

TITLE: SENIOR CITIZENS TUITION ASSISTANCE

POLICY NO: 1-33

EFFECTIVE DATE: 02/17/95

VCCS POLICY NO: [4.3.0.2](#)

REVISED DATE: 07/07/15

I. Purpose:

To describe the policies and procedures related to the provision of tuition assistance for senior citizens pursuant to the Senior Citizens Higher Education Act of 1974 (*Code of Virginia*, Title 23, Chapter 4.5, Sections [23-38.56](#)), as amended.

II. Definitions:

Senior citizen: any person who, before the beginning of any semester in which the person wishes to register, has reached sixty (60) years of age and has been legally domiciled in Virginia for one (1) year.

III. Policy:

- A. Senior citizens who meet the admission requirements of the institution and any course pre-requisites may be permitted to enroll in courses and pay no tuition or fees, except for course materials and laboratory fees, provided they meet the following guidelines:
1. To be eligible for free tuition and fees (auxiliary, technology, and student activity) for credit courses, part-time or full-time, a person must:
 - a. be sixty (60) years of age or older;
 - b. be a legal resident of Virginia;
 - c. have a taxable income not to exceed \$23,850 for Virginia income tax purposes for the year preceding the year in which enrollment is sought; and
 - d. be admitted to the college as a student.
 2. To be eligible for free tuition for audit of credit courses and non-credit courses (not to exceed three [3] non-credit courses per semester), a person must:
 - a. be sixty (60) years of age or older;
 - b. be a legal resident of Virginia; and
 - c. be admitted to the college as a student.

For information regarding the audit process at the college, students should refer to the college catalog.

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- B. Requests from senior citizens to register for tuition-free classes shall be considered beginning the first day of class for each course for which they wish to register. Individual exceptions may be made when the senior citizen has completed seventy-five percent (75%) of the requirements for a degree or certificate program.
- C. All classes, credit and non-credit, must achieve a minimum enrollment of tuition-paying students who shall be accommodated before senior citizens participating in this program are enrolled.
- D. Refunds shall not be granted for individuals who register prior to the specified time frame. Once registered according to the terms of this policy, senior citizens shall not be administratively withdrawn in order to accommodate paying students.
- E. Due to their self-supporting nature, courses designed specifically for senior citizens are exempt from this policy.
- F. Senior citizens are also required to enroll in any required course co-requisites.

IV. Procedures:

Individuals seeking to enroll for credit, audit, or non-credit courses using senior citizen's benefits will be required to adhere to the following procedures. Individuals should have already completed all necessary application and enrollment procedures.

Beginning the first day of scheduled classes, and not beyond the add/drop period of the applicable courses (unless the student has completed seventy-five percent [75%] of a degree or certificate program), the student should:

- A. Complete [JSRCC Form No. 11-0021](#), Student Tuition Assistance Agreement: Senior Citizens Guidelines for Eligibility, and [JSRCC Form No. 11-0001](#), On-Campus Registration.
- B. Submit completed JSRCC Form Nos. 11-0021 and 11-0001, along with a copy of state tax returns from the previous year to Enrollment Services. This information may be faxed to (804) 523-6405.
- C. If the student requests to enroll in credit classes, an Enrollment Services staff member will ensure that the student meets the stated income, domicile, and age requirements.
- D. If the student requests to audit a credit course or enroll in a non-credit course, an Enrollment Services staff member will ensure that the student meets the stated domicile and age requirements.
- E. The Enrollment Services staff member will collect JSRCC Form No. 11-0001, On-Campus Registration, and forward the completed form to the Office of Admissions and Records. In addition, the staff member will direct the student to deliver JSRCC Form No.

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11-0021, Student Tuition Assistance Agreement: Senior Citizens Guidelines for Eligibility, to a campus Business Office immediately upon enrollment.

- F. Upon receipt of [JSRCC Form No. 11-0001](#), On-Campus Registration, the Office of Admissions and Records will enroll the student in the approved courses, indicating audits where applicable.
- G. Upon receipt of [JSRCC Form No. 11-0021](#), Student Tuition Assistance Agreement: Senior Citizens Guidelines for Eligibility, the Business Office will place a positive service indicator on the student's account.

The student is required to follow this process each semester that courses are being requested using senior citizens tuition benefits.

V. Other Information:

[Code of Virginia, Title 23, Chapter 4.5, Section 23-38.56](#), Attendance at state institutions; conditions

[State Council of Higher Education for Virginia \(SCHEV\) - Guidelines/Regulations](#)

[JSRCC Form No. 11-0001](#), On-Campus Registration

[JSRCC Form No. 11-0021](#), Student Tuition Assistance Agreement: Senior Citizens Guidelines for Eligibility