



East Georgia College

PETITION FOR TUITION CLASSIFICATION

Section I – Overview

Petition Filing Deadlines: Fall Term – August 1 Spring Term – December 15 Summer Term – May 15
*Petitions submitted after the deadline will not be considered (**petitions are not retroactive to prior terms**).*

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 request 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.

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 online at http://www.usg.edu/policymanual/section4/policy/4.3_student_residency/.

Some students not eligible to be classified as in-state for tuition-purposes may be eligible for an out-of-state tuition waiver. For more information about the available out-of-state tuition waivers, students should review Section 7.3.4.1, Out-of-State Tuition Waivers, found online at http://www.usg.edu/policymanual/section7/policy/7.3_tuition_and_fees/#p7.3.4_out-of-state_tuition_waivers_and_waivers_of_mandatory_fees. All waiver applications through EGC are available on our website at <http://www.ega.edu/registrar/TuitionClass/default.htm>.

Who may be eligible for in-state status for tuition purposes?

The criteria considered when determining a student's eligibility for in-state tuition depends on a student's status as an independent or dependent student. A **dependent student** is an individual under the age of 24 who receives financial support from a parent or United States court appointed legal guardian. An **independent student** is an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or United States court appointed legal guardian, and whose parent or guardian has ceased to provide support and rights to that individual's care, custody, and earnings. Periods of attendance by individual who entered Georgia to matriculate at a educational institution, public or private, are not counted toward the 12-month durational requirement.

- An **independent student** who has not lived outside of Georgia or who:
 - Moved to the state for reasons other than attending a post-secondary educational institution;
 - Abandoned all ties to their previous state or country of residence;
 - Has taken appropriate steps to assume the responsibilities of a Georgia resident;
 - Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
 - Receives no financial assistance from outside of Georgia;
 - Is not claimed as a dependent on the taxes of someone who resides outside of Georgia; and
 - Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.
- 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:
 - Moved to the state for reasons other than attending a post-secondary educational institution;
 - Abandoned all ties to their previous state or country of residence;
 - Has taken appropriate steps to assume the responsibilities of a Georgia resident;
 - Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
 - Receives no financial assistance from outside of Georgia; and
 - Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.
 - In addition to the above, a dependent student of a **Georgia-domiciled parent** must either:
 - A. Be a graduate of a Georgia high school; or
 - 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 (present, permanent home with intent to remain permanently/indefinitely). *This submission of any of the following documentation does not guarantee reclassification as an in-state student. The tuition classification officer will consider the totality of circumstances when making a tuition classification determination.*

Students under the age of 24 are presumed to be claimed as a dependent by their parent(s); therefore students must submit documentation related to the domicile of their parent(s) or U.S. court-appointed legal guardian, in addition to the documentation related to their own domicile.

Provide a minimum of 4 documents from the list below one of which should include a copy of the most recent federal and state income tax return form.

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

List all full-time or part-time employment you have held for the past two year, including military service. List most recent employment first. Attach additional sheets if needed.

Employer: _____ Dates: _____

Address: _____

City: _____ State: _____ Zip: _____

Full-time or part-time: _____

Employer: _____ Dates: _____

Address: _____

City: _____ State: _____ Zip: _____

Full-time or part-time: _____

IF YOU ARE UNDER 24, THE FOLLOWING SECTION MUST BE COMPLETED. IF YOU ARE 24 OR OLDER, SKIP TO SECTION IV.

Were you claimed as dependent on the state or federal income tax returns of your parent(s) or U.S. court-appointed legal guardian filed for the most recent tax filing year?

Yes No

Did your parent(s) or U.S. court-appointed legal guardian provide you with any financial support in the last year?

Yes No

If yes to either of the above questions, the following must be answered.

Has the parent or U.S. court-appointed legal guardian who claimed you as a dependent on their state or federal income tax return filed for the most recent tax year, established and maintained domicile (*present, permanent home with intent to remain permanently/indefinitely*) in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term you are requesting in-state classification? Yes No

If yes to the question above, the following questions in this section must be answered.

Name of your Georgia-domiciled parent or U.S. court-appointed legal guardian: _____

Relationship: _____ Address: _____
street city state zip

If the individual listed above is your U.S. court-appointed legal guardian, on what date was the guardianship appointed?

_____/_____/_____ (mm/dd/yyyy)

Has your parent or U.S. court-appointed guardian ever lived in another country or in an U.S. state/territory other than the state of Georgia? Yes No

If the parent or U.S. court-appointed guardian listed above has lived outside of Georgia:

When was residency established in the state of Georgia? ____/____ (mm/yyyy)

What was their reason for moving to Georgia? _____

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 or state-issued ID? 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? _____ Issued date: ____/____/____ (mm/dd/yyyy)

Are they registered to vote? Yes No

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

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

If yes, in what state? _____

Did they file as a Full-Year Resident, Part-Year resident or Non Resident? _____

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

List all full-time or part-time employment the parent or U.S. court-appointed legal guardian listed above held for the past two years, including military service. List most recent employment first. Attach additional sheets if needed.

Employer: _____ Dates: _____

Address: _____

City: _____ State: _____ Zip: _____

Full-time or part-time: _____

Employer: _____ Dates: _____

Address: _____

City: _____ State: _____ Zip: _____

Full-time or part-time: _____

Section IV – Basis for Request for In-State Classification

Indicate under which of the following categories you are seeking in-state classification (select all that apply)

I am a **Dependent Student**

My parent(s) have established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term I am seeking in-state classification and

I have graduated or will graduate from a Georgia high school: and/or

My Georgia domiciled parent claimed me as a dependent on their federal or state income taxes filed for the most recent tax year.

My U.S. court-appointed legal guardian established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term I am seeking in-state classification and I will provide clear evidence that the appointment was not made to avoid payment of out-of-state tuition.

I was previously classified as an in-state student at another USG institution and have remained continuously enrolled. Since I was originally classified as an in-state student, my Georgia-domiciled parent(s) or U.S. court-appointed guardian has moved out of state.

I am an **Independent Student**

I have established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term I am seeking in-state classification. I did not move to Georgia solely for the purpose of attending a postsecondary institution and I was not claimed as a dependent on my parents' most recent income tax return.

I was previously classified as an in-state student and temporarily left Georgia for less than 12 months.

According to the U.S. Bureau of Citizenship and Immigration Services, I am a Lawful Permanent Resident, refugee, asylee or other eligible noncitizen permitted to remain indefinitely in the United States.

Section V – Oath and Affirmation

I understand that any material false statement made knowingly and willingly by me on this application, or any documents attached hereto may, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person who knowingly commits the offense of false swearing shall be punished by a fine of not more than \$1,000 or by imprisonment for not less than one year nor more than 5 years, or both, subject me to prosecution in a court of law. Additionally, I further understand that any such false statement may subject me to immediate dismissal from the institution.

Further, I certify that, to the best of my knowledge, the information submitted on this application is true and complete.

Student's Signature

Date

Submit completed form (Sections I – V) and the necessary documentation to:

**Janet L. Stracher
East Georgia College, Registrar's Office
131 College Circle
Swainsboro, GA 30401
Phone: 478-289-2109
Fax: 478-289-2140
Email: jstrach@ega.edu**

East Georgia College Official Use Only

Petition Approved Petition Denied

By _____

Effective Term _____

Date Processed In Banner _____

Additional Comments: _____
