



Petition for Classification of Students for Tuition Purposes

INSTRUCTIONS

Columbus State University students are responsible for registering under the proper tuition classification. Students who have been classified as out-of-state for tuition purposes and believe they are entitled to be classified as in-state for tuition purposes may petition for a change in status. For more information about the classification of students for tuition purposes, see Board of Regents Policy Manual, section 403.02 Classification of Students for Tuition Purposes. You may also go to <http://www.usg.edu/regents/policymanual/400.phtml>

Who should file this petition?

This petition should be submitted only if we have already notified you that you have been classified as a nonresident for tuition purposes and you think that further information could alter that decision.

You must demonstrate that you, your parent, your spouse or your court-appointed guardian (if you are a minor) are/is a legal resident of Georgia for tuition purposes. You may establish this claim by providing documentation to support the definition established by the Board of Regents. Please note that establishing residency for tuition purposes as defined by the Board of Regents is different than residency for purposes of such things as voting, having a GA license/tag, etc., and requires more than establishing eligibility to vote, securing a driver's license, and/or having tax withheld while employed in GA.

Who is qualified to file for in-state status for tuition purposes?

You, your parent, your spouse or your court-appointed guardian should meet ALL the following criteria:

- The person has always resided in Georgia or can demonstrate that they currently reside in Georgia and residency in any other state or country has been abandoned. Maintenance of ties with another state or country will contribute to a nonresident classification and includes such things as: financial support from a person who is a resident of another state or country, payment of income taxes to another state, registering a vehicle or securing a driver's license in another state or country.
- The person has lived in Georgia for the 12 consecutive months immediately preceding the start date for the term and their 12-month duration requirement has not included time attending any educational institution in Georgia on a full-time basis.
- The person can demonstrate that they moved to Georgia for purposes other than attending any educational institution in the state of Georgia.
- The person can demonstrate economic self-sufficiency and has contributed to the state by paying meaningful taxes.
- The person is a U.S. citizen, Resident Alien or is in a visa status permitting indefinite or permanent residence in the United States.

List of Documents which may be necessary (see pg. 4 for items required for *your* situation):

1. A letter from your employer(s) verifying any employment during the last 12 months. The letter/statement should indicate dates of employment and whether you had full or part-time employment. The letter/statement should be on letterhead or be notarized.
2. A copy of the lease or deed for your residence(s) during the past 12 months and/or receipts from the payment of property taxes. If the lease or deed is not in your name, please also provide a notarized statement from the person who is on the lease stating that you do/did in fact live with him/her and for how long you have/had continuously resided with this person.
3. A copy of the preceding year's Georgia income tax return from the Georgia Department of Revenue. If you are a dependent, then we will need a copy of your parent's, guardian's, or spouse's most recent income tax return. If your parents, guardians, or spouse are Georgia residents, please also include a copy of their most recent Georgia income tax return. To obtain a certified copy of your Georgia income tax return (form 500) through the mail, send one dollar per page with a signed request including your Social Security number to: Georgia Department of Revenue, Post Office Box 740385, Atlanta, Georgia 30334. To pick up a copy, take a photo I.D. and one dollar per page to: Room L-217, 1800 Century Center Blvd., Telephone number: (404) 417-6760. *Note the Georgia Department of Revenue will only mail or issue certified copies of tax returns to the individuals who had actually filed them.
4. Verification of voter registration
5. A valid vehicle registration for the State of Georgia
6. A valid Georgia Driver's License
7. Verify or provide copies of home of military record, military orders in Georgia, military I.D., and LES
8. Copies of guardianship paperwork (court orders)
9. If basing residency claim on marriage to a Georgia resident, a copy of your marriage certificate
10. A copy of your permanent resident alien card (both sides), and/or documentation of any other visa status. If your permanent resident status or visa has been in place for fewer than 12 months, prior to the semester in question, please document your prior visa status
11. A copy of your birth certificate
12. Proof of filing Homestead Exemption.

