



Office of the University Registrar  
116 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 23-38.54-60, Senior Citizen's Higher Education Act of 1974

A senior citizen shall be permitted, under regulations as may be prescribed by the State Council of Higher Education:

- To register for and enroll in courses as a full-time or part-time student for academic credit if such senior citizen had a taxable individual income not exceeding \$15,000 for Virginia income tax purposes for the year preceding the year in which enrollment is sought;
- To register for and audit courses offered for academic credit; and
- To register for and enroll in courses not offered for academic credit in any state institution of higher education in this Commonwealth.
- Such senior citizen shall pay no tuition or fees except those 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 are enrolled. However, the state institutions of higher education may make individual exceptions to these procedures when the senior citizen has completed seventy-five 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.
- Enroll in no more than three courses in a given semester with a tuition waiver.
- 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 \$15,000 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 must accompany this form or you must attest to the following statement.

I do not file Virginia state income taxes: \_\_\_\_\_  
(Signature)

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](http://www.odu.edu/registrar) for registration dates and information.

