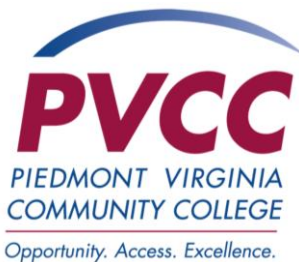


INSTRUCTIONS FOR APPLYING FOR A SENIOR CITIZEN TUITION WAIVER

The following instructions are very important and **MUST** be followed to successfully apply for the senior citizen waiver for audit or the senior citizen waiver for credit. Please read the instructions carefully and check each item off as you complete each step. If you have questions concerning this process, please forward all inquiries to the Admissions and Advising Center **PRIOR** to submitting this form. Thank you!

- Submit an Application for Admission to PVCC. This is done online at www.pvcc.edu.
- Select "Credit" under question # 6 of the Application for Admission. **(This term is a description identifying the course itself and does NOT refer to whether you will be taking the course for credit or if you will be auditing the course.)**
- You **MUST** apply for in-state tuition under question #27 of the Application for Admission. Any student considered to be out-of-state is **NOT** eligible for the senior citizen waiver.
- Complete and sign the attached form being sure to provide all information asked for.
- Submit this form to the Instructor and then the Division Dean for approval to be officially enrolled in the course. **(Anyone applying for the senior citizen waiver CANNOT enroll themselves. Actual enrollment MUST be done by the Welcome Center with the Instructor's and Division Dean's approval after the add/drop period if there is space in the class.)**
- If you want to take the class **FOR CREDIT**, with a **WAIVER OF TUITION**, attach your prior year's state income tax form to this request to prove income does not exceed \$15,000.



SENIOR CITIZEN TUITION WAIVER FOR AUDIT/CREDIT

(Student, please follow all instructions on reverse of form. Complete waiver, obtain Instructor's signature and submit to Division Dean for approval. After the end of the add/drop period, the Division Dean will determine if there is room in the class. Dean will notify student of final decision and will send completed form to the Admissions and Advising Center for student enrollment.)

Student Name: _____ Student ID Number: _____
 (Please Print Clearly)

Student email address or phone number (for notification purposes): _____

Course Title: _____ Catalog Number: _____ Course Number: _____
 (example: MUS) (example: 137) (example: 45525)

Select one: I will AUDIT this class. I will take this class for CREDIT. *[To waive tuition, student must prove income does not exceed \$15,000]*

In order to be eligible for free tuition for courses, students must sign in the space provided under the certifications and policy statement and attach most recent Virginia income tax return.

- I have applied and have been admitted to the College.
- I am, as of this day, 60 years of age or older. My birth date is _____.
- I have been domiciled in Virginia for at least one year prior to the first day of the term of enrollment.
- My annual income does not exceed \$15,000. (This requirement applies only to seniors taking the class for credit.)

I hereby certify that I am qualified for free tuition for courses under the Senior Citizens' Higher Education Act of 1974 for this academic year. I understand that fee-paying students must be accommodated first according to state law, and that I may be dropped from my class should another fee-paying student wish to enroll in it. As a senior citizen, I may choose to register and pay for a class to guarantee a seat; however, I may not subsequently change to tuition-free status for that semester.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Division Dean Signature: _____ Date: _____
 (signature confirms student may be enrolled in class)

Registrar Signature: _____ Date: _____
 (signature verifies documentation of age, domicile, income)

PROCESSED BY:
PROCESSED BY:
DATE: