Norfolk State University
Institutional Appeals Domicile Process

An appeals process is in place for students denied in-state tuition. The appeals process, including dates and submission of the supplemental application must be followed.

The appeal levels are as follows:

An intermediate review of the initial determination by way of a domicile determination hearing; and

1. A final administrative review including a decision in writing.
2. A student seeking reclassification based on activities that have taken place since the last domicile determination must begin at the initial level with the right to a subsequent intermediate and final review.

**Initial Level** – A student seeking reclassification based on activities that have taken place since the last domicile determination must begin at the initial level with the right to a subsequent intermediate and final review. Applications for Virginia in-state tuition rates must be submitted to the Office of Admissions prior to the first day of class of the term in which a change of domicile is sought. Processing time may take 4 – 6 weeks.

**Intermediate Review**

The intermediate review consists of a hearing, and the Appeal Hearing Application must be submitted to the Domicile Hearing Appeals Chair within 10 days, as specified on the appeal application. Processing time may take 4 – 6 weeks.

**Final Administrative Review**

The final administrative review includes the decision in writing, explaining the determination reached in accordance with the statute and the Domicile Guidelines authorized by the Code of Virginia. The decision is final unless the student appeals it to the circuit court within 30 days after receiving the decision. A copy of the decision is provided to the student via certified mail confirming a legal signature and receipt of the decision. Processing time may take 4 – 6 weeks.