

## APPLICATION FOR RE-CLASSIFICATION OF STUDENT'S DOMICILE STATUS

**NAME OF APPLICANT** \_\_\_\_\_  
**SOCIAL SECURITY #** \_\_\_\_\_ **EMPL ID** \_\_\_\_\_

This application is to present your appeal for the eligibility for in-state tuition. You may not request Virginia domiciliary status retroactively or for previous terms. The appeal should be submitted two weeks before the beginning of the semester. Continuing students should submit appeals by:

August 1 for fall semester  
 December 1 for spring semester  
 April 1 for summer session

- If you are 24 years old and financially independent by the first day of the next semester, you must complete the Student Appeal Form.
- If you are under 24 years old and unmarried or are financially dependent on your parents/legal guardians or spouse by the first day of the next semester, you must complete the Student Appeal Form and your parent, legal guardian or supporting spouse must complete the Parent/ Legal Guardian or Supporting Spouse Form.

The completed form(s) and supporting documentation will be reviewed in compliance with Section 23-7.4 of the Code of Virginia to determine your eligibility. A copy of the Code and the State regulations can be viewed at a Student Success Center or at our web site: [www.reynolds.edu](http://www.reynolds.edu) under Paying for College. Incomplete information and/or inadequate documentation will cause delays in processing and may negatively affect the College's decision.

Section 2.12 of the SCHEV Guidelines states that in cases where a student has knowingly provided erroneous information, the College may change the student's status retroactively to the term for which the fraudulent application was filed, bill for the tuition differential, and take action for dismissal.

If you need assistance completing this form, contact the Domicile Review Officer at 523-5029. Return the form and supporting documents to: Central Admissions and Records, P O Box 85622, Richmond, VA 23285-5622, or to a Campus Success Center.

**Information and documentation to be returned to Central Admissions and Records by:** \_\_\_\_\_

<input type="checkbox"/> Parent's <input type="checkbox"/> Spouse's <input type="checkbox"/> Student's	Copy of current federal income tax return
<input type="checkbox"/> Parent's <input type="checkbox"/> Spouse's <input type="checkbox"/> Student's	Copy of current state income tax return
<input type="checkbox"/> Parent's <input type="checkbox"/> Spouse's <input type="checkbox"/> Student's	Copy of Virginia's driver's license
<input type="checkbox"/> Parent's <input type="checkbox"/> Spouse's <input type="checkbox"/> Student's	Copy of Virginia voter's registration card
<input type="checkbox"/> Parent's <input type="checkbox"/> Spouse's <input type="checkbox"/> Student's	Copy of Virginia motor vehicle registration
<input type="checkbox"/> Parent's <input type="checkbox"/> Spouse's <input type="checkbox"/> Student's	Copy of document to verify date you first moved to Virginia (i.e. apartment lease/house closing statement, official employment verification, etc.)
<input type="checkbox"/> Parent or Legal Guardian <input type="checkbox"/> Spouse	Complete Parent/Legal Guardian or Spouse Supplemental Application

# STUDENT APPEAL FORM

Date of Application \_\_\_\_\_ EMPL ID \_\_\_\_\_ Social Security No. \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last First MI Maiden, Family, or Other

Current Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number(s): Home \_\_\_\_\_ Work \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Sex: \_\_\_\_\_

Citizenship: (a) Choose one: ☐ U.S. Citizen ☐ Permanent Resident  
☐ Political Asylum/Refugee ☐ Temporary Visa ☐ Other  
(b) If you are not a U.S. citizen, please specify:

Country of Origin Type of Visa Date of Issue Expiration Date

1. Residency in Virginia:

From Month/Day/Year	To Month/Day/Year	City and State

2. Residency outside Virginia:

From Month/Day/Year	To Month/Day/Year	City and State

3. If you have lived **outside of Virginia** during the past five years, please explain:

4. **Education:** List ALL high schools, colleges and universities attended and indicate classification (in-state or out-of-state tuition).

School	From Mo/Yr	To Mo/Yr	State	Degree Earned	Classification

5. **Attendance at J. Sargeant Reynolds Community College:**

(a) Date of application: \_\_\_\_\_

6. **Status during the past year:** Student: full-time \_\_\_\_\_ part-time \_\_\_\_\_ none \_\_\_\_\_  
(Check all that apply) Employment: full-time \_\_\_\_\_ part-time \_\_\_\_\_ none \_\_\_\_\_

7. **Employment:** List all employment during the last three years:

Employer	Hrs/Wk	City and State	From M/D/Y	To M/D/Y	Salary

8. **Were state income taxes withheld from your income for the prior tax year?**

YES [ ] NO [ ]. If **YES:** To what state? \_\_\_\_\_ Beginning on what date: \_\_\_\_\_

9. **Did you file a Virginia state tax return for the most recent tax year?** YES [ ] NO [ ]

If **YES:** Did you file as a:

Resident [ ] Non-resident [ ] Part-year resident [ ] Year: \_\_\_\_\_

If no: Please explain \_\_\_\_\_

10. **Are you a registered voter?**

YES [ ] NO [ ] If **YES,** in which state? \_\_\_\_\_ Registration Date: \_\_\_\_\_

11. **Did you own or operate a motor vehicle during the past year?**

YES [ ] NO [ ] If **YES:** Was it registered in Virginia in the past year? YES [ ] NO [ ]

