



# VCU Office of Continuing and Professional Education

## Senior Citizen Waiver Form for Noncredit Courses/Events

Name (check box if change of name )

Last	First	Middle
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Date of birth

m	m	/	d	d	/	y	y
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Gender

Female  
 Male

Permanent mailing address (check box if change of address )

Street		
City	State	Zip

Email address

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Telephone number

Home
Work

Course Code	Title	Date(s)	Instructor

The VCU OCPE Senior Citizen Waiver Policy can be found at <http://www.ocpe.vcu.edu/media/ocpe/docs/OCPESeniorCitizenWaiverPolicy.pdf>

The Senior Citizen Higher Education Act of 1974, Code of VA 23-38.54.60 provides that any legal resident of the state, who before the beginning of any semester in which he/she claims benefits of the Act, and who has had his/her legal domicile in the state for one year and is sixty years or older, may register for non-credit courses with the understanding that:

- Taxable income must not exceed \$23,850 for Virginia income tax purposes for the preceding year in which enrollment is sought.
- Maximum registration is not to exceed three courses in one traditional semester; summer, fall or spring. Semester dates are determined by the start and stop dates of the semester as listed in the University Academic Calendar. The semester in which a course falls is defined as the semester in which it starts.
- Paying participants will be accommodated first.
- The course must make the minimum posted enrollment of paying participants before it will be opened to participants using waivers.
- The Senior Citizen Waiver policy shall apply except that the senior citizen shall be subject to the cost of paying for special course and material fees such as textbooks, laboratory fees, art fees, or any other class material costs or costs associated with activities, trips, or events in which the class participates outside of the traditional classroom.
- The senior citizen shall be subject to university policies and the university shall determine whether or not it has the ability to offer the course.

### INSTRUCTIONS:

1. Submit completed form to the VCU OCPE during the registration period of the specific noncredit course you are interested in taking. You will be placed on a waiting list and notified of your status via email. One form is required per noncredit course. A waiver form cannot be used for any noncredit course published with the statement, "exempt."
2. If your waiver is approved, you will be registered and an email confirmation will be sent along with any outstanding balance owed.

By signing below, I certify I am a Virginia resident, at least 60 years of age, and my taxable income did not exceed \$23,850 last year; therefore, I am eligible to take as many as three courses and pay no fees, except those noted above. I understand that the university requires proof of income eligibility (copy of completed current or last calendar year Virginia Resident Form 760 or IRS Verification of Non-Filing), if I wish to enroll.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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