APPLICATION DEADLINE

Applications for Virginia in-state tuition rates must be submitted to the Office of Admissions prior to the first day of class of the term in which a change of domicile is sought. Applications received after the deadline will not be reviewed for eligibility until the following term. A new application and documentation must be submitted for each term that a change of domicile is sought. Students seeking in-state tuition, based on a spouse’s or parent’s/legal guardian’s domiciliary status, must submit the documentation from your spouse or parent/legal guardian. Processing time ranges from one to two weeks. Please plan accordingly to ensure classes are not cancelled during the review process. Classes cannot be held for non-payment during the appeal process.

Requests for Virginia domiciliary status will not be retroactively approved for previous terms.

ELIGIBILITY FOR IN-STATE TUITION

This general information will help clarify the requirements necessary to be eligible for in-state tuition rates in Virginia. It is not intended to cover all situations, but to give you a basic understanding of domicile.

DOMICILE

To be eligible for in-state tuition rates, you must be domiciled in Virginia for a minimum of one year (365 days) before the first official day of classes. Domicile is defined as your present, fixed home where you return following temporary absences and where you intend to stay indefinitely. In essence, domicile has two parts and you must meet both to qualify for in-state tuition. You must reside in Virginia and you must intend to keep Virginia as your home indefinitely.

As a minor, you have the same domicile as your parents. When you become 24 years old, you can establish a domicile that is different from your parents. However, if you are over 24 and are financial dependent on your parents, your parents must be domiciled in Virginia before you will be eligible for in-state benefits.

According to SECTION 23-7.4 of the Code of Virginia, “If a student is classified initially as out-of-state, it is the responsibility of the student thereafter to petition the responsible official for reclassification to the in-state status if the student believes that subsequent changes in facts justify such a reclassification. The institution will not assume responsibility for initiating such an inquiry independently.” Please visit http://www.schev.edu/edudents/VAdomicileInfo.asp for additional information.

The Code further states, “The change in classification, if deemed to be warranted, shall be effective for the next academic semester or term following the date of the application for reclassification. No change to in-state status may be obtained by a student for an academic term that has begun before the date of the application for reclassification.” The factors used to support a case for in-state tuition benefits must have existed for one year before the first official day of classes.

Residence or physical presence in Virginia primarily to attend a college or university does not entitle you to in-state tuition rates. If you enter an institution classified as an out-of-state, you will be required to give clear and convincing evidence to rebut the presumption that you are in the state to attend school before a change of status will be granted.

SPECIAL SITUATIONS

If you are a member of a military family, or employed full-time in Virginia, but live out-of-state, special provisions for determining eligibility for reduced tuition rates exist. Eligibility is governed by SECTION 23-7.4 of the Code of Virginia. The above is not exhaustive, but a general description.

Domicile application packages may be delivered personally or by mail only. Please note that the Office of Admissions is not able to make copies of documents for submission. All supporting documents must be submitted with the original application for Change of Domicile. Once the Change of Domicile application package has been submitted, additional documents will not be accepted. Please ensure your application package is accurate and all supporting documents are included.
EXPLANATION OF FACTORS TO DETERMINE DOMICILE

Please review the following list very carefully. This list demonstrates the type of information and details that will assist the Domicile Specialist in determining your eligibility for in-state tuition rates. Please complete the Change of Domicile Application and submit it with all supporting documents to the Office of Admissions. The first three items are strongly recommended. The additional items listed will support your appeal to obtain Virginia domicile. You are responsible for ensuring accuracy of the Change of Domicile Application, supporting documents and for supplying copies of all documents.

1. **Continuous residence for a period of at least one year (365 days) prior to the first day of classes.**
   Submit evidence supporting the fact that the applicant intends to make Virginia his/her home indefinitely such as:
   a. Copy of leases from each place of residence (Rent receipts will not be accepted)
   b. Copy of mortgage agreement

2. **State to which income taxes are filed and paid.**
   Submit evidence that the applicant has filed Virginia taxes (760) and Federal taxes (1040) for the previous tax year. (Tax forms should be signed and dated).
   Applicants should submit all pertinent W-2 forms received from employer(s) as proof of earnings.

