



# Student Change of Address

In order to request a Change of Address, students need to:

1. Complete and sign this form.
2. **Provide 2 pieces of documentation as proof of residency**, in order to qualify for in-district tuition rate, when changing from out-of-district or out-of-state address.  
*\*Please see reverse side for a list of acceptable documents to use as proof of residency.*
3. Submit this form, with required documentation, to the Enrollment Services office.

**Please Print Clearly:**

**BHC ID#:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

Students are responsible for maintaining their current address and telephone numbers with the College. All official college correspondence is mailed to the student’s address or to the student’s BHC-issued e-mail address.

**Previous city and state of residence** \_\_\_\_\_

**New Legal residence** (must match both pieces of documentation if proof is needed):

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (all fields required)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Signature line may be left blank and the e-signature will be accepted when the completed form is sent from the student’s myBlackHawk e-mail account, with appropriate attachments.

**Return the completed form to one of the following:**

**In Person:** Enrollment Services Office- QC: Building 1, Rm Q277 or EC: Building A, Rm 100

**USPS Mail:** Quad Cities Campus: Black Hawk College, Enrollment Services, 6600 34<sup>th</sup> Ave, Moline, IL 61265

East Campus: Black Hawk College, Enrollment Services, 26230 Black Hawk Rd, Galva, IL 61434

**E-mail:** [registrar@bhc.edu](mailto:registrar@bhc.edu)

**Fax:** 309-796-5209

Office Use Only:	
_____	Address change does not affect residency
_____	Out-of-District to In-District (proof must be provided)
_____	Out-of-District to Out-of-State
_____	Out-of-State to Out-of-State (Special Rate/Iowa contiguous counties – proof must be provided)
_____	Out-of-State to In-District (proof must be provided)
_____	Out-of-State to Out-of-District (proof must be provided)
_____	In-District to Out-of-State
_____	In-District to Out-of-District
	Hold <input type="checkbox"/>
Processed by: _____	Date: _____ Rate updated: _____



## Acceptable Documents for Proof of Residency

Tuition rates are determined by the **legal residence** of the student. Residence is defined as the place where the student lives and which is the student's true permanent home. A student who temporarily moves into the district for the purpose of attending the College at the lower in-district rate will not be considered as having established a bona fide residence within the district.

Students may be required to furnish legal evidence of their residency. If required, a student must submit **two documents** (one from each category below) to Enrollment Services at the Quad Cities Campus or the East Campus. Each document must list the student's name and residential address (not a Post Office box).

Documentation must be **submitted at least 5 calendar days prior to the start** of the semester and show the current address and date. Regardless of the date a student registers, residency will not be changed during a term. If a residency change is needed, it will be effective for the next term at the time of registration. *Questions should be directed to Enrollment Services at 309-796-5300 or [registrar@bhc.edu](mailto:registrar@bhc.edu).*

Category I (Choose 1)	Category II (Choose 1)	
Contract to purchase home in district	Paycheck stub (fulltime)	Bills: <ul style="list-style-type: none"> <li>• Gas</li> <li>• Electric</li> <li>• Land line phone</li> <li>• Water</li> <li>• Medical/Dental</li> <li>• Credit card statement</li> </ul> Installment Loan Documentation (Car, Boat, Motorcycle, etc.) Library Card (must include name and address) Bank Statement Newspaper/Magazine subscription mailing label
Property tax bill	Tax Return	
Property assessment statement	W-2	
Home insurance declaration page	1098-T (not from BHC)	
Homeowner's association notice	1099 Interest Statement	
Mortgage Agreement	Social Security Statement	
Property Closing Statement	INS Documentation	
Rental Contract or Lease	Voter's Registration Card*	
Voter's Registration Card*	Vehicle Registration Card	
Voter's History (online)	Current Pilot's License	
Current IL Driver's License	Current IL Firearms Owners ID card (FOID card)	
Current IL State ID	Jury Duty Notice	
Shelter Residency Documentation	Unemployment check stub	
Firearms License	Military Active Duty/discharge documentation	

\*A Voter's Registration Card may be used for one category or the other.