

Student Residency Classification

RVC Administrative Procedure (4:10.040)

Rock Valley College classifies student residency status in accordance with the Illinois Public Community College Act, 110 ILCS 805/3-37 et seq., and the Administrative Rules of the Illinois Community College Board (ICCB). Residency status is used to determine applicable tuition rates and eligibility criteria.

Purpose

The purpose of this procedure is to establish guidelines for determining, documenting, verifying, and appealing student residency classifications in accordance with applicable state laws and ICCB regulations.

Scope

This procedure applies to all students enrolling at Rock Valley College who are required to establish residency status for tuition and eligibility purposes within 30 days of the semester beginning.

Department and Primary Point of Contact Involved

Department: Records and Registration

Primary Point of Contact: Registrar/Director of Records and Registration

Definitions

Residency Classification

The determination of a student's residency status for tuition and eligibility purposes based on ICCB regulations and state law.

In-District Resident

A student who meets the residency requirements established by ICCB regulations for residence within the College district.

Out-of-District Resident

A student who resides outside of the Rock Valley College district but within the State of Illinois.

Out-of-State Resident

A student who does not meet Illinois residency requirements as established by applicable law and ICCB regulations.

International Student

A student who applied, and indicated they are attending Rock Valley College on a visa.

ICCB

Illinois Community College Board

Rock Valley College

Procedure

1. Students are responsible for establishing and documenting their residency status at the time of application or enrollment.
2. The College may require students to provide supporting documentation to verify residency status, including but not limited to government-issued identification, leases, utility bills, tax records, or other acceptable documentation along with the Student Information Update form that can be found on the website Records and Registration area.
3. Residency classifications will be determined in accordance with the Illinois Public Community College Act and ICCB Administrative Rules.
4. The College reserves the right to request additional documentation if residency information is incomplete, inconsistent, or requires further review.
5. Residency status will not be changed after the 10th day of each semester.
6. If mail gets returned to the college, a hold will be placed on the student's account until the student is able to verify their address.

Related Documents

Illinois Community College Administrative Rules
Illinois Government Public Acts
Rock Valley College Website-Residency Status
Rock Valley College Catalog

Reference: AR 314

Implemented: April 8, 2014

Revised: July 24, 2026

Rock Valley College

STUDENT INFORMATION UPDATE/CORRECTION

It is your responsibility to ensure all information on your student record is accurate. By signing this form, you give permission for RVC staff to update your student record with the information provided.

Return this signed form to Records and Registration Office, 3301 N Mulford Rd, Rockford, IL 61114, via fax 815-921-4269, or via email to RVC-Records@RockValleyCollege.edu. If you have any questions, please contact our office at 815-921-4250.

Today's Date:	_____	Student Name:	_____
Student ID #:	_____	Home Phone #:	_____
Work Phone #:	_____	Cell Phone #:	_____

ADDRESS CHANGE

Old Address on File: _____

City, State, and Zip Code: _____

Change to New Address: _____

City, State, and Zip Code: _____

A change from an Out-of-District/State address to an In-District address must be accompanied by documentation. Acceptable documentation listing the new address and your name includes: Driver's License/State ID, Mortgage/Lease Agreements, Utility Bill, or a Voter's Registration Card. Documentation must include the student's name, the new In-District address, and be dated at least 30 days prior to the first day of classes for that term.

SOCIAL SECURITY NUMBER CORRECTION

Incorrect SSN: _____ Correct SSN: _____

A copy of your signed SSN card must be provided at the time of submission. Copy must be made by our office.

Are you now, or have you ever been, an employee of Rock Valley College in any capacity?

Full-time, Part-time, Student Worker, etc. YES / NO

Signature and Date: _____

OFFICE USE ONLY: Verified by: _____ Date processed: _____