Out of State Tuition Waivers

- **International (F-1) Student Waivers** See Center for International Education website at <http://cie.colstate.edu/> for information regarding international student scholarships.
- **General Waiver (non F-1 Students)** A general out-of-state tuition waiver will waive an accepted student's out-of-state tuition for one academic year. A GPA of 2.75 or higher is required for this waiver. General out-of-state fee waivers are limited in number, so not all applicants are granted the waiver. To apply, submit a letter to the Out-of-State Tuition Waiver Committee, care of Director of Admission, stating your need for the waiver. The letter must be received by the Enrollment Services Office no later than the last day of June. All students applying for this waiver will be notified by July 15th.
- **University System of Georgia Employees** Full-time employees of the University System, their spouses, and their dependent children may qualify for this waiver. Proof of USG employment is required.
- **Georgia Public School Employees** Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, and their dependent children may qualify for this waiver. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver. Please complete the Georgia Public School Employee Form which can be found at www.colstate.edu/future/forms.asp.
- **Active Duty Military Personnel** Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be obtained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status. The Military Fee Waiver form is available at <http://www.colstate.edu/future/forms.asp>
- **Alabama Fee Waiver** Residents of Lee or Russell Counties in Alabama may receive an out-of-state waiver. The Alabama Fee Waiver form is available at <http://www.colstate.edu/future/forms.asp>.
- **National Guard Members** This waiver is for Full-time members of the Georgia National Guard, their spouses, and their dependent children. The Military Fee Waiver form is available at <http://www.colstate.edu/future/forms.asp>.
- **Direct Exchange Program Students** Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students.
- **Economic Advantage** As of the first day of classes for the term, an economic advantage waiver may be granted to a dependent or independent student who can provide clear evidence that the student or the student's parent, spouse, or U.S. court-appointed guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education. This waiver will expire 12 months from the date the move was made to Georgia. These individuals would be required to show clear evidence of having taken all legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Students currently receiving a waiver who are dependents of a parent or spouse possessing a valid employment-sponsored visa may continue to receive the waiver as long as they can demonstrate continued efforts to pursue an adjustment of status to U.S. legal permanent resident. Please complete the Economic Advantage Waiver Form which can be found at www.colstate.edu/future/forms.asp.
- **Recently Separated Military Service Personnel** Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in an academic program and demonstrate intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year. Please complete the Recently Separated Military Fee Waiver Form which can be found at www.colstate.edu/future/forms.asp.
- **Nonresident Student** As of the first day of classes for the term, a nonresident student whose parent, spouse, or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months so long as the student can provide clear evidence showing the relationship to the parent, spouse, or U.S. court-appointed legal guardian has existed for at least 12 consecutive months immediately preceding the first day of classes for the term. Please complete the Non-Resident Student Fee Waiver Form which can be found at www.colstate.edu/future/forms.asp.



COLUMBUS STATE
UNIVERSITY

Petition for Classification of Students for Tuition Purposes
Office of Admissions, 4225 University Ave, Columbus, Georgia 31907

Please complete and return this Petition along with pertinent documentation to the Office of Admissions. To ensure timely processing, this petition and all required documents should be submitted no later than 15 working days prior to registration for the semester in question. Final determination of Georgia residence classification prior to the deadline date for fee payment cannot be guaranteed.

Priority Submission Deadlines:

FALL SEMESTER: May 1st

SPRING SEMESTER: November 1st

SUMMER SEMESTER: March 15th

Personal Information

Name _____ CSU Student ID# _____

Current Address _____

Permanent Address _____

Email Address _____ Telephone _____

Place of Birth _____ Date of Birth _____

Non-US Citizens ONLY:

Country of Citizenship _____ VISA Type _____

Personal Statement: Please answer all questions.

I am an independent student. Yes No
(An independent student is someone over the age of 24 or someone who is less than 24 and is not listed as a dependent on a federal or state income tax of a parent or legal guardian.)

I am a dependent student. Yes No
(A dependent student is someone who is age 23 or less and is listed as a dependent on a federal or state income tax of a parent or legal guardian.)

I have a driver's license. Yes No If yes, in which state was it issued? _____

I own a motor vehicle. Yes No If yes, in which state is it registered? _____

I am registered to vote. Yes No If yes, in which state are you registered? _____

I have a checking or savings account. Yes No If yes, in which state do you have an account? _____

I have lived continuously in Georgia since _____
(month/year)

I currently reside in _____
(county in Georgia)

If you answered yes to any of the above and the state is not Georgia, please attach an explanation and return it with this form.

Classification of Tuition Status Categories

I am seeking classification of tuition status under the following category: (check A-D below)

- A. I am a dependent student (under the age of 24) who has been claimed as a dependent on someone else's income tax return and have maintained legal residence in Georgia (including payment of Georgia taxes) for the 12 months prior to the semester for which I intend to enroll. I will submit #3, 5, and 6 from the list of documents on page 1.
- B. I am an independent person who has not been claimed as a dependent on anyone else's income tax return and provided more than 50% of my income/financial support, and I have maintained legal residence in Georgia (including payment of Georgia taxes) for the 12 months prior to the semester for which I intend to enroll. I will submit #3, 5, and 6 from the list of documents on page 1.
- C. I (or my parents) am/are in the U. S. Military and the home of record is Georgia. Income taxes are filed with and paid to the State of Georgia. I will submit #3, 5 and 6 from the list of documents on page 1.
- D. According to the U.S. Bureau of Citizenship and Immigration Services, I am a Permanent Resident or other legal noncitizen under a visa status granting indefinite stay in the United States. I also qualify for (select one from the items above):
 - A B C (I will attach a copy of my visa paper work: I-94, I-551, I-688, I-485, I-797, passport, etc.)

Oath and Affirmation

I, the undersigned, hereby swear or affirm to the authenticity of the information provided on all pages of this affidavit. I understand that any false or misleading information on this affidavit or provided to support this affidavit may result in denial of admission or expulsion from the University. I understand that it may also cause me to be billed for the out-of-state tuition. I hereby give permission for the institution to review or examine any and all documents and records, including my confidential loan forms and related data, which may assist in clarifying my in-state tuition status.

Signature of person making the petition

Date