VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 70) 09 July 2012

VMI Policy on Domicile/Residency Determination and Classification of Cadets for Tuition Purposes

1. **Purpose**

This policy provides guidance to cadets in determining domicile/residency and classification for tuition purposes.

2. **Admission Guideline**

All cadets enrolled at VMI shall be charged tuition at a rate set by the VMI Board of Visitors based on their determined domicile, or by program status for special summer programs and summer study abroad. During the academic year, those domiciled within the State of Virginia or under its accepted guidelines (i.e. active duty military exception, etc.) shall pay the in-state rate. During the academic year, those domiciled out of the state or country shall pay the out-of-state rate.

A cadet shall be classified as in-state or out-of-state for tuition purposes by the Admissions Office at the time of his/her first admission to the Institute. The decision shall be based upon information furnished by the cadet's application and other relevant information made available to, or upon the request of the Admissions Office.

3. **Application Process**

Anyone applying for in-state status for tuition purposes at the same time s/he is applying for admission shall submit an application on forms prescribed by the Admissions Office. This application includes pertinent information in which to make a decision of domiciliary status, and includes a sworn statement certifying that the applicant is legally domiciled within the State of Virginia. The application shall also include such additional information as may be required in support of the affidavit of domicile.

4. **Determination of Domicile**

Individuals are not eligible for in-state status unless s/he is domiciled within the state of Virginia 12 consecutive months immediately preceding registration for the term for which in-state status is claimed and meets all other requirements for domicile, or meets an exception provision outlined (i.e. Military Exception, separated parents, etc.) under the State Council for Higher Education in Virginia Domicile Guidelines. A copy of the

SCHEV guidelines may be found at:
http://www.schev.edu/Students/VAdomicileguidelines.asp?from=adminfaculty.

Changes in Status

Cadet Responsibility Pertaining to Changes in Status

5. **Out-of-State to In-State Status**

Any cadet who has, on his/her first admission to the Institute, been classified as out-of-state for tuition purposes may apply to the Registrar's Office for a change in status. Cadets wishing to apply for a change in status must complete the Application for Review of Residency and Tuition Status Form prior to the first day of the semester for which the cadet is seeking the in-state tuition rate. Changes approved during a semester shall be effective the beginning of the next following semester.

Cadets who wish to appeal a residency decision may file an appeal to the Residency Review Committee, c/o COL Golden, Director of Financial Aid. The Residency Review Committee will then meet on the appeal request and make a final determination on the residency status. The Residency Review Committee will determine if the decision imposed is in accordance with the regulations set forth by the State of Virginia.

6. **In-State to Out-of-State Status**

It shall be the responsibility of individual cadets to notify the Registrar's Office of any change in their eligibility for the in-state tuition rate as a result of:

a. Change in the address or domicile of their parents; or
b. Change in cadet address or domicile.

Failure to notify the Registrar's Office within 30 days of any address or domicile change (cadet or parents) or changes affecting eligibility for the in-state tuition rate shall subject a cadet to a reassessment of past fees and/or disciplinary action.

7. **Yearly Affirmation**

Cadets declared in-state for tuition purposes will be required to submit a yearly affirmation of continued domicile for themselves, as well as their parent(s) if dependent. Failure to complete the yearly affirmation will result in cadets being denied pre-registration and/or semester enrollment until such time as the declaration is filed with the Registrar's Office.

8. Questions pertaining to domicile, residency, tuition status or appeals:

Prior to matriculation:	COL Vernon Beitzel, Director of Admissions 540-464-7211
After matriculation:	COL Janet Battaglia, Registrar 540-464-7213
Residency Review Appeals:	COL Timothy Golden, Director of Financial Aid 540-464-7184

A full copy of the State Council for Higher Education in Virginia Domicile Guidelines may be found at:
http://www.schev.edu/Students/VAdomicileguidelines.asp?from=adminfaculty

FOR THE SUPERINTENDENT:

Jeffrey H. Curtis
Colonel, USAF (Ret.)
Chief of Staff

DIST: E, Cadets