



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 note: this form does NOT update your address for your BHC Student ID Card. Contact bursar@bhc.edu for assistance.

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 myBHC email 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 myBHC email 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 34th Ave, Moline, IL 61265
 East Campus: Black Hawk College, Enrollment Services, 26230 Black Hawk Rd, Galva, IL 61434
E-mail: 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

Processed by: _____ Date: _____ Rate updated: _____