



University of North Georgia

Petition for Classification of Students for Tuition Purposes

Section I- Overview

Students who have been classified as out of state for tuition purposes who believe that the submission of additional information could alter that decision, may submit this petition and supporting documentation to be considered for reclassification. This petition should only be submitted by students who have been notified that they have been classified as out-of-state for tuition purposes. Students wishing to file a petition should refer to the University of North Georgia website for submission deadlines.

Prior to completing this petition, students should carefully review these instructions. For more information about the classification of students for tuition purposes, students should review Section 4.3.2 of the Board of Regents Policy Manual, Classification of Students for Tuition Purposes found on-line at http://www.usg.edu/policymanual/section4/policy/4.3_student_residency/.

Who may be eligible for in-state tuition who has not lived outside of Georgia and who:

- o Moved to the state for reasons other than attending a post-secondary educational institution;
 - o Abandoned all ties to their previous state or country of residence;
 - o Has taken appropriate steps to assume the responsibilities of a Georgia resident;
 - o Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
 - o Receives no financial assistance from outside Georgia;
 - o Is not claimed as a dependent on the taxes of someone who resides outside of Georgia; and
 - o Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.
- x A dependent student whose parent or U.S. court-appointed legal guardian has not lived outside of Georgia or whose parent or U.S. court-appointed legal guardian:
- o Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
 - o Receives no financial assistance from outside of Georgia;
 - o Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.
 - o In addition to the above, a dependent student of a Georgia-domiciled parent must either:
 - A. Be a graduate of a Georgia high school;
 - B. Be claimed as a dependent on their Georgia-domiciled parent's state or federal income taxes.
- A dependent student of a Georgia-domiciled U.S. court-appointed legal guardian must provide evidence that the guardianship was not appointed to avoid payment of out-of-state tuition.

Section II– Supporting Documentation

The following are examples of supporting documentation which may be submitted as evidence of domicile. The submission of any of the following documentation does not guarantee reclassification as a state-student. The tuition classification officer and appointed committee will consider the totality of circumstances when making a tuition classification determination.

Students under the age of 24 should submit documentation related to the domicile of their parent(s) or U.S. court-appointed legal guardian, in addition to documentation related to their domicile.

1. Signed statement of reason for coming to Georgia.
2. Certified or notarized copy of state and/or federal income tax return(s) filed for the most recent tax year.
3. Signed statement of intent to file taxes for the current year.
4. Copy of most recent W-2.
5. Copies of pay stubs or Leave Earnings Statements (LES) for the previous year.
6. Letter/statement from current and/or previous employer(s) verifying any employment during the last 12 months. Letter/statements should be on company letterhead and should indicate dates of employment and whether that employment was full or part-time.
7. Copy of the lease or deed for residence(s) maintained during the past 12 months. If the lease or deed is not in your name, a notarized statement from the lessee or deed holder stating that you reside with them and for how long.
8. Receipts from the payment of property taxes.
9. Copies of homestead exemption documents.
10. Copy of birth certificate or guardianship paperwork issued by a United States court.
11. Copy of a valid vehicle registration for the State of Georgia.
12. Copy of a valid Georgia Driver's License or state-issued ID.
13. Copy of voter registration.
14. Copy of any business or professional license(s) which may have been obtained in Georgia.
15. Copies of bills, such as utility bills.
16. Copies of bank statements.
17. Copies of any social service benefits, such as food stamps, disability, unemployment, etc.
18. Documentation of family, social, civic, or governmental ties in Georgia which evidence intent to remain permanently.
19. If you are not a U.S. citizen, a copy of your permanent resident alien card or documentation of your current visa status.
20. Any other documentation that you may feel is relevant to status.

Section III – To be completed by the STUDENT

Studentname:		StudentID:	
HomePhone:		Cell Phone:	Work Phone:
Email:			
PresentAddress:			
PermanentAddress:			
Date of Birth:		Place of Birth:	
Citizenship Status: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-resident Alien		If Resident Alien or Nonresident Alien, please specify your current status in the United States:	
Term applying for waiver: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____			
Have you established and maintained domiciled in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term you are requesting state classification? <input type="checkbox"/> Yes <input type="checkbox"/> No		What is your Georgia county of residence?	
Have you ever lived in another country or in any U.S. state/territory other than the state of Georgia? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you have lived outside of Georgia: When was residency established in the state of Georgia? _____ / _____ (mm/yyyy) What was your reason for moving to Georgia?			
Do you have a driver's license state issued ID? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what U.S. state/territory it issued? _____ Issued date: _____ / _____ / _____ (mm/dd/yyyy)			
Do you drive a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what U.S. state/territory it registered? _____ Registration date: _____ / _____ / _____ (mm/dd/yyyy)			
Are you registered to vote? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what U.S. state/territory are you registered? _____			
Did you file state income taxes for the most recent year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what state? _____ Did you file as a resident, nonresident part-year resident? _____			
Did you file federal income taxes for the most recent year? <input type="checkbox"/> Yes <input type="checkbox"/> No.			

Provide the following information for your Georgia domiciled parent or U.S. court appointed legal guardian listed above.

Do they have a driver's license ~~state~~ issued? Yes No

If yes, in what U.S. state/territory is it issued? _____ Issued date: ____ / ____ / ____ (mm/dd/yyyy)

Do they drive a vehicle? Yes No

If yes, in what U.S. state/territory is it registered? _____ Registration date: ____ / ____ / ____ (mm/dd/yyyy)

Are they registered to vote? Yes No

If yes, in what U.S. state/territory are you registered? _____

Did they file state income taxes for the most recent year? Yes No

If yes, in what state?