3. **Employment**
   The applicant should submit a letter from his/her employer stating the starting date and number of hours worked per week.
   All persons receiving government aid should provide evidence of support. Acceptance of financial support from public agencies or private institutions located in another state prevents eligibility for in-state tuition.

4. **Valid Virginia driver’s license** - Submit a clear copy of driver’s license, both front and back.

5. **Valid Virginia voter’s registration card** – Submit a copy of your card

6. **Valid Virginia car registration card** – Submit a copy of your card

7. **Ownership of real estate property** – Submit evidence of property ownership

8. **Social and/or economic ties with Virginia**
   Submit valid evidence that the applicant has immediate family in the area. The applicant may also submit evidence that he/she has a professional license issued by a Virginia agency. This information will help support a claim of domiciliary intent.

**Special Notes:** NON-U.S. CITIZENS – Must also provide a clear copy of the front and back of their permanent residency card.

MILITARY APPLICANTS must also submit a copy of the leave and earnings statement (LES) from the previous year and state of legal residence certificate. Veterans must submit a copy of their DD-214, a copy of valid photo identification card and proof of residence.

Acknowledgement Please sign after you have read and understand the above instructions. This form must be submitted with your Change of Domicile application package.

SIGNATURE_________________________________________ DATE_________________________________________
COVER LETTER INSTRUCTIONS

Reclassification

All students need to submit a signed cover letter to support their claim to be reclassified from out-of-state to in-state for tuition. The cover letter should include the following but is not all inclusive.

When you moved to Virginia (dates)
Employment information (starting date)
Any information listing why you should be considered
Lease; If you have no lease agreement or mortgage, provide a notarized letter from the person with whom you are living with stating what amount you contribute per month
Family members who may live in Virginia
The letter must have the student’s signature

Date received_________________________ Staff name_________________________

APPLICATION FOR CHANGE OF DOMICILE

Form must be completed to determine eligibility for in-state tuition rates pursuant to Code Section 23-7.4 of Virginia. Please answer all questions and furnish dates. Where not applicable, write N/A. Please print legibly.

SECTION A: APPLICANT

SEMESTER APPLYING FOR DOMICILE CHANGE: (Select one) YEAR_______ FALL_____ SPRING_______ SUMMER____________

1. Name of Applicant______________________________ EMPLID________________________
   (Last, First, Middle)

2. Date of Birth_________________ Day Telephone# _____________________ VCCS E-mail address __________________

3. How long have you lived in Virginia? _____ years _____ months

4. Citizenship  ☐ U.S.  ☐ Non-U.S.  ☐ Permanent Resident

5. Where have you lived the past two years? List current address first:
   From (mo/yr) To (mo/yr) Street Address City, State, and Zip
   ________________________________________________________________
   ________________________________________________________________

6. Do you wish to claim in-state tuition rates based on your Virginia domiciliary residency state?  Yes  No
   If no, where will you maintain legal domicile in (State or Country)
   If yes, complete SECTION B, if no, go to #7.

7. Do you wish to claim in-state tuition based on your parent, legal guardian or spouse’s domiciliary status?  Yes  No
   If no, sign your name in SECTION E.
   If yes, complete SECTIONS B and E and have your parent, legal guardian or spouse complete SECTIONS D & E.

SECTION B: STUDENT STATUS

1. Will you be age 24 or older before the first day of classes?  Yes  No

2. Are you a veteran of the U.S. Armed Forces?  Yes  No

3. Do you have a bachelor’s degree and working on a graduate degree?  Yes  No

4. Are you married?  Yes  No

5. Are you an orphan or a ward of the court, or were you a ward of the court until age 18?  Yes  No

6. Do you have legal dependents (other than spouse)?  Yes  No

7. Are you on active duty with the military?  Yes  No

8. Have you been financially self-sufficient for one year prior to the term in which you will enroll?  Yes  No

Enrollment Services 2014
If you answered yes to any question in SECTION B, please complete SECTIONS C & E. If you answered no to every question, please sign your name in SECTION E and have your parent or legal guardian complete SECTION D & E. If your spouse is in the military, complete SECTIONS C, D, & E.

