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**Reclassification Request for Virginia In-State Tuition**

Currently Enrolled Student “Tuition Equity” Application

**Instructions**

This form is to be completed by CURRENTLY ENROLLED, RETURNING DEGREE-SEEKING students claiming entitlement to Virginia in-state rates pursuant to Section 23.1-505 of the Code of Virginia:

[https://law.lis.virginia.gov/vacodefull/title23.1/chapter5/section23.1-506/](https://law.lis.virginia.gov/vacode/title23.1/chapter5/section23.1-506/)

**DO NOT** use this form for entering or first semester students at any level (including freshmen, transfer, or graduate)

* Student must complete application in full, date and sign
* Submit proof of attendance at a Virginia high school
  + **Proof of Enrollment** is verified by either copy of school transcript, letter from school showing dates of attendance, or, in the case of home school students, evidence that the letter of intent has been filed with the local school district for each period of enrollment.
  + **High school** refers to grades nine through 12. School attendance during lower grade levels does not count toward the requirement.
  + **Recognized schools:** The student’s high school attendance for two years could be in either a Virginia public school or Virginia private school or enrollment in a home school curriculum as recognized by the Virginia public school district superintendent.
* Submit proof of high school completion on or after July 1, 2008
* Graduation from a Virginia public high school or private high school
* Passed a general equivalency exam approved by the Virginia Department of Education or
* Completed home school instruction (self certified).
* Submit copies of Virginia state income tax returns for the two years immediately prior to when the student will use the provision (i.e. the first semester for which the student is applying for in-state tuition)
  + For an independent student, submit own taxes
  + For a dependent student, submit taxes for the parent (biological, adoptive or step) or guardian (court ordered legal guardianship or custody) residing with the dependent student or claiming the student as a dependent for tax purposes. In absence of one of the above, a person standing “In loco parentis” of a dependent student and residing with the student.
* If applying as an independent student, submit evidence demonstrating financial self-sufficiency

To enter information electronically click the grey boxes and type the requested information. Complete all sections, print the application and sign before submission.

**DEADLINE TO SUBMIT:** Prior to the first day of classes for the semester which eligibility is claimed. The application and supporting documentation must be received by the University Business Office during business hours by the deadline. Postmarked mail or packages left after business hours do not qualify as meeting the deadline. Applications received after the deadline may be considered for the next semester.

Information collected in this application will only be used for the purposes of determining in-state tuition eligibility.

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| Part 1 – Student Information |

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| **Student Demographic Information** | | | | | | | | |
| Full Name: |  | | | | | | | |
| JMU ID#: |  | | | | | | | |
| Date of Application: |  | | | | | | | |
|  |  | | | | | | | |
| Home Address: |  | | | | | | | |
| Local Address: |  | | | | | | | |
| Home Phone #: |  | Cell Phone #: | | | |  | JMU E-Mail: |  |
|  |  | | | | | | | |
| Date of Birth: |  | |  | |  | | | |
| Initial Semester you are applying for in-state tuition: | | | |  | | | | |

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| **Visa Status** | |
| Are you in the US on a VISA or other special status (e.g. refugee)? | Yes – If yes, please include a copy of valid immigration documents (front and back) |
| No |

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| **What is the basis of your application?** | | | |
| Independent Student Status | Parent Status | Legal Guardian Status | In Loco Parentis Status |

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| --- | --- | --- | --- |
| **Education – List all high schools attended** | | | |
| School | City/Town | State | Dates Attended |
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| --- | --- |
| Date of high school graduation |  |

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| **Documentation** | |
| If applying as an independent student, have you filed Virginia state income taxes for the two years immediately prior to claiming in-state eligibility through this provision? | Not applicable |
| Yes – Attach copies of applicable taxes |
| No – Explanation: |
| If applying as an independent student - attach documentation demonstrating financial self-sufficiency. | |

I hereby certify that the information given in this document is true and accurate. I also understand that if I provide erroneous information in an attempt to evade payment of out-of-state fees, I shall be charged out-of-state fees for each term attended and I may be subject to dismissal from James Madison University.

**Must be dated and signed by student.**

Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Part 2 – Parent/Legal Guardian/In Loco Parentis Information |

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| Name of parent, guardian, etc.: |  |
| Relationship to applicant: |  |
| Current address: |  |
| Telephone number: |  |
| Email: |  |

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| **Documentation** |

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| --- | --- |
| Have you claimed the applicant as a dependent on your Virginia income tax returns for the two years immediately prior to claiming in-state eligibility through this provision? | Yes – Attach copies of applicable taxes |
| No |
|  |  |
| If you are exempt from filing Virginia income taxes, explain your exemption: |  |

|  |  |
| --- | --- |
| Have you provided the majority of the applicant’s financial support for at least two years? | Yes |
| No |

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| --- | --- |
| Are you the applicant’s legal guardian by court decree? | Yes – Attach copy of court order |
|  | No |

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 fees that out-of-state fees will be charged to the applicant for each term attended and the applicant may be subject to dismissal from James Madison University.

**Must be signed and dated by parent/legal guardian/in loco parentis**

Parent, guardian, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_