531
- Voter Registration Card with in-district address
- Driver's License with in-district address
- Rent receipt for an in-district address (If US mail is undeliverable, said residency will be rescinded and student will be moved to out-of-district)

Cities and towns in the Shawnee Community College District # 531:

Alto Pass	Cairo	Grand Tower*	Metropolis	Olmsted	Tunnel Hill*
Anna	Cobden	Grantsburg	Mill Creek	Ozark*	Ullin
Belknap	Cypress	Jonesboro	Miller City	Perks	Unity
Boles	Dongola	Joppa	Mound City	Pulaski	Villa Ridge
Brookport	Elco	Karnak	Mounds	Simpson	Vienna
Buncombe	Goreville	Makanda*	New Burnside*	Tamms	Ware
Cache	Grand Chain	McClure	Olive Branch	Thebes	Wolf Lake

\*Towns with asterisks must be verified because some parts of the town are in Shawnee Community College District 531 and some are not.

## Out-of-District Resident

A student whose residency is not within the District of Shawnee Community College # 531, but is within the State of Illinois will be considered as out-of-district students such as:

- Federal job corps workers working in the district
- Inmates of State or federal correctional institutions located in the district
- Students attending under a chargeback/contractual or CAREER agreement with another community college
- Students who have not demonstrated through documentation a verifiable interest in establishing permanent residency.

## Special Residency

- Students enrolled in courses at Shawnee Community College District #531 will be charged in-district tuition if they are employed at least 35 hours per week by an entity located in the district, or are enrolled in a course that is being provided under terms of a contract for services between the employing entity and the college. Students must produce a letter from an in-district employer stating that the student does meet the guidelines.
- Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district shall be exempt from the 30-day requirement if they demonstrate proof of current in-district residency. Documentation of current residency may be submitted to the college from the student, a caseworker, or other personnel of the Department, or the student's attorney or guardian ad litem.
- A student who is active duty or who is an individual entitled to assistance as described in 38 U.S.C 3679 (c), shall receive in-district tuition. Per 23 Administrative Rule 1501.501, members of the armed services stationed in Illinois are classified as Illinois residents for tuition purpose, without needing to meet the 30-day residency requirement.

## Changing from Out-of-District to In-District

Students moving from out-of-district to in-district must provide documentation dated 30 days prior to the start of the semester, including the student's name and in-district address. Students who obtain residence in the district for reasons other than attending Shawnee Community College are exempt from the 30-day requirement if they provide documentation of a verifiable interest in establishing permanent residency.

Change Log		Governance Unit: Student Affairs Council
Date	Description of Change	
1.23.25	Initial Adoption	