The College of William and Mary
Office of the University Registrar
PO Box 8795
Williamsburg, VA 23187-8795
(757)221-2800 Fax (757) 221-2151
registrar@wm.edu

SENIOR CITIZEN TUITION EXEMPTION CERTIFICATE & REGISTRATION FORM

GUIDELINES (*per the Senior Citizen's Higher Education Act of 1974, Code of VA 23-38.54-60)*

Eligibility terms: Senior must:

A) Be at least age 60 before the beginning of the semester
B) Have had legal domicile in the Commonwealth of Virginia for at least one year before the first day of classes
C) Have a taxable individual income not exceeding $15,000 for Virginia income tax purposes for the preceding year in order to be exempt from tuition on credit-bearing classes. Audited classes (no credit) are tuition-free for all seniors domiciled in VA.
D) May enroll in no more than three courses in a given semester with a tuition waiver
E) May be admitted to a course only on a space-available basis after all tuition-paying students have been accommodated, unless completed 75% of degree requirements necessary for a degree. In general, this means that this form will be processed on or after the first day of classes.

INSTRUCTIONS

1. Complete the Student Information portion of this form and the Application for VA In-state Tuition form. Per § 23-2.2:1 of the Code of Virginia and the regulations thereunder, every institution of higher education located in Virginia is required to provide to the State Police the name, address, and other directory information of each student who enrolls with the institution. The intent of this law is to ensure compliance with the requirement under Virginia law for certain individuals to register with local law enforcement.
2. Complete the *Course Information* on the bottom of the form and ***obtain the instructor's signature.***
3. Submit the completed forms with proof of age to the Office of the University Registrar during the **non-degree seeking student registration period.** (Non-Degree seeking students may NOT register until the degree seeking student registration period begins). This form must be turned in no later than the last day of the posted add/drop period for the semester. Please see academic calendar at www.wm.edu/registrar for registration dates and information.

SECTION A STUDENT INFORMATION

_____ 930#_____
Name: **(Last)** **(First)** **(MI)** **Student ID #** (or provide your SSN to help us match this form to your records)

Email Address:_____@_____

Date of Birth: _____/_____/_____
Month / Day / Year

_____
Address City State Zip

Sex: □ Male □ Female Phone #: (_____) _____

Citizenship: □ U.S. Citizen □ Permanent Resident □ Non-U.S. Citizen _____
Country of Citizenship/Visa Status

Ethnicity: ***(Optional)*** □ Hispanic or Latino □ Not Hispanic or Latino

Race: ***(Optional)*** □ American Indian or Alaska Native □ Asian □ Black □ Native Hawaiian or Other Pacific Islander □ White

SECTION B COURSE INFORMATION

Course ID *(Department, Course number, Section)*	Credit Hrs or Audit	Class Day(s) & Time(s)	Instructor's Name	Instructor's Signature *(Required for auditors)*

SECTION C STUDENT ACKNOWLEDGEMENT

I hereby certify that the information I have provided is true and complete to the best of my knowledge, and I agree to abide by the student regulations and the Honor Code of The College of William and Mary while I am enrolled.

Student Signature: _____ Date: _____

*********OFFICE USE ONLY*********

Age Verified: *Initials* _____ *Date* _____ Domicile Verified: *Initials*_____ Date: _____

Income Verified: *Initials* _____ *Date* _____ Copy to Bursar for Tuition Waiver: *Initials* _____ *Date* _____

Registration Processed: _____*Initials*_____Date:_____ Audit _____ REG Time Ticket **Rev: 08/2010**