SECTION C: DOMICILE (please circle Yes or No)

1. Will you have filed a tax return and paid income taxes to Virginia during the past twelve months? Yes  No
2. For the entire twelve months prior to the term in which you will enroll, will you have:
   A. Been a Virginia registered voter? Yes  No
      Virginia registration date __________________________
   B. Held a valid Virginia Driver’s license? Yes  No
      Date issued in Virginia __________________________
   C. Do you own or operate a motor vehicle? Yes  No
      If yes, was it registered in the State of Virginia for the past twelve months? Yes  No
      Virginia registration date: __________________________
3. Are you or any member of your immediate family presently in the military? Yes  No
   If no, please skip to question 4. If yes, please check one of the following:
   A. Will Virginia income taxes have been paid on all military income for one year prior to the term you enroll? Yes  No
   B. If your spouse is in the military, will you have resided in Virginia and paid income taxes to Virginia for at least one year prior to the term in which you will enroll? Yes  No
      (If yes, please attach Virginia and Federal tax forms)
4. Answer the question only if you have worked in Virginia but lived outside Virginia during the past twelve months.
   Did you file Virginia taxes on all taxable income earned in Virginia for the last year? Yes  No
   If yes, please attach Virginia tax forms. Please skip to Section E.

APPLICATION FOR CHANGE OF DOMICILE

Form must be completed to determine eligibility for in-state tuition rates pursuant to Code Section 23.7.4 of Virginia. Please answer all questions and furnish dates. Where not applicable, write N/A. Please print legibly.

SECTION A: APPLICANT

SEMESTER APPLYING FOR DOMICILE CHANGE: (Select one) FALL SPRING SUMMER

1. Name of Applicant ________________________________ EMPLID __________________________
   (Last, First, Middle)
2. Date of Birth ____________ Day Telephone ____________________ VCCS E-mail address __________________________
3. How long have you lived Virginia? ____years ____months
4. Citizenship U.S.    Permanent Resident    If permanent resident, provide A registration number __________________________
5. Where have you lived the past two years? List the current address first:
   From (mo/yr) To (mo/yr) Street Address, City State and Zip __________________________
   __________________________________________
   __________________________________________
6. Do you wish to claim in-state tuition rates based on your parent, legal guardian or spouse’s domiciliary status? Yes  No
   If no, sign your name in SECTION E.
   If yes, complete SECTIONS B and E and have your parent, legal guardian or spouse complete SECTIONS D and E.

Enrollment Services 2014
SECTION B: STUDENT STATUS

1. Will you be age 24 or older before the first day of classes?  Yes  No
2. Are you a veteran of the U.S. Armed Forces?  Yes  No
3. Will you be enrolled in a graduate or professional program (beyond a Bachelor’s degree)?  Yes  No
4. Are you married?  Yes  No
5. Are you an orphan or a ward of the court, or were you a ward of the court until 18?  Yes  No
6. Do you have legal dependents (other than spouse)?  Yes  No
7. Are you on active duty with the military?  Yes  No
8. Have you been financially self-sufficient for one year prior to the term in which you will enroll?  Yes  No

If you answered yes to any question in SECTION B, please complete SECTIONS C & E. If you answered no to every question, please sign your name in SECTION E and have your parents or legal guardians complete SECTION D & E. If your spouse is in the military, complete SECTIONS C, D, AND E. You also need to complete the Military Dependent’s In-State Tuition Form.

