



Patrick & Henry Community College Application for Re-classification of Student's Domicile Status

Name of Applicant: _____

EMPLID: _____ Date of Birth: _____

This application is to present your appeal for the eligibility of 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 to allow enough time for review. Incomplete applications will not be considered. All applications and supporting documents should be submitted to the Admissions Office in the Walker Building, room 244.

Guidelines for In-State Tuition Rates for Domiciliary Residents of Virginia

The completed forms and supporting documentation will be reviewed in compliance with title 23.1, Chapter 5 of the Code of Virginia to determine your eligibility. Section 2.12 of the State Council for Higher Education in Virginia guidelines states in cases where a student knowingly provides 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.

Completion of This Form and Required Documentation

To fully evaluate your application for in-state tuition rates, certain documentation is required as noted in the application below. It is your responsibility to provide all documentation that supports your case.

Copies of the following documentation should be submitted with your appeal application. The Admissions office and domicile review committee reserve the right to request additional documents should they be needed to confirm residency. If a student is considered "dependent", the parent, court-appointed legal guardian, or supporting spouse will need to provide copies of the following documents.

- Copy of current state income tax return
- Copy of Virginia's Driver's license and/or state identification card
- Copy of voter's registration card
- Copy of document to verify date you first moved to Virginia (i.e., apartment lease/ house closing statement, official employment verification, etc.)
- Copy of motor vehicle registration

Any questions regarding the domicile appeal process should be directed to Megan Walker, Coordinator of Onboarding at mwalker@patrickhenry.edu or (276) 656-5481.

STUDENT APPEAL FORM

Full name: _____

Address of Permanent Fixed Home: _____

Email Address: _____

Telephone Number(s): _____ Date of Application: _____

Citizenship: 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: _____

Residency for the past FIVE years:

Residency in Virginia:

City and State of Residence: _____

From Month/Day/Year To Month/Day/Year: _____

City and State of Residence: _____

From Month/Day/Year To Month/Day/Year: _____

City and State of Residence: _____

From Month/Day/Year To Month/Day/Year: _____

Residency outside Virginia:

City and State of Residence: _____

From Month/Day/Year To Month/Day/Year: _____

City and State of Residence: _____

From Month/Day/Year To Month/Day/Year: _____

City and State of Residence: _____

From Month/Day/Year To Month/Day/Year: _____

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

Education:

List all high schools, colleges, and universities attended and indicate classification (in-state or out-of-state tuition).

School attended: _____

From Mo/Yr To Mo/Yr: _____ State: _____

Degree/Diploma Earned: _____ Classification: _____

School attended: _____

From Mo/Yr To Mo/Yr: _____ State: _____

Degree/Diploma Earned: _____ Classification: _____

School attended: _____

From Mo/Yr To Mo/Yr: _____ State: _____

Degree/Diploma Earned: _____ Classification: _____

Student/Employment status during the past year:

Student: full-time part-time none Employment: full-time part-time none

Employment:

List all employment during the last three years.

Employer: _____ Hours per Week: _____

City and State: _____ From Mo/Yr To Mo/Yr: _____

Employer: _____ Hours per Week: _____

City and State: _____ From Mo/Yr To Mo/Yr: _____

Employer: _____ Hours per Week: _____

City and State: _____ From Mo/Yr To Mo/Yr: _____

Supplemental Information

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 Tax _____

Year: Are you a registered to vote? YES NO

If YES, in which state? _____ Registration Date (Mo/Yr): _____

Did you own or operate a motor vehicle during the past year? YES NO

If YES: In which state was it registered during the past year? _____

Date Registered: _____ In whose name was it registered? _____

10. Do you have a valid Virginia driver's license or identification card? YES NO

If yes, date issued: _____

A written (not electronic) signature must be provided or the application will not be considered.

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

Signature: _____ Date: _____