

Students who have taken courses with VPCC while paying out-of-state tuition rates and have reached 1 year (365 days) of being a resident in Virginia, may complete this form if they wish to claim entitlement for in-state tuition rates pursuant to section 23.1-502 of the *Code of Virginia*. This code places the responsibility on the student to show clear and convincing evidence that they are eligible for in-state tuition rates. For more information, please go to <https://www.schev.edu/financial-aid/in-state-residency/guidelines-for-in-state-residency-tuition>.

First Name: _____ Last Name: _____ M.I.: _____

Student ID#: _____ Date: _____

Phone #: _____ Email: _____@email.vccs.edu

Where have you lived for the past two years, provide address(es)?

You have been admitted as a student at Virginia Peninsula Community College; however, based on the information received, your tuition status is classified as "OUT-OF-STATE". Domicile must be established for at least 1 year (365 days) prior to the first day of the semester for which you intend to enroll. The evidence is the student's responsibility and must justify the claim both clearly and convincingly. **Supporting documentation is presented for the person whom the domicile is based on.**

For in-state tuition consideration, the following checked document(s) must be submitted to Enrollment Management no later than the below dates:

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

St – Student S – Spouse
P – Parent

St	P	S	Required Documents
			Cover letter: Detailing the following information - when you moved to Virginia (dates), employment information, family and social ties to Virginia, any other pertinent information - must be typed and have student's physical signature.
			Mortgage or lease agreement(s) showing continuous residence of at least 1 year (365 days) prior to the first day of classes
			No lease or mortgage? Must submit a notarized letter from the person you are living with stating what amount you contribute per month and length of residence at the address. Notarized letter must be typed, include student's full name, and have physical signature of person writing the letter.
			Must submit pertinent W-2 forms received from employer(s) as proof of earnings.
			Must submit dated and signed Virginia taxes (760) and Federal taxes (1040) for the previous tax year.
			Must submit a letter from their employer stating the start 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.
			Valid Virginia driver's license - must submit a clear copy, both front and back.
			Valid Virginia motor vehicle registration – must submit a copy
			Valid Virginia voter's registration card – must submit a copy
			Ownership of real estate property – submit evidence of property ownership
			Social and/or economic ties with Virginia – submit valid evidence that applicant has immediate family in the area. The applicant may also submit evidence that they have a professional license issued by a Virginia agency. This information will help support a claim of domiciliary intent.

Additional documentation may be required after initial review by admission personnel. You must return this form with all the documentation requested to the campus at which you initiated the application for in-state tuition. If your appeal application for In-State tuition is denied at Level I, you may appeal the decision using the Level II Reclassification appeal form.