



# Georgia Southern University Petition for Classification of Students for Tuition Purposes

## INSTRUCTIONS

University System of Georgia 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 in-state for tuition purposes may petition the institution for a change of 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](http://www.usg.edu/regents/policymanual/400.phtml) (<http://www.usg.edu/regents/policymanual/400.phtml>). For petition filing dates, consult with the Tuition Classification Officers listed on page two of this petition.

### Who should file this petition?

This petition should be submitted **only** if you have already been notified that you have been classified as out-of-state 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) is a legal resident of Georgia. You may establish this claim by providing documentation to support the definition established by the Board of Regents. **Please note that establishing in-state status 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 paying taxes.**

### Who has the best claim 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 residence in any other state or country has been abandoned. Maintenance of ties with another state or country will contribute to an out-of-state classification and include 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 durational requirement has not included time attending any higher 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 that must be provided with petition:

1. A letter/statement 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 company letterhead or be notarized.
2. A copy of the lease or deed for your residence(s) during the past 12 months, 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 Certified copy of your last Georgia income tax return from the Georgia Department of Revenue and a statement of intent to file current year tax (January –April, please include copies of past years W-2's). A copy of your parent's, guardian's or spouse's income tax return. If your parents, guardian, or spouse are Georgia residents, please also include a certified copy of their last Georgia income tax return.

4. Homestead exemption documents. (if applicable)
5. Verification of voter registration. (not sufficient by itself)
6. A valid vehicle registration for the State of Georgia. (not sufficient by itself)
7. A valid Georgia Driver's License. (not sufficient by itself)
8. Verify or provide copies of home of military record, military orders in Georgia, military I.D., and LES. (if applicable)
9. Copies of guardianship paperwork. (court orders – if applicable)
10. If basing residency claim on marriage to a Georgia resident, a copy of your marriage certificate.
11. 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 less than 12 months, prior to the semester in question, please document your prior visa status. (if applicable)
12. If basing residency claim on parent(s), a copy of your birth certificate or other legal documentation.
13. A copy of business or professional license(s) in Georgia. (if applicable)
14. Documentation of family, social, civic, or governmental ties in the State of Georgia which evidence intent to remain permanently.
15. Any other documentation that you may feel is relevant to your status.

Petitions for Classification of Tuition should be submitted to the Admissions Office or the Registrar's Office prior to the first day of classes for the term for which the student seeks to pay fees as an in-state student. Requests for tuition waivers must be received in the appropriate office no later than the last day to pay fees for the term for which the out-of-state tuition is to be waived. *Petitions or requests for waivers submitted after that date will not be considered for the term.*

**NEW undergraduate and graduate students should submit petition to:**  
 Pearl Middleton  
 Georgia Southern University  
 Office of Admissions  
 P. O. Box 8024  
 Statesboro, GA 30460  
 Phone: 912-478-0811  
 Fax: 912-478-1156  
 pmiddleton@georgiasouthern.edu

**CURRENT undergraduate and graduate students should submit petition to:**  
 Tifani L. Pool  
 Georgia Southern University  
 Office of the Registrar  
 P. O. Box 8092  
 Statesboro, GA 30460  
 Phone: 912-478-0283  
 Fax: 912-478-5712  
 tlanding@georgiasouthern.edu



# Georgia Southern University

## Policy for Classification of Students

### for

## Tuition Purposes and Out-of-State Waivers

Under the Constitution and laws of Georgia, the Board of Regents of the University System of Georgia was created to govern, control and manage a system of public institutions providing quality higher education for the benefit of Georgia citizens. The state, in turn receives a substantial benefit from individuals who are attending or who have attended these institutions through their significant contributions to the civic, political, economic, and social advancement of the citizens of the State of Georgia.

The Board of Regents has adopted the following policies governing the classification of students as in-state and out-of-state for tuition purposes. (Effective Fall 2007)

### 403.02 Classification Status for Tuition Purposes

#### A. United States Citizens

- 1) a. An independent student who has established and maintained a domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term shall be classified as “in-state” for tuition purposes. It is presumed that no student shall have gained or acquired in-state classification while attending any postsecondary educational institution in this state without clear evidence of having established domicile in Georgia for purposes other than attending postsecondary educational institution in this state.
  - b. A dependent student shall be classified as “in-state” for tuition purposes if either i) the dependent student’s parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the student has graduated from a Georgia high school or ii) the dependent student’s parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the parent claimed the student as a dependent on the parent’s most recent federal income tax return.
  - c. A dependent student shall be classified as “in-state” for tuition purposes if a U.S. court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term provided that appointment was not made to avoid payment of out-of-state tuition and the U.S. court-appointed legal guardian can provide clear evidence of having established and maintained domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term.
- 2) a. If an independent student classified as “in-state” relocates temporarily but returns to the State of Georgia within 12 months, the student shall be entitled to retain in-state tuition classification.
  - b. If the parent or U.S. court-appointed legal guardian of a dependent student currently classified as “in-state” for tuition purposes establishes domicile outside of Georgia after having established and maintained domicile in the State of Georgia, the student may retain in-state tuition classification as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent or U.S. court-appointed legal guardian.

#### B. Noncitizens

Noncitizens initially shall not be classified as “in-state” for tuition purposes unless there is evidence to warrant consideration of in-state classification. Lawful permanent residents, refugees, asylees, or other eligible noncitizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in determining whether they qualify for in-state classification. International students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile are not eligible for in-state classification.



