



Domicile Procedure

Procedure Number: 602P

Responsible Office: Vice President, Student Affairs

Forms: [Appeal for Reclassification Form 125-022](#)

Effective Date: 2/12/2024

Date Last Reviewed: 2/12/2024

1. Purpose

Northern Virginia Community College operates in alignment with the Code of Virginia, State Council of Higher Education for Virginia, and the Virginia Community College System to determine in-state tuition rate eligibility for students.

2. Definitions

Domicile: the present, fixed home of an individual to which he returns following temporary absences and where the student intends to remain indefinitely.

3. Procedure

- i. Initial Determination
 - a. A student's eligibility for in-state tuition at all colleges in the Virginia Community College System, including NOVA, is initially determined by information gathered from the online Application for Admission. The domicile questions include such things as how long the student or parent has lived in Virginia; whether the student or parent has a Virginia driver's license, car registration, and voter registration; and the student's or parent's history of paying Virginia income taxes as required by law.
 - b. The initial determination is automated and is communicated to students on the confirmation page they receive when they submit the application. Students have a right to challenge the initial determination by filing an appeal.
- ii. Appeal Process for Domicile Determinations
 - a. Domicile reclassifications are made beginning with the current term; they are not retroactive. Appeals should be initiated no later than the first day of classes for the term, but it is to the student's advantage to file an appeal as early as possible.
 - b. Filing a domicile appeal does not remove the obligation to pay tuition. If an appeal is granted, a student will receive a refund for the difference between the in-state and out-of-state rates.



- iii. Level 1 (informal)
 - a. Contact the Associate Registrar or designee at any NOVA campus. The Associate Registrar or designee will discuss the details of your situation with you and advise you about any documents you must present in order to establish your eligibility for in-state tuition. Many appeals are settled at Level 1, particularly those that require standard information such as documentation of military affiliation or visa status.
- iv. Level 2 (formal)
 - a. If your appeal is denied at Level 1 and you believe that you have additional information to present to strengthen your case, you may appeal to the College Registrar via email within 10 days of the Level 1 decision. To initiate the process, you must complete the [Appeal for Reclassification form \(125-022\)](#) and include any documentation that you did not present at Level 1.
- v. Level 3 (formal)
 - a. If your Level 2 appeal is denied and you have still more information to present or you disagree with the Level 2 determination, you may appeal to the Domicile Level 3 Appeal Committee, c/o the Associate Vice President for Enrollment Success by email. Include all the information you presented at Level 1 and Level 2 along with any additional information you want the appeal committee to consider.
- vi. External
 - a. A student who has exhausted the institutional appeal process and is still dissatisfied may appeal to the Circuit Court in the appropriate jurisdiction.