



Instructions for Submission of the Reclassification Request for Virginia In-State Tuition Rates

If you are currently classified **Out-Of-State** for tuition purposes, but feel you should be considered **In-State**, please follow the steps listed below:

1. **Completely fill out** the attached Reclassification Request for Virginia In-State Tuition Rates The Request form must be submitted to the Admissions and Welcome Center, located in Griffin Hall room 201, **no later than ten (10) days prior to the term** for which you are applying for consideration. If you are dependent on your parent, legal guardian or spouse, as defined below, **Part II** of the form must be completed and signed by them, as well.

Dependency Determination

According to Virginia law, if you are under age 24 on the first day of the semester, you are rebuttably presumed to be dependent on your parent or legal guardian. You may challenge this presumption by providing evidence of one of the following:

- ◆ Veteran or an active duty member of the US armed forces
- ◆ Marriage
- ◆ Enrollment in graduate school
- ◆ Ward of the court (or was a ward of the court until age 18)
- ◆ Both parents deceased and no adoptive or legal guardian
- ◆ Legal (tax or social services) dependents other than a spouse
- ◆ Other clear and convincing proof of independence

If you are under age 24 and you cannot provide **clear and convincing** evidence of independence as defined by law, then your parent or legal guardian **must** complete Part II.

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2. Documentation is required as listed below. **It is your responsibility to provide all documentation that supports your case. (Please provide copies of these documents--copies cannot be made in the Admissions Office. Documentation must remain on the file and will not be returned.)**

Documentation that must be Submitted, if Applicable with the Reclassification Request Form

◆ A COVER LETTER DOCUMENTING YOUR INTENTION TO MAINTAIN INDEFINITELY YOUR VIRGINIA DOMICILE IS REQUIRED

- ◆ Your most recent Virginia and Federal income tax forms
- ◆ Your most recent paycheck stub
- ◆ Virginia Driver's License
- ◆ Virginia Motor Vehicle Registration
- ◆ Virginia Voter's Registration Card
- ◆ If non-U. S. citizen, copy of a visa
- ◆ If military, a recent Leave and Earning Statement (LES)
- ◆ Evidence of any additional social and/or economic ties to Virginia

NOTE: If you completed Part II of the attached form, the documentation noted above should be submitted pertaining to the parent, legal guardian, or spouse.

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3. Upon submission of the Reclassification Request for Virginia In-State Tuition Rates and all required documentation, an evaluation of your status will be made after which you will receive written notification of your status.

Reclassification Request for Virginia In-State Tuition Rates

This form should be completed if you are claiming entitlement to Virginia instate tuition rates pursuant to section 23.7-4, *Code of Virginia*. You must answer all questions. Part I must be completed by the applicant. Part II of this form must be completed by a parent/legal guardian if the applicant is under the age of 24 and has not presented clear and convincing evidence of independence or by the spouse if the applicant is dependent on the spouse and wishes to claim eligibility through the spouse's domicile. Supporting documentation and additional information are required as outlined on the cover sheet.

PART I - APPLICANT

Student name: _____ EMPLID # _____ Telephone # _____

Date you moved permanently to Virginia (mm/dd/yr): ____/____/____ Birthdate ____/____/____

1. Do you wish to apply for instate tuition based on:
 - Your own Virginia domicile
 - Dependency on a parent/legal guardian who is domiciled in Virginia-**Part II must be completed**
 - Dependency on a spouse who is domiciled in Virginia (The spouse must provide 50% or more of your financial support)-**Part II must be completed**
 - Military Exception (*Note: Under section 23.7-4, a child and/or spouse of a military person stationed in Virginia is eligible for instate tuition regardless of domicile. A copy of the military orders verifying active duty military status and permanent duty station within Virginia; documentation verifying Virginia residence; and copy of military dependent card issued by the military*)
 - Non-resident (not currently residing in Virginia), employed full-time in Virginia and paying Virginia income tax. (*Note: Generally, individuals who wish to qualify for this exception must reside in a state for which Virginia has no tax reciprocity, be employed full-time in Virginia and have paid Virginia income tax.*)

2. List your address(es) **for the last two-year period** preceding the term in which you will enroll. **List current address first:**

From	To	Street/Address	City	State	Zip
____/____/____	PRESENT	_____	_____	_____	_____
____/____/____	____/____/____	_____	_____	_____	_____

3. Employment Information (**for at least one year** prior to the date for which in-state rates are being sought):

From	To	Employer/City & State	No. of hrs/week	Annual Salary
____/____/____	____/____/____	_____	_____	_____
____/____/____	____/____/____	_____	_____	_____

4. State(s) in which you filed a tax return **or** paid income taxes to during the previous year _____
5. Did you file as a Part-year resident Yes _____ No _____
If you did not file a state income tax return or pay state income taxes in the previous year, check here

6. Voter Registration: State: _____ Date of Registration: ____/____/____ N/A

7. Driver's License: State: _____ Date of Issue: ____/____/____ N/A

8. Motor Vehicle Registration: State: _____ Date of Registration: ____/____/____ N/A

8. Are you/your spouse/parent/ legal guardian (circle one) in the military? YES NON/A
If "YES," does the current Leave and Earning Statement reflect Virginia withholdings? YES NON/A

10. Do you have the present intention to remain in Virginia indefinitely? YES NO

I certify under a penalty of disciplinary action that the information I have provided is true.

Signature of Applicant _____
Date

For Office Use Only: APPROVED TERM: Fall Spring Summer Year _____
 VA domicile Military Exception VA domicile via parent/legal guardian/spouse Non-resident
 DISAPPROVED [reasons attached]

Signature of College Official _____
Date