**University System of Georgia  
Petition for Classification of Students  
for  
Tuition Purposes**

**NEW undergraduate and graduate students should submit petition & documentation to:**

Pearl Middleton  
Georgia Southern University  
Office of Admissions  
P. O. Box 8024  
Statesboro, GA 30460  
Phone: 912-478-0811  
Fax: 912-478-1156  
pmiddleton@georgiasouthern.edu

*For Office Use Only:*

Petition Approved  
*Effective Term:* \_\_\_\_\_  
 Petition Denied  
*Date:* \_\_\_\_\_  
*Additional Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTINUING undergraduate and graduate students should submit petition & documentation to:**

Tifani L. Pool  
Georgia Southern University  
Office of the Registrar  
P. O. Box 8092  
Statesboro, GA 30460  
Phone: 912-478-0283  
Fax: 912-478-5712  
tlanding@georgiasouthern.edu

**Complete and return this petition along with pertinent documentation to Georgia Southern University. This petition must be notarized by a Notary Public.**

**PERSONAL INFORMATION**

**Name** \_\_\_\_\_ **Student ID#** \_\_\_\_\_  
*first middle last*

**Present Address** \_\_\_\_\_  
*street city state zip*

**Permanent Address** \_\_\_\_\_  
*street city state zip*

**Email Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Place of Birth** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_ **Age** \_\_\_\_\_

**Personal Statement**

I have lived continuously in Georgia since \_\_\_\_\_  
*month day year*

I currently reside in \_\_\_\_\_ county, Georgia.

**Circle or Check Yes/No**

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? \_\_\_\_\_

**Check one:**

I am petitioning for the following term:

- Fall** \_\_\_\_\_  
 **Spring** \_\_\_\_\_  
 **Summer** \_\_\_\_\_

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

- A.** 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.
- B.** I have been transferred to Georgia by my employer.
- C.** I am the dependent of a Georgia resident or the spouse of a Georgia resident who has maintained legal residence in Georgia for at least 12 consecutive months prior to the term for which I intend to enroll.
- D.** I have a legal guardian who has maintained legal residence in Georgia for at least 12 consecutive months prior to the term for which I intend to enroll.
- E.** I (or my parents) am in the U.S. military and my home of record is Georgia.

**NON-US CITIZENS ONLY**

**Country of Citizenship** \_\_\_\_\_

**VISA Type** \_\_\_\_\_

- F.** According to the U.S. Bureau of Citizenship and Immigration Services, I am a Permanent Resident or other legal non-citizen under a visa status granting indefinite stay in the United States. I also qualify for: *(Select one from A-E – descriptions above)*

**A**    **B**    **C**    **D**    **E**

*(A copy of my visa paperwork: I-94, I-55, I-688, I-485, I-797, passport, etc is attached)*

**\*\*You must provide copies of your supporting documentation with this petition.\*\*  
Copies will NOT be made for you in the office.**

**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 in support of this affidavit may result in denial of admission or expulsion from the institution. 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 any confidential loan forms and related data, which may assist in clarifying my in-state status.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

\_\_\_\_\_  
Signature of person making affidavit

Petitions for Classification Students for Tuition Purposes should be submitted to Georgia Southern University prior to the first day of classes for the term which the student seeks to pay fees as an in-state student. Petitions will be accepted after the first day of classes on a case-by-case basis.



## Supplemental Information Required for Petitioning for In-State Tuition Classification Georgia Southern University

**Complete and return this along with your petition and documentation.**

What was your reason for moving to Georgia? \_\_\_\_\_

What was your state of residence prior to moving to Georgia? \_\_\_\_\_

**Educational Information**

List your educational attendance for the past **12 consecutive months**; Fill in the gaps in enrollment to show where you were when you were not in school:

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Institution: \_\_\_\_\_

City/State of Institution: \_\_\_\_\_ State of Residency during enrollment: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Institution: \_\_\_\_\_

City/State of Institution: \_\_\_\_\_ State of Residency during enrollment: \_\_\_\_\_

First term enrolled at Georgia Southern University: \_\_\_\_\_

Last term enrolled at Georgia Southern University: \_\_\_\_\_

High School & Graduation Date: \_\_\_\_\_

**Employment Information**

List all employment for the past 12 consecutive months:

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Employer: \_\_\_\_\_

City/State of Employer: \_\_\_\_\_ Full or Part-time?: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Employer: \_\_\_\_\_

City/State of Employer: \_\_\_\_\_ Full or Part-time?: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Employer: \_\_\_\_\_

City/State of Employer: \_\_\_\_\_ Full or Part-time?: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Employer: \_\_\_\_\_

City/State of Employer: \_\_\_\_\_ Full or Part-time?: \_\_\_\_\_

**Absences from Georgia**

List all absences from Georgia (other than for vacation or visitation of two weeks or fewer) after the date you claim your permanent residence began. List purposes for the absences, also:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Location: \_\_\_\_\_ Reason: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Location: \_\_\_\_\_ Reason: \_\_\_\_\_

**Financial Support**

List the distribution of your financial contributions that helps fund your education (This should total 100%):

Parents _____ %	Spouse _____ %	Financial Aid _____ %	Employment _____ %
Other Relatives _____ %	Gifts _____ %	Savings _____ %	Summer Employment _____ %
Other – (Specify) _____ %	Trust Funds _____ %		

*If supported by a trust fund, list the state to which the trust fund pays income tax. \_\_\_\_\_*