

Senior Citizen Tuition Waiver

The following process is to be used by students requesting an exception to the University Refund Policy. The University Refund Policy is published in the financial section of the university's academic regulations (Undergraduate Bulletin, Graduate Bulletin or Professional Bulletin), and is also available on the [VCU Student Financial Services website](#). Students should review the Fact Sheet (next pages) before completing and submitting a Refund/Waiver Appeal.

Questions regarding the Refund/Waiver Appeals Process may be directed to the Student Accounting Department at (804) 828-2228 or by email at stuacctg@vcu.edu. A student with a disability or condition that would require accommodation in order to participate in this process may notify the Student Accounting Department, allowing assessment of need and reasonable accommodation via standing university protocols.

Please complete and return to the Student Accounting Department with all required supporting documentation.

Student Information

Last: _____ First: _____ MI: _____

Student V Number (9-digits): _____

Permanent Mailing Address

Street: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Semester: Spring ☐ Summer ☐ Fall ☐ Year: _____

Courses:

Instructions:

1. Register for course(s) in person at the Student Services Center.
2. Submit this completed form to the Student Accounting Department immediately after registering for course(s).
3. If taking course(s) for academic credit, submit proof of income (copy of completed Virginia Resident Form 760 or IRS Verification of Non-Filing for current or last calendar year).

The Virginia Senior Citizens Higher Education Act of 1974, Code of VA 23.1-639 et seq. provides that any individual, who before the beginning of any semester in which they claim benefits of the Act, (1) has reached the age of 60 and (2) has been legally domiciled in Virginia for at least one year, (a "senior citizen") may enroll in or audit courses without paying tuition or fees except fees established for the purpose of paying course materials such as laboratory fees. Specifically, a senior citizen may:

- Register for and enroll in courses for academic credit, as a full-time or part-time student if he/she had a taxable income not exceeding \$23,850 for Virginia income tax purposes for the preceding year the enrollment year.
- Register for and audit no more than three courses offered for academic credit in any one semester for an unlimited number of semesters; and
- Register for and enroll in no more than three courses not offered for academic credit in any one semester for an unlimited number of semesters.

The waiver applies only to tuition and those fees that are not established for the purpose of paying for course materials, such as laboratory fees, textbook fees and art supplies fees. By contrast, a senior citizen must pay any applicable charges for private music lessons and programs that are not academic courses, including programs offered through third party partnerships.

Student Accounting will notify senior citizen students at their university email address when bills for any such fees and program charges are available on the Billing and Payment Website. The university does not issue paper bills.

A senior citizen must meet university admission requirements and may be admitted to a course only on a space-available basis after all tuition-paying students have been accommodated. The university shall determine whether or not it has the ability to offer the course(s). Nothing exempts a senior citizen enrolled in a course from the requirements for attendance and completion of course assignments.

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I certify that I am a Virginia resident, at least 60 years of age; therefore, I am eligible to take as many as three courses for audit or zero value credit and pay no tuition or fees, except course related fees under the Senior Citizens Higher Education Act.

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I certify that I am a Virginia resident, at least 60 years of age and that my taxable income for Virginia income tax purposes was no more than \$23,850 last year; therefore, I am eligible to take part-time or full-time courses for academic credit under the Senior Citizens Higher Education Act. I understand that the university requires proof of income eligibility

(copy of completed current or last calendar year Virginia Resident Form 760 or IRS Verification of Non-Filing), if I wish to enroll in courses for academic credit.

I hereby certify that I meet the criteria to be classified as a Senior Citizen as outlined in the Code of VA 23.1-639 et seq. (listed above), and that the information I provided is true and complete to the best of my knowledge, and I agree to abide by the student regulations and the Honor Code of Virginia Commonwealth University.

Student Signature:

Date:

VCU Office of Student Financial Services

Grace E. Harris Hall 1015 Floyd Avenue, Suite 1100

P.O Box 843036

Richmond, VA 23284

Website: <https://sfs.vcu.edu>