

Instructions for Submission of the Domiciliary Appeal Application for Virginia In-State Rates

ATTENTION

The Domiciliary Appeal Application and all supporting documentation must be submitted as soon as possible in order to insure that a final decision has been reached by registration deadlines. All documentation supporting a case for in-state tuition must have existed for the entire year prior to the beginning of the semester. If you choose to complete the registration process before your domicile status has been clarified, you will be required to pay out-of-state tuition rates.

If you are currently classified as **OUT-OF-STATE** for tuition purposes, but feel you should be considered **IN-STATE**, you should follow the steps listed below:

- 1) Review the domiciliary section of the Virginia Code or the State Council of Higher Education for Virginia's (SCHEV) guidelines for domiciliary determination. The guidelines are available at the **RESERVE** desk of the library at each campus and may also be found online at: <http://www.schev.edu/>
- 2) The accompanying Domiciliary Appeal Application must be completely filled out and submitted to the Domicile Office at your campus of record for consideration. If you are a dependent of your parent or legal guardian or wish to claim entitlement based on your spouse's domicile, you must submit the parent/legal guardian/spouse form as well. Note that this form must be completed by your parent, legal guardian, or spouse.
- 3) In order to fully evaluate your application for in-state rates, certain documentation is required, as noted on the Application and listed below. **IT IS YOUR RESPONSIBILITY TO PROVIDE ALL DOCUMENTATION THAT SUPPORTS YOUR CASE.**

Documentation which must be submitted, if applicable, with your Domiciliary Appeal Application is listed below. **PLEASE PROVIDE COPIES OF THESE DOCUMENTS - COPIES CANNOT BE MADE IN THE DOMICILE AND RECORDS OFFICE AND WILL NOT BE RETURNED.**

- 1) Your most recent Virginia and U.S. income tax forms
- 2) Virginia Driver's License
- 3) Virginia Vehicle Registration
- 4) Virginia Voter's Registration
- 5) If military or a dependent/spouse of a military member, a Leave and Earnings Statement (LES)
- 6) If non-United States citizen, copy of visa
- 7) Evidence of any additional social or economic ties to the state of Virginia
- 8) **A COVER LETTER, AS NOTED IN QUESTION 17, DOCUMENTING YOUR INTENTION TO INDEFINITELY MAINTAIN YOUR VIRGINIA DOMICILE**

NOTE: If you are submitting a parent/legal guardian/spouse form, the documentation noted above should be submitted for that person along with your Domiciliary Appeal Application.

- 4) Upon submission of the Domiciliary Appeal Application and all documentation, an intermediate evaluation of your domicile status will be made within 10 working days. At that time, you will be notified of your status in writing. If your status remains out-of-state, you will be informed of the College's final appeal process.



Parent, Legal Guardian or Spouse: Domiciliary Appeal Application for Virginia In-State Rates

1. Name of parent, legal guardian, or spouse _____
2. Relationship to applicant: Parent Legal Guardian Spouse
3. How long have you lived in Virginia? _____
4. Citizenship: U.S. Non-U.S. Permanent Resident **VISA Type** _____
Date of VISA issue: ____/____/____ Date of VISA expiration: ____/____/____
Provide documentation of VISA or Permanent Resident Status to the college.
5. Where have you lived for the **past two years**?
List current address first:
From (mo/yr) To (mo/yr) Street Address City State

6. Yes No Will you have claimed the applicant as a dependent for federal and Virginia income tax purposes prior to the term in which the applicant will enroll?
7. Yes No Will you have provided over half of the applicant's financial support?
8. Yes No Will you have filed a tax return or paid income tax **TO ANY STATE** during the past three years?
If yes, what State(s)? _____
For what year(s)? _____
9. Yes No Are you registered to vote anywhere? Date you last registered to vote ____/____/____ State _____
Date you last voted ____/____/____ State _____
10. Yes No Do you hold a valid Virginia driver's license? Date acquired first license in Virginia ____/____/____
Date of last renewal ____/____/____ If no, from which state do you hold a driver's license? _____
Date acquired ____/____/____ Date of last renewal ____/____/____
11. Yes No Do you operate a motor vehicle? In whose name is it registered? _____
In what state is the vehicle registered? _____
If Virginia, when was it first registered in Virginia? ____/____/____ Date of last renewal ____/____/____
If registered in another state, what is the registration date? ____/____/____ Date of last renewal ____/____/____
12. Yes No Do you own real property (land) in any state?
Location _____ Date of Purchase _____
13. Yes No a. Are you or any member of your immediate family presently in the military?
If no, skip to question #14. If yes, check: self and/or spouse.
 Yes No b. Will Virginia income taxes have been paid on all military income for the twelve months prior to the term in which the applicant will enroll?
 Yes No c. Is Virginia listed on your leave and earning statement (LES)?
If yes, when was it changed to Virginia? _____
Please attach a copy of your current LES.

