



Document Checklist for Self-Sufficiency Holds Parent/Legal Guardian of Students that are under the age of 24

Please upload pdfs or pictures of three out of six documents listed below to [DropSecure \(brcc.dropsecure.com/send/registrar\)](https://brcc.dropsecure.com/send/registrar). Social Security numbers and birthdays are not required for this process. You may mark that information out before sending. If you do not have three of the documents listed below, please contact us at Registrar@brcc.edu so we can offer an alternative solution.

Parent/Legal Guardian please provide three (3) documents from the below list.

- Copy of federal income tax return (Form 1040) for the most recent tax year
- Copy of state income tax return (Form VA-760) for the most recent tax year
- Copy of Virginia driver's license or DMV-issued Identification Card
- Copy of Virginia voter's registration card
- Copy of Virginia motor vehicle registration
- Copy of proof of home ownership or lease

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

The completed Self-Sufficiency Parent Form with 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 Student Records Office.

[Blue Ridge Community College](http://www.brcc.edu)

Student Records Office

P. O. Box 80

One College Lane

Weyers Cave, VA 24486

(540) 453-2287

(540) 453-2437 Fax

Registrar@brcc.edu