



Instructions for Submission of the Independent Student Declaration for Virginia In-State Tuition Rates

Dependency Determination

According to Virginia Law, 8 VAC 40-120-10 “**Dependent student**” means one who is listed as a dependent on the federal or state income tax return of his parents or legal guardian or who receives substantial financial support from his spouse, parents or legal guardian. It shall be presumed that a student under the age of 24 on the date of the alleged entitlement receives substantial financial support from his parents or legal guardian, and therefore is dependent on his parents or legal guardian, unless the student (i) is a veteran or an active duty member of the U.S. armed forces; (ii) is a graduate or professional student; (iii) is married; (iv) is a ward of the court or was a ward of the court until age 18; (v) has no adoptive or legal guardian when both parents are deceased; (vi) has legal dependents other than a spouse; or (vii) is able to present clear and convincing evidence that he is financially self-sufficient. You may challenge this presumption by providing evidence as follows:

It is your responsibility to provide all documentation that supports your case. (Please provide copies of these documents—copies cannot be made in the Admissions Office. Documentation must remain on file and will not be returned.)

Documentation that must be submitted with the Independent Student Declaration Form (if it applies to you)

- **A COVER LETTER DOCUMENTING YOUR STATUS IS REQUIRED**
- Completed Independent Student Declaration form with signature and date
- Your most recent Virginia and Federal income tax forms
- Your parent’s most recent State and Federal income tax forms
- Your most recent paycheck stub
- W2 form for the previous year
- Virginia Driver’s License
- Virginia Motor Vehicle Registration
- Virginia Voter’s Registration Card
- If non-U.S. citizen, copy of a visa
- If military, a recent Leave and Earning Statement (LES)
- Evidence of any additional social and/or economic ties to Virginia
- A lease or mortgage in your name
- A letter from the person whom you are living with stating what amount you contribute per month
- Proof of insurance (car and/or medical) in your name
- Any bills that are in your name with your mailing address (electric, telephone, gas, credit card, etc.)

Upon submission of the Independent Student Declaration form and all required copies of your documentation, an evaluation of your status will be made after which you will receive written notification of the decision.

Independent Student Declaration

Please read, sign and date: **(will not be reviewed if there is no signature)**

I, _____ (please print name) _____
(EMPLID#)

certify that for at least one year prior to the first day of the term of my intended enrollment, that each of the following conditions is satisfied:

1. My parents/legal guardian have surrendered the right of my care, custody, and earnings.
2. My parents/legal guardian did not claim me as a dependent on federal and state income taxes.
3. My parents/legal guardian have provided me with less than half or none of my financial support.
4. I have been financially self-sufficient for at least one year prior to my enrollment at Thomas Nelson Community College.
5. I am able to provide the documentation listed on this form.

Signature of Applicant Date

Telephone Number(s)

For Office Use Only: Your application has been
 Approved
 Denied (reasons attached)

YOUR RESIDENCY STATUS:
 VA domicile
 Military exception

EFFECTIVE TERM OF ELIGIBILITY:

Fall Year _____
Spring Year _____
Summer Year _____

Signature of College Official Date