

**Policy No. 2-33****Subject: Senior Citizen Students**

Last Revised: 07/13/2023

Historical Status: 02/02/2017

Division	Policy Manager	Administrative Supervisor	Reference
General Administration	Dean of Student Services and Enrollment Management	Vice President of Instruction and Student Services	VCCS Policy Section 4.3.0.2

**I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to provide educational opportunities to senior citizens.

**II. PERTINENT INFORMATION**

- A. This policy is to comply with the Senior Citizens Higher Education Act of 1974 and the Code of Virginia Article 7.

**III. DEFINITIONS**

- A. Audit: attend a class (informally) not for academic credit.  
B. Senior Citizen: any person who, before the beginning of any semester in which such person claims entitlement to senior citizen benefits, has reached sixty years of age and has had legal domicile in Virginia for one year.

**IV. GENERAL GUIDELINES**

- A. Senior Citizens may:
1. Register for and enroll in courses for academic credit as a full- or part-time student if they had a taxable individual income not exceeding \$23,850 for Virginia income tax purposes for the year preceding the award year;
  2. 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; or
  3. 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.
- B. Such senior citizen shall pay no tuition or fees for courses offered for academic credit or for courses not offered for academic credit, except fees established for the purpose of paying for course materials, such as laboratory fees, subject to a

determination by the institution of its ability to offer the course or courses for which the senior citizen registers. The 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.

**V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

**APPENDIX**

**VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

- A. Code of Virginia Article 7: Senior Citizens Higher Education Act of 1974.
- B. Senior Citizens Higher Education Act of 1974 as amended 1976, 1977, 1982, 1988, 1999, 2003, and 2015.
- C. VCCS Policy 4.3.0.2.

**VII. OPERATING REQUIREMENTS**

- A. Senior Citizens will work with Admissions and Records to complete the application process for VHCC.
- B. Upon completion of the application process, an advisor will assist the potential student with identifying the course(s) they are interested in taking.
- C. The advisor and potential student will complete the Senior Citizen Agreement form.
- D. Admissions and Records will process the form according to policy and alert the student once enrollment is complete.