



## **Document Checklist for Self-Sufficiency Holds Students under the age of 24**

**Please upload pictures of documents listed below to [DropSecure](https://brcc.dropsecure.com/send/registrar) ([brcc.dropsecure.com/send/registrar](https://brcc.dropsecure.com/send/registrar)). Social Security numbers and birthdays are not required for this process. You may black that information out before sending. If you do not have one or more of the documents listed below, please contact us at [Registrar@brcc.edu](mailto:Registrar@brcc.edu).**

- Copy of federal income tax return (Form 1040) for the most recent tax year
- Copy of state income tax return(s) (Form VA-760 and any other state returns) for the most recent tax year
- Copy of DMV issued driver's license or Identification Card
- Copy of voter's registration card
- Copy of current motor vehicle registration
- Copy of lease(es) or proof of home ownership showing residency for the past twelve months

**If the below are relevant to your situation, please also provide:**

- Permanent Resident Card
- Visa or DACA approval
- Any Citizenship documents that are Pending Approval

**For students with an annual income of less than \$14,500, please also provide:**

- Parent federal income taxes (Form 1040) showing student is not listed as a dependent – *black out SSN and Income before sending*
- Itemized income and expenses for the last 12 months

**To strengthen an appeal that may be missing documents listed above, you may provide:**

- Proof of employment
- High School Transcript showing recent graduation from a Virginia high school
- Proof of self-owned health insurance
- Proof of self-owned car insurance
- Personal Property Tax Statement

\*Providing documentation listed is not a guarantee of eligibility for in-state tuition rates.

The completed Application for In-State Rates and supporting documentation will be reviewed in compliance with Section 23-7.4 of the Code of Virginia to determine your eligibility. A copy of the Code and the State regulations can be viewed at <http://www.brcc.edu/admissions/out-of-state/>. Incomplete information and/or inadequate documentation will cause delays in processing and may negatively affect the College's decision.

Section 2.12 of the SCHEV Guidelines states that in cases where a student has knowingly provided erroneous information, the College may change the student's status retroactively to the term for which the fraudulent application was filed, bill for the tuition differential, and take action for dismissal.

If you have questions or need assistance, please contact the Office of Admissions and Records.



[Blue Ridge Community College](#)

Office of Admissions and Records

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