



Domicile: Appeal for Reclassification (Level I)

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

Student I.D.: _____ Date of Application: _____ Campus: _____

Telephone: Home: _____ Cell: _____ Email: _____ @email.vccs.edu

Where have you lived for the past two years? _____

If you moved in the last two years, why did you move to Virginia? _____

You have been admitted as a student to Germanna Community College; however, based on the information received, your tuition status is classified as "OUT OF STATE."

Domicile must be established for at least one year prior to the first day of the semester for which you intend to enroll. Section 23-7.4 of the code of Virginia places the responsibility on the student to establish by clear and convincing evidence that s/he is eligible for in-state tuition rates. The evidence must justify the claim both clearly and convincingly. For more information, go to <http://www.schev.edu/docs/default-source/tuition-aid-section/financial-aid/domicileguidelines2009.pdf>.

For in-state tuition consideration, the document(s) checked below must be furnished to the Welcome Center no later than: _____

To be provided by:

| Student | Parent/Legal Guardian | Spouse | Required Documents |
|---------|-----------------------|--------|--|
| | | | Court order of guardianship /legal custody |
| | | | Lease, mortgage statement, notarized letter, or utility bill proving one year residency to the state of Virginia (e.g., water bill, electricity and land line phone bill). Notarized letter must include student's name, address, and length of time at that address. |
| | | | Letter of explanation of how you were being supported financially for the past year |
| | | | Marriage certificate |
| | | | Military dependent ID card |
| | | | Military Discharge papers - DD-214 |
| | | | Military LES - Leave and earning statement showing taxes withheld in Virginia |
| | | | Military Orders |
| | | | Notarized letter from your _____ stating the exact date you moved to Virginia |
| | | | Pay stubs (most recent) for the month of _____ showing taxes withheld to Virginia |
| | | | Proof of supplemental income (e.g., Social Security Income approval letter, Social Services Program, etc.) |
| | | | Reclassification of Domicile Based on Independent Status for Students under 24 |
| | | | Virginia Driver's License or VA State ID/learner's permit |
| | | | Virginia Motor Vehicle Registration |
| | | | Virginia State Tax return for the year _____ or part year tax return _____ or W-2 form showing VA taxes withheld |
| | | | Virginia Voter Registration card |
| | | | VISA: Valid qualifying visa status (e.g., Green card/Permanent Resident card, Asylum, Refugee, A, G, H, I, K, Q) |
| | | | Visa H-1. and H-4: Letter from employer on company letterhead showing dates of employment & state tax filed |
| | | | VISA: I-94 Arrival/Departure Record _____ Visa Page or I-551. stamped on passport |
| | | | VISA: USCIS Notice of Action that your application for Permanent Resident is approved (I-485, I-130 etc.) |
| | | | VISA: USCIS Notice of Action showing date of application for adjustment of status or other Visa |
| | | | VISA: Previous Employment Authorization Card (EAD) |
| | | | Other (please specify): |

Additional documents may be required after initial review by the Registrar. If your In-State tuition is denied by the Registrar at Level I, you may appeal the decision using the Domicile: Appeal for Reclassification (Level II) form (provided and explained by the Registrar.)

Appeal Approved: _____ Not Approved: _____ Registrar's Signature: _____

Entered in S.I.S.: _____ Emailed Student: _____ Date: _____