SECTION C: DOMICILE

1. Will you have filed a tax return and paid income taxes to Virginia during the past twelve months?  Yes  No
2. For the entire twelve months prior to the term in which you will enroll, will you have:
   a. Been a Virginia registered voter  Yes  No
      Virginia registration date__________________________
   b. Held a valid Virginia Driver’s license?  Yes  No
      Date issued in Virginia:__________________________
   c. Do you own or operate a motor vehicle?  Yes  No
      If yes, was it registered in the State of Virginia for the past twelve months?  Yes  No
      Virginia registration date: ________________________
3. Are you or any member of your immediate family presently in the military?  Yes  No
   If no, please skip to question 4. If yes, please check one of the following:
   a. Will Virginia income taxes have been paid on all military income for one year prior to the term in which you will enroll?  Yes  No
   b. If your spouse is in the military, will you have resided in Virginia and paid income taxes to Virginia for at least one year prior to the term in which you will enroll?  Yes  No
4. Answer the question only if you have worked in Virginia but lived outside Virginia during the past twelve months.
   Did you file Virginia taxes on all taxable income earned in Virginia for the last year?  Yes  No
   If yes, please attach Virginia tax forms. Please skip to Section E.

SECTION D: PARENT, LEGAL GUARDIAN OR SPOUSE

1. Name of Parent/Legal Guardian or Spouse: ____________________________________________ (Last, First, Middle)
2. Relationship to Applicant: ____________________  3. How long have you live in Virginia ____ (years)  _____ (months)
4. Citizenship  U.S.  Non-U.S.  Permanent Resident
   If permanent resident please provide A registration number

   If Non-U.S. citizen, please provide VISA type and number: ________________________________
   Date of Visa issue ___________ Date of VISA Expiration _________________________________
5. Where have you lived the past two years? List current address first:
   From (mo/yr) To (mo/yr)  Street Address  City, State, and Zip

Enrollment Services 2014
6. Will you have filed a tax return and paid income taxes to Virginia during the past twelve months?  
   Yes  No

7. Will you have claimed the applicant as a dependent on your Federal and Virginia income tax returns for the twelve months prior to the term in which the applicant will enroll?  
   Yes  No

8. Will you have provided over half of the applicant’s financial support for the entire twelve months prior to the term in which the applicant will enroll?  
   Yes  No

9. For the entire twelve months prior to the term in which the applicant will enroll, will you have:
   a. Been a Virginia registered voter?  
      Registration date:_______________________  
      Yes  No
   b. Held a Virginia Driver’s License?  
      Date issued/reissued:___________________  
      Yes  No
   c. Owned or operated a motor vehicle?  
      If yes, was it registered in the State of Virginia for the past twelve months?  
      Virginia registration date:__________________________  
      Yes  No

10. Are you or any member of your immediate family presently in the military?  
    If no, please skip to question 11. If yes, please check one.  
    Spouse  Self
    a. Will Virginia income taxes have been paid on all military income for one year prior to the term in which the applicant will enroll?  
    b. If your spouse is in the military will you have resided in Virginia and paid income taxes to Virginia for at least one year prior to the term in which the applicant will enroll?  
    If yes, please attach Virginia and federal tax forms.  
    Yes  No

11. Answer this question only if you have lived outside Virginia.
    a. Will you have lived outside Virginia, earned at least $14,500 (the equivalent of a full-time wage salary) and paid income taxes to Virginia for at least one year prior to the term in which the applicant will enroll?  
    b. If the answer to (a) is yes, will the parent employed in Virginia have claimed the applicant as a dependent for Federal and Virginia income tax purposes for at least one year prior to the term in which the applicant will enroll?  
    Yes  No

SECTION E: SIGNATURES
The applicant must sign below and make sure all questions are answered or this application will not be processed if SECTION D has been completed by a parent, legal guardian, or spouse, that person’s signature must also appear below.

I certify under penalty of disciplinary action that the information I have provided is true. I am furnishing the college with all supporting documentation with my application. I understand my domicile decision may be appealed after a decision is rendered by the review committee.

Signature of Applicant  Date  Signature of parent, Legal Guardian or Spouse

OFFICE USE ONLY
Date received  ________  Approved  ________  Disapproved  ________  Term  ________

Decision Date  ________  Signature  __________________________  Date  ________