Yes No d. If your answer to Question #13a is yes, will the applicant's non-military parent or spouse have resided in Virginia, earned at least the equivalent of a full-time wage salary, and paid Virginia income taxes on all taxable income earned in this Commonwealth for at least twelve months prior to the term in which the applicant will enroll? **If yes, please attach Virginia income tax forms and military orders.**

14. Answer this question only if you live outside Virginia, but work in Virginia:
 Yes No a. Will you have lived outside Virginia, worked in Virginia, earned at least the equivalent of a full-time wage salary, and paid Virginia income taxes on all taxable income earned in this Commonwealth for at least twelve months prior to the term in which the applicant will enroll?
 Yes No b. If the answer 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? **If yes, please attach a copy of your Virginia income tax forms.**

15. When and why did you initially move to Virginia? _____

16. Yes No Do you presently have the intention of remaining indefinitely in Virginia? Please set forth here or in a cover letter any additional factors, including economic ties to Virginia, that you believe should be considered in determining whether you have been a Virginia domiciliary for twelve months prior to the date of alleged entitlement.

I certify under penalty of disciplinary action that all of the information is complete and accurate. I agree to supply the college with supporting documentation related to this application, if requested to do so. I understand this domicile decision may be appealed.

Signature of Parent, Legal Guardian, or Spouse _____
Date



Student: Domiciliary Appeal Application for Virginia In-State Rates

INSTRUCTIONS TO STUDENT

If you will be 24 years of age or older by the first day of the term in which you plan to enroll, you must complete this Student form. If you will be under 24 years of age and unmarried, or you will be dependent on a parent or legal guardian on the first day of the term in which you plan to enroll, you must complete this form and your parent/legal guardian must complete the Parent/Legal Guardian/Spouse form. If you are claiming domicile on that of your spouse, your spouse must complete the Parent/Legal Guardian/Spouse form.

This form and all supporting documents must be returned to the Domicile Office at your campus of record as soon as possible in order to insure that a final decision has been reached by registration deadlines. A decision will normally be reached within 10 working days of receipt. Supporting documents that should accompany this appeal include copies of Virginia driver and vehicle licenses, Virginia voter registration, Virginia income tax forms, and other documents that support your eligibility for in-state or reduced tuition rates.

Before completing this application you should read Section 23-7.4 of the Code of Virginia to determine eligibility for in-state tuition benefits. The statute and guidelines under which the college must operate are on reserve in each college library and may also be found online at: <http://www.schev.edu/>

In order to be eligible to receive in-state tuition benefits, an applicant must have been domiciled in **Virginia continuously for at least one year immediately preceding the academic term for which reduced tuition is sought.** The applicant also must have the intent to remain in Virginia indefinitely. (Special exceptions exist for special arrangement contract students, military students, military dependents, and non-residents paying taxes to Virginia.)

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

Name of Applicant _____
Last
First
M.I.
Middle, Family, Other

SIS ID: (REQUIRED) _____ Birth Date: _____
Mo
Day
Year

Term: Fall Spring Summer Year _____

Current Address _____

City, State, Zip _____ Valid Until _____

Permanent Address (if different) _____

City, State, Zip _____

Current Home Phone () _____ Work Phone () _____ Permanent Phone () _____

Male Female Marital Status: Single Married Separated

Citizenship: U.S. Citizen Permanent Resident Political Asylum/Refugee Temporary Visa Other Visa
 If applicable:

Date of VISA issue: ____/____/____ Date of VISA expiration: ____/____/____

VISA Type _____ VISA Number _____

Country of Origin _____ Provide documentation of VISA or Permanent Resident Status to college

1. Yes No Have you ever been enrolled at a Virginia state institution of higher learning before? If so, what was your status classification during your last term of enrollment? In-state Out-of-state

Institution _____ Dates of Attendance _____

13. What is your parent/legal guardian's domicile (permanent address)? _____
 _____ For how long? _____
 Yes No Will you be claimed as a tax dependent on the tax return of your parent, legal guardian, or spouse for the tax year prior to the date of your alleged entitlement to in-state rates?
 Yes No Did your parent(s), legal guardian(s), or spouse provide you with over half of your financial support for the tax year prior to the date of your alleged entitlement?
14. Yes No Are you claiming entitlement as a dependent on a military parent?
 Yes No Are you claiming entitlement on a nonmilitary parent?
 Yes No Are you claiming entitlement as a spouse of a military member?
 Yes No Are you a member of the armed forces?
 Yes No Is your parent/legal guardian a member of the armed forces?

If you, your spouse, or your parent is in the military, please provide the following information:

Military Information	Date of entering service	Home of record on entering	Change on home of record (date/state)	Duty station	Expected date of discharge	State currently claimed for tax purposes	State where you last paid tax on your military income
Applicant							
Parent or Spouse							

15. Yes No Are you claiming entitlement to a special tuition rate as the employee of an agency or institution that has a special arrangement contract with this institution? If yes, please provide the employer name.

16. When and why did you initially move to Virginia? _____

17. Yes No Do you presently have the intention of remaining indefinitely in Virginia? Please describe here or in a cover letter any additional factors, including economic ties to Virginia, that you believe should be considered in determining whether you have been a Virginia domiciliary for twelve months prior to the date of alleged entitlement.

18. Yes No Have you accepted an offer of employment with a Virginia employer? Name and address of employer:

I hereby certify that the information given is true and accurate. I also understand that if I provide erroneous information in an attempt to evade payment of out-of-state fees, I will be charged out-of-state fees for each term attended and I may be subject to dismissal from the institution.

 Student's Signature

 Date

OFFICE USE

Petition approved; Effective date _____

Petition denied; Reason for denial _____

Reviewed by: _____ Date _____