



Patrick & Henry Community College Financially Self-Sufficient Checklist

Required Documents to Support Virginia Domicile of Independent Students (Financially Self-Sufficient)

Student Name: _____

EMPLID: _____ Date: _____

It is the student's responsibility to provide clear and convincing evidence that they have been financially self-sufficient and domiciled in Virginia for at least one year prior to the first day of the term. In accordance with Virginia Code § 23.1-500, all items listed below are required for students under the age of 24 who claim independent status.

Required Documentation

- Full-time or equivalent employment in Virginia documenting income of at least \$14,500 over the last 12 months.
- Parents' most recently filed federal and Virginia tax returns showing the student is not claimed as a dependent.
- Residence in Virginia in the student's name for the last 12 months (lease or mortgage).
- Student's most recently filed federal and Virginia tax return.
- Virginia driver's license issued at least 12 months prior.
- Vehicle registered in Virginia in the student's name for the last 12 months, including proof of insurance coverage.
- Documentation showing who pays hospitalization/health insurance.
- Itemized list of income and expenses for the last 12 months.

Important Notes

In-state tuition eligibility and/or self-sufficiency determination will be made only after all required documentation has been submitted. All documents must be received prior to the first day of classes for the semester in which the student plans to enroll. No changes can be made after classes begin.

Submit Documentation To:

Jennifer Brown, Student Entry Specialist

Patrick & Henry Community College

Address: 645 Patriot Avenue, Martinsville, VA 24112

Email: jbrown@patrickhenry.edu

Office Phone Number: 276-656-0301, Fax: 276-632-0183

Definition of Dependent Student (VA Code § 23.1-501)

A dependent student is one who is listed as a dependent on the federal or state income tax return of their parent or legal guardian, or who receives substantial financial support from a spouse, parent, or legal guardian. A student under the age of 24 is presumed to be dependent unless they meet one of the following conditions:

- Veteran or active-duty member of the U.S. Armed Forces
- Graduate or professional student
- Married
- Ward of the court (or was until age 18)
- Both parents are deceased and no legal guardian exists
- Has legal dependents other than a spouse
- Able to present clear and convincing evidence of financial self-sufficiency