If **NO:** In which state was it registered during the past year? \_\_\_\_\_

Date registered: \_\_\_\_\_ in whose name was it registered? \_\_\_\_\_

12. **Do you have a valid Virginia driver's license?** YES [ ] NO [ ] Date issued: \_\_\_\_\_

14. **Military Service:**

(a) Are you a member of the armed forces? YES [ ] NO [ ]

(b) Are you a dependent of a military parent or spouse? YES [ ] NO [ ]

(c) Provide your military information:

	Applicant	Parent/spouse
1. Date of entering service		
2. Home of record on entering		
3. Changes in home of record (dates and states)		
4. Duty Station		
5. Expected date of discharge		
6. State currently claimed for tax purposes (date)		
7. State to which you last paid tax on your military income		

15. **Are you requesting a special tuition rate as the employee of an agency or institution that has a special tuition-rate contract with this J. Sargeant Reynolds Community College?**

YES [ ☐ ] NO [ ☐ ] Name of Employer: \_\_\_\_\_

16. **Why did you move to Virginia?**

17. **Do you intend to remain in Virginia indefinitely?** YES [ ☐ ] NO [ ☐ ]

If **YES**, please list any additional factors including social or economic ties to Virginia which you believe should be considered:

18. **Have you accepted an offer of full-time employment with a Virginia employer?** YES [ ☐ ] NO [ ☐ ]

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 shall be charged out-of-state fees for each term attended and may be subject to dismissal from the institution.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## PARENT/LEGAL GUARDIAN OR SUPPORTING SPOUSE FORM

If the applicant is or has been claimed as a tax dependent or has been substantially supported by his/her parent or legal guardian, or spouse, this form must be completed. This information is necessary to determine whether the applicant is eligible for in-state tuition rates as a dependent as set forth in Section 23-7.4 of the Code of Virginia.

Please submit supporting documentation with this form. The application must be submitted prior to the first day of classes for the semester or term. Requests for a change in Virginia domiciliary status will not be accepted for a previous term.

NAME OF APPLICANT: \_\_\_\_\_ Social Security No. \_\_\_\_\_

**1. Name of Parent/Legal Guardian or Supporting Spouse**

**You are applicant's (select one):**    **parent**      **guardian**      **spouse**

**2. Current Address:**

City	State	Zip Code
------	-------	----------

**3. Permanent Address (if different):**

---

**Street, City, State, Zip Code**

4. Telephone Number(s): Home \_\_\_\_\_ Work \_\_\_\_\_

5. **Are you a citizen of the United States?** YES [ ] NO [ ] If you are not a U.S. Citizen, list your immigration status:

**Type:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

6. Was the applicant claimed as a dependent on your federal income tax return for the previous tax year? YES ☐ NO ☐ Tax Year\_\_\_\_\_

7. **Do you provide over half of the applicant's financial support?** YES [ ] NO [ ]  
(e.g., tuition, books, housing, clothing, car payments, transportation, medical/dental care, insurance, etc.) **If YES**, please provide a brief explanation:

8. If you are the applicant's guardian, is this by court decree? YES ☐ NO ☐ (attach copy)

9. Employment information:					
Employer	Hrs/Wk	Address	From M/D/Y	To M/D/Y	Salary

10. **Were Virginia state income taxes withheld from your income during the past year?**  
YES [ ] NO [ ] If YES, Tax Beginning: \_\_\_\_\_  
Month/ Day/ Year
11. **Did you file a state income tax return to Virginia for the past two years:?**  
YES [ ] NO [ ] If YES, Tax Years: \_\_\_\_\_  
If NO, to which state \_\_\_\_\_
12. **If you filed a Virginia state income tax return for the most recent tax year, did you file as a:**  
Resident [ ] Non-resident [ ] Part-year resident [ ] did not file [ ]
13. **Are you registered to vote?** YES [ ] NO [ ] If **YES:**  
a. **Where are registered to vote?** City/County \_\_\_\_\_ State \_\_\_\_\_
14. **Do you have a valid Virginia driver's license?** YES [ ] NO [ ] If **YES:**  
When was it **first** issued ? Month \_\_\_\_\_ Year \_\_\_\_\_
15. **Do you operate a motor vehicle?** YES [ ] NO [ ] If **YES:**  
a. In which state was it registered? \_\_\_\_\_  
b. Date of registration \_\_\_\_\_
16. **Do you own real property (home) in Virginia?** YES [ ] NO [ ] If **YES:**  
a. County/City \_\_\_\_\_  
b. Purchase date: \_\_\_\_\_
17. **If you have served in the military within the last five years, provide the following information:**  
a. Date of entering service \_\_\_\_\_  
b. Home of record \_\_\_\_\_  
c. Current duty station \_\_\_\_\_  
e. State income tax withholding listed on LES \_\_\_\_\_
18. **Do you have an intention to remain in Virginia indefinitely?** YES [ ] NO [ ]  
To support your answer please discuss your reasons for wanting to stay in or leave Virginia:

\* \* \* \* \*

*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, out-of-state fees will be charged to the student for each semester/term attended.*

Parent \_\_\_\_\_ Date \_\_\_\_\_

(or) Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

(or) Supporting Spouse \_\_\_\_\_ Date \_\_\_\_\_