



## Domicile Appeal for Reclassification (Level 1)

You have been admitted as a student to Germanna Community College; however, based on the information entered on your application, you are currently classified as "OUT OF STATE" for tuition purposes.

Student Full Legal Name (Please Print): \_\_\_\_\_

Germanna Student ID Number: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Semester for which you are seeking appeal \_\_\_\_\_

(Fall, Spring, or Summer AND year): \_\_\_\_\_

Germanna student email address: \_\_\_\_\_

Where have you lived for the past two years? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**An individual must demonstrate legal residence in Virginia with an intent to remain in Virginia indefinitely to establish domicile in Virginia.** After meeting the requirements to establish domicile, a person must continue to be domiciled in Virginia for at least 12 months preceding the first day of classes. Several factors are used to determine if a person demonstrates intent to remain in Virginia indefinitely. Below is a list of documentation that may be requested to establish domiciliary intent. **Students under 24 years of age and unable to prove financial self-sufficiency should provide documentation proving their parent or legal guardian's Virginia domicile.**

- Income taxes (form 760) from filed Virginia tax return
- Voter registration
- Vehicle registration
- Driver's license
- Lease agreement or mortgage statement
- Evidence of current employment
- Military records
- Other economic ties to Virginia

**Domicile must be established for at least one year prior to the first day of the semester for which you intend to enroll.** The Code of Virginia places the responsibility on the student to establish, by clear and convincing evidence, that they are eligible for in-state tuition rates. For more information on the legislation, and the different paths for qualifying for in-state tuition, go to <https://www.schev.edu/financial-aid/in-state-residency/guidelines-for-in-state-residency-tuition>.

This appeal and **ALL** supporting documentation must be submitted to Enrollment Services no later than the first day of classes for the semester for which you intend to enroll. Domicile appeals are not reviewed retroactively; documentation submitted after this date will be reviewed for future semesters only.

Additional documents may be required after initial review. If your Level I appeal is denied, you may appeal the decision using the Domicile: Appeal for Reclassification (Level II) form (provided in the Level I denial email).

I certify that the information provided in my appeal is accurate, truthful, and in accordance with college policy and procedures.

Student's Name (Please Print): \_\_\_\_\_  
Student's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Office Use Only

Approved

Not Approved

Domicile Officer's Signature: \_\_\_\_\_  
Date of Decision: \_\_\_\_\_

**If Not Approved**

Date student was notified of denial: \_\_\_\_\_