



Office of the University Registrar
1009 Alfred B. Rollins, Jr. Hall
Norfolk, VA 23529
757-683-4425 FAX: 757-683-5357
Email: register@odu.edu

APPLICATION & REGISTRATION SENIOR CITIZEN TUITION WAIVER

Educational Benefit under the Code of VA 23-1-640, Senior Citizen's Higher Education Act of 1974

Any senior citizen may, subject to any regulations prescribed by the State Council of Higher Education:

- Register for and enroll in courses for academic credit as a full-time or part-time student if such senior citizen had a taxable individual income not exceeding \$23,850 for Virginia income tax purposes for the year preceding the award year;
- Register for and audit up to three courses offered for academic credit in any one academic term, quarter, or semester for an unlimited number of academic terms, quarters, or semesters; and
- Register for and enroll in up to three courses not offered for academic credit in any one academic term, quarter, or semester for an unlimited number of academic terms, quarters, or semesters.
- Such senior citizen shall pay no tuition or fees except fees established for the purpose of paying for course materials such as laboratory fees, but shall be subject to the admission requirements of the institution and a determination by the institution of its ability to offer the course or courses for which the senior citizen registers. The State Council of Higher Education shall establish procedures to ensure that tuition-paying students are accommodated in courses before senior citizens participating in this program enroll in or audit courses. However, public institutions of higher education may make individual exceptions to these procedures for any senior citizen who has completed 75 percent of the requirements for a degree.

Senior Citizen Eligibility terms require that you must:

- Be at least age 60 before the beginning of the semester.
- Have had legal domicile in the Commonwealth of Virginia for at least one year before the first day of classes.
- May be admitted to a course only on a space-available basis after all tuition-paying students have been accommodated.
- Register only on or after the first official day of classes. (We will accept your form but will not process prior to this date.)
- **Have a taxable individual income not exceeding \$23,850 for Virginia income tax purposes for the preceding year in order to be exempt from tuition for credit-bearing classes.**
 - ***Audited classes (no credit) are tuition-free for all senior citizens domiciled in VA.***

INSTRUCTIONS

1. Complete the *Student Information* and *Course Information* on page 2.
2. Submit the completed form with proof of age to the Office of the University Registrar as directed above.
3. If enrolling in any course for credit, proof of income eligibility (copy of completed current or last calendar year Virginia Resident Form 760 or IRS Verification of Non-Filing) must accompany this form.

Check one:

- I certify that I am a Virginia resident, at least 60 years of age; therefore, I am eligible to take as many as three courses for audit (no credit) per semester, and pay no tuition or fees, except course-related fees under the Senior Citizens Higher Education Act.
- I certify that I am a Virginia resident, at least 60 years of age and that my taxable individual income for Virginia income tax purposes was no more than \$23,850 last year; therefore I am eligible to take part-time or full-time courses for academic credit under the Senior Citizens Higher Education Act. I understand that the university requires proof of income eligibility (copy of completed current or last calendar year Virginia Resident Form 760 or IRS Verification of Non-Filing), if I wish to enroll in courses for academic credit.

Student Signature: _____ **Date:** _____

This form must be submitted no later than the last day to add classes for the semester. Please see the academic calendar at www.odu.edu/registrar for registration dates and information.

