

### Initial Determination

The college makes an initial determination of an applicant's eligibility for in-state tuition rates (domiciliary status) based upon the information the applicant and/or the applicant's parent, legal guardian, or spouse supplies on the *Application for Virginia In-State Tuition Rates*. The determination is made under the provisions of the Code of Virginia and as outlined in the Domicile Guidelines published by the State Council for Higher Education for Virginia (SCHEV).

### Appeal of Initial Determination

1. Appeal of the initial domiciliary decision must be made in writing by the aggrieved individual within 30 days from the date that the *Application for Admission* and *Application for Virginia In-State Tuition Rates* is processed in the Admissions Office. Changes to domiciliary status are not retroactive and may not be obtained for an academic term that has begun before the appeal is received by the college. The appeal request should be addressed to:

Domicile Review Officer  
VWCC Enrollment Center  
3094 Colonial Ave. SW  
Roanoke, VA 24015

2. Aggrieved individuals who appeal the initial determination must submit copies of the following:

- Driver's License
- Motor Vehicle Registration
- Income tax returns for the previous tax year
- Other relevant documentation that may support a claim of eligibility

### Intermediate Review

An intermediate review shall be conducted by the Domicile Review Officer (or his designee in his absence) upon receipt of the written appeal of the initial determination by the aggrieved individual. The review will be completed within 30 days of receipt of the written appeal and supporting documentation. The aggrieved individual will be notified in writing of the Domicile Review Officer's decision.

### Appeal of Intermediate Review

1. Appeal of the domiciliary decision must be made in writing by the aggrieved individual within 30 days of receipt of the written decision of the Domicile Review Officer.
2. The appeal request should be addressed to:

Domicile Appeals Committee  
VWCC Enrollment Center  
3094 Colonial Ave. SW  
Roanoke, Virginia 24015

### **Final Administrative Review by Domicile Appeals Committee**

The final administrative review shall be conducted by the Domicile Appeals Committee within 30 days of receipt of the written request for appeal of the intermediate review decision. The aggrieved individual has the right to appear before the Domicile Appeals Committee if specifically requested in writing. The aggrieved individual will be notified in writing of the Domicile Review Committee's decision.

### **Appeal of Final Administrative Review**

Any individual aggrieved by a final administrative decision may have the decision reviewed by the circuit court for the jurisdiction in which the college is located. A petition for review of the final administrative decision must be filed by the aggrieved individual within 30 days of receipt of the final administrative decision. In any such action, the college will immediately advise legal counsel that a review has been filed with the circuit court. The college will coordinate with legal counsel to file with the court copies of all application forms, written appeals, supporting documentation, and written decisions by the college. The court's function shall be only to determine whether the decision reached by the college could reasonably be said, on the basis of the record, not to be arbitrary, capricious or otherwise contrary to the law.