



Patrick & Henry Community College Re-Classification of Domicile/Parent or Legal Guardian Form

Students under the age of 24 that incurred a registration hold when selecting “Self-Sufficiency” on the admissions application may benefit from claiming Virginia Domicile through a parent or legal guardian.

Students who wish to prove Virginia Domicile through a parent or *legal guardian must have this form completed by the parent/Legal guardian and submit to the Office of Admissions at Patrick & Henry Community College or to admissions@patrickhenry.edu. This completed form as well as all supporting documents must be submitted prior to the first day of the semester in order to register for classes at the in-state tuition rate.

Eligibility for in-state tuition rates as a dependent will be reviewed in accordance with the Code of Virginia Section 23-7.4. **Please Note: This form and supporting documents are used to establish Virginia Residency only. This form in no way effects a student’s eligibility for financial aid, nor does this form place financial responsibility on the person who signs below.**

The parent or legal guardian completing this form must provide two pieces of documentation from the list below when submitting this form. The Office of Admissions reserve the right to request additional documents should they be needed to confirm residency.

- Copy of state income tax return(s) for the most recent year
- Copy of DMV issued driver's license or Identification Card
- Copy of voter's registration card
- Copy of current motor vehicle registration
- Copy of lease(es) or proof of home ownership showing residency for the past twelve months

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

Name of Student: _____ Student's EMPLID: _____

Parent or *Legal Guardian's Name: _____

Telephone Number(s): _____

What is your current address: _____

Have you lived at this address for the last 12 months: Yes No

If no, please list other address(es) and include move in/out dates for the last 24 months:

For addresses listed above that are outside of Virginia, please explain: _____

Are you a U.S. Citizen: Yes No

If no, what is your current status: _____

For the questions below, please select the best option:

1. Is the student a dependent of a service member currently on Active Duty or a Veteran in the U.S. Armed Forces? Yes No

If yes, do you plan to use Active Duty or Veteran benefits to pay tuition:

Yes No Maybe

2. Did you file a Virginia state tax return (VA 760) for the most recent two tax year?

Yes No Did not file taxes

If Yes, did you file as a Resident, Non-resident, or Part -year resident?

If no, in which state(s) did you file? _____

3. Do you have a valid Virginia Driver's License or DMV identification card?

Yes No No License and No ID Card

If no, do you have a license in another state? Yes No

If yes, which state? _____

4. Do you own or operate a vehicle this is registered in Virginia?

Yes No Do not own/operate a vehicle

If no, which state? _____

5. Are you a registered to vote in Virginia? Yes No Not registered to vote

If no, which state are you registered? _____

Attestation

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 to the best of my knowledge. I also understand that if I provide erroneous information in an attempt to evade payment of out-of-state tuition and fees, the student will be charged out-of-state tuition and fees for each term attended and may be subject to dismissal from the institution.

Parent Signature: _____ Date: _____

(or) *Legal Guardian Signature: _____ Date: _____

* For domicile purposes (not Financial Aid), when a student does not have a parent or court-appointed legal guardian available, the institution may consider the domicile of a non-parent supporting adult. Eligibility to claim the student as a dependent on a federal income tax return under the IRS definition of “qualifying child” or “qualifying relative” may be used as evidence of financial support and care, but does not confer or imply legal guardianship.

Disclaimer: If a parent still claims the student on their federal income taxes, that parent needs to complete this form and not the legal guardian.