



## Domicile Determination and Appeal Procedures

The Virginia Community College System is guided by the Code of Virginia and the regulations of the State Council for Higher Education on determining domicile. For the purposes of in-state tuition, a Virginia resident is defined by state law as one who has lived in Virginia, with the intent to remain a Virginian, for a period of at least one year prior to the first official day of class for the semester in which he or she is enrolling. The intent of domicile is evidenced through the filing of state income tax, voter registration, automobile registration, and driver's license. All applicants to the college who are claiming entitlement to Virginia in-state tuition rates must complete the domicile items on the application for admission. The burden of proving eligibility for in-state tuition rests with the applicant.

The college makes an initial determination of an applicant's eligibility for in-state tuitions rates (or domiciliary status) based on the information supplied by the applicant and/or the applicant's parent, legal guardian, or spouse in the Domicile Information portion of the "Application for Admission." This determination is made under provisions of Section 23.1-500 of the Code of Virginia. Additional information, clarification, or supporting evidence may be required.

If the student does not agree with the determination, an appeal may be filed with the Coordinator of Admissions and Records within thirty (30) days of the determination by completing and submitting the "*Application for Re-Classification of Student's Domicile Status*" packet. This appeal must include copies of the applicant's driver's license, motor vehicle registration, income tax returns for the previous tax year, and any other relevant documents that may support the claim of eligibility for in-state tuition rates. The Coordinator may require more information, clarification, or supporting evidence in order to review the applicant's case. Once all required information is received, the Coordinator will review the case and notify the student of the decision within ten (10) days.

If the student does not agree with the decision of the Coordinator, an appeal may be filed with the Domiciliary Status Appeal Committee within ten (10) days. This appeal must be submitted in writing. The committee may require more information, clarification or supporting evidence. Once all required information is received, the Committee will issue a decision, in writing, within twenty (20) days. The decision of the Domicile Appeals Committee represents the final administrative review. If the student is denied in-state tuition privileges by the final administrative decision of the Committee, the student may appeal the decision to the Circuit Court within thirty (30) days of receipt of the Committee's decision.

Any student classified as out-of-state who believes they will be eligible for in-state tuition rates for a future term or enrollment must submit an updated "Domicile Application" form. The college is not responsible for monitoring possible eligibility changes.

***The "Application for Re-Classification of Student's Domicile Status" can be obtained in the Admissions Office in Walker Building, Room 240, by calling (276) 656-0312, or by email at [jcarter@patrickhenry.edu](mailto:jcarter@patrickhenry.edu).***