



# Policies and Procedures

**TITLE: SENIOR CITIZENS TUITION ASSISTANCE**

**POLICY NO: 1-33**

**EFFECTIVE DATE: 02/17/95**

**VCCS POLICY NO: [4.3.0.2](#)**

**REVISED DATE: 06/22/09**

I. Purpose:

To describe the policies and procedures relating to the provision of tuition assistance for senior citizens pursuant to the Senior Citizens Higher Education Act of 1974, as amended.

II. Definition:

A senior citizen is defined as any person who, before the beginning of any semester in which the person wishes to register, has reached sixty years of age and has been legally domiciled in Virginia for one year.

III. Policy:

A. Senior citizens who meet the admission requirements of the institution, as well as 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 meet the following criteria:
  - a. Be 60 years of age or older
  - b. Be a legal resident of Virginia
  - c. Had a taxable income not to exceed the amount specified by the General Assembly for Virginia income tax purposes for the year preceding the year in which enrollment is sought
  - 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 non-credit courses per semester), a person must meet the following criteria:

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- a. Be 60 years of age or older
  - b. Be a legal resident of Virginia
  - c. Be admitted to the college as a student
- B. Requests from senior citizens to register for tuition-free classes will be considered beginning the first day of scheduled classes for each course for which they wish to register. All classes, credit and non-credit, must achieve a minimum enrollment of tuition-paying students, who will be accommodated before senior citizens participating in this program are enrolled. Senior citizens who intend to use the tuition-free benefit, must register during the designated registration period. Refunds will not be granted for individuals that register prior to the specified time frame. Once registered according to the terms of this policy, senior citizens will not be administratively withdrawn in order to accommodate paying students.
- C. Individual exceptions to Section B may be made when the senior citizen has completed seventy-five percent of the requirements for a degree or certificate program.
- D. Due to their self-supporting nature, courses designed specifically for senior citizens are exempt from this policy.
- E. 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. The student should have already completed all necessary application and enrollment procedures.

Beginning the first day of scheduled classes, unless the student has completed 75% of a degree or certificate program, the student should:

- A. Complete the Student Tuition Assistance Agreement: Senior Citizens Guidelines for Eligibility ([JSRCC Form No. 11-0021](#)) and On-Campus Registration ([JSRCC Form No. 11-0001](#)).
- B. Submit completed JSRCC forms 11-0021 and 11-0001 along with a copy of state tax returns from the previous year to a campus Student Success Center.
- C. If the student requests to enroll in credit classes, a Student Success Center staff person 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, a Student Success Center staff person will ensure that the student meets the stated domicile and age requirements.
- E. The Student Success Center staff person will collect JSRCC Form No. 11-0001 and fax the completed form to Admissions and Records. In addition, the staff member will direct the

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student to deliver JSRCC Form No. 11-0021 to a campus Business Office immediately upon enrollment.

- F. Upon receipt of JSRCC Form No. 11-0001, Admissions and Records will enroll the student in the approved courses, indicating audits where applicable.
- G. Upon receipt of JSRCC Form No. 11-0021, 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:

See Chapter 4.5 (§23-38.4 et seq.) of Title 23 of the *Code of Virginia*.

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

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