



## 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. If you have questions concerning this process, please forward all inquiries to Outreach & Admissions Center **PRIOR** to submitting this form. Contact [advising@pvcc.edu](mailto:advising@pvcc.edu) or 434.961.6581. Thank you!

- Submit an application for admission to PVCC. This is done online at [www.pvcc.edu](http://www.pvcc.edu)
- On the application for admission, you **MUST** apply for **in-state** tuition. Any student considered to be out-of-state is **NOT** eligible for the senior citizen waiver.
- There is a limit of three tuition waiver course enrollments per semester.
- Submit this form to the Outreach & Admissions Center (B219) or by email to [advising@pvcc.edu](mailto:advising@pvcc.edu). Approvals for senior citizen tuition waivers and audits are completed **AFTER** the last day to add a course as noted on the College's Academic Calendar. Anyone applying for the senior citizen waiver **MAY NOT** enroll themselves. Enrollment in the course is done by the Registrar's Office only if the class is not full. **The applicant will be notified by the academic division of the final decision. APPLICANTS MAY ATTEND CLASS ONLY AFTER BEING APPROVED AND NOTIFIED BY THE ACADEMIC DIVISION AND ENROLLED BY THE REGISTRAR.**
- Attach the following documentation to this form prior to submitting:
  - Provide proof of age.
  - If you want to take the class **FOR CREDIT** (receive a grade) with a **WAIVER OF TUITION**, provide the prior year's state income tax form to document joint income does not exceed \$23,850.

# SENIOR CITIZEN TUITION WAIVER FOR AUDIT/CREDIT



Please review all instructions on the reverse side of this form. Complete this form, attach any required documentation, and submit to the Outreach & Admissions Center (B219) or [advising@pvcc.edu](mailto:advising@pvcc.edu). Approvals will be granted after the LAST DAY TO REGISTER/ADD A COURSE OR REQUEST AN AUDIT ADD/DROP. The applicant will be notified by the academic division of the final decision. **APPLICANTS MAY ATTEND CLASS ONLY AFTER BEING NOTIFIED BY THE ACADEMIC DIVISION AND ENROLLED BY THE REGISTRAR.**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
(Please Print Clearly)

Student email address or \*phone number (for notification the week following the add period): \_\_\_\_\_

Course Title: \_\_\_\_\_ Catalog Number: \_\_\_\_\_ Course Number: \_\_\_\_\_  
(example: MUS) (example: 137) (example: 45525)

- Select one:  I will take this class for CREDIT. (*Student must prove income does not exceed \$23,850 by attaching most recent Virginia income tax return*)
- I will AUDIT this class. (*No grade earned, no income provision*)

To be eligible for free tuition for courses for CREDIT or AUDIT, I certify that:

- I have been domiciled in Virginia for at least one year prior to the first day of the term of enrollment.
- 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 \_\_\_\_\_. (Proof of age must be provided.)

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. I understand that I do not enroll myself in the class and I do not attend the class nor have access to Canvas until the registrar completes enrollment AFTER the last day to add. 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: \_\_\_\_\_

Approved  Not Approved  Dean's Initial & Date: \_\_\_\_\_

PROCESSED BY:
DATE:

"PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Kim Van Savage, Chief Human Resources Officer, kvansavage@pvcc.edu, 434-961-6567, 501 College Drive, Charlottesville, VA 22902."