

# Domicile Appeal Review Process

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*The Guidelines for Determining Domicile and Eligibility for In-State Tuition Rates set forth in Section 23.1-500 (effective October 1, 2016) of the Code of Virginia.*

Questions regarding the domicile process should be addressed to the Domicile Officer at [domicile@wm.edu](mailto:domicile@wm.edu).

<b>Initial Decision (Level 1)</b>	<p>If you wish to receive in-state tuition privileges, please file a domicile application with the University Registrar's Office, and an initial decision will be made. Students denied in-state privileges will receive a letter informing them of this decision. All domicile applications (first-time or reclassifications) must be submitted prior to the first day of classes.</p>
<b>Intermediate Decision (Level 2)</b>	<p>If you would like to appeal the initial determination of your domicile status, please submit a written appeal with documentation to the University Registrar's Office within 10 business days of your denial notification. An administrator who was not party to the initial review serves as the Intermediate Appeal Officer. Appeals are given in-depth consideration and supporting documents are usually required to meet the "clear and convincing evidence" standard. Decisions are generally made within 10 business days from the filing of the appeal or receipt of all requested documentation.</p> <p>If the decision is approved for in-state tuition privileges, or if additional information is requested, an email will be sent to the student's WM email account. If the decision is denied, a detailed letter of decision is mailed to the student.</p> <p>A student who disagrees with the intermediate level may make a written appeal to the Final Administrative Review Level within 10 business days of the denial notification.</p>
<b>Final Administrative Review (Level 3)</b>	<p>Appeals of the Intermediate Level decision are reviewed by the Residency Appeals Board, which administers the final domicile decision at the College of William &amp; Mary.</p> <p>The committee consists of an odd number of members, and no person who serves at one level of the appeals process shall serve at any other level of this review.</p> <p>A written decision is provided at Level 3. If the Committee finds that the student is not eligible for in-state tuition rates, the student will receive a letter explaining that the decision is final unless the student appeals to the Williamsburg/James City County Circuit Court within 30 days after receiving the decision.</p> <p>The College of William &amp; Mary shall obtain a legal signature confirming receipt of the decision (certified mail).</p>
<b>Circuit Court</b>	<p>Applicants must appeal to the Circuit Court of Williamsburg/James City County within 30 days of receipt of the previous denial. In any such action, the College shall forward the record to the court, whose function shall be only to determine whether the decision reached by the institution could reasonably be said, on the basis of the record, not to be arbitrary, capricious or otherwise contrary to law.</p>