

University of West Georgia

APPLICATION FOR OUT-OF-STATE TUITION DIFFERENTIAL WAIVER ECONOMIC ADVANTAGE

Prior to submitting an **Economic Advantage** out-of-state tuition waiver application, students are advised to review the University System of Georgia's Economic Advantage out-of-state tuition waiver policy found in Section 7.3.4.1 of the Board of Regents Policy Manual (www.usg.edu/policymanual).

Section I – To be completed by the STUDENT

Name:	Student ID:
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Address:

City:	State:	Zip:
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Email:	Phone:
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Term applying for waiver: Fall Spring Summer Year: _____

Citizenship Status:

- U.S. Citizen
- U.S. Lawful Permanent Resident
- Asylee
- Refugee
- Other, please specify: _____

If Other:

Have steps to adjust to Lawful Permanent Resident status in the United States been taken?

Yes No Please explain:

Waiver application is based on qualifying employment of:

<input type="checkbox"/> Self	<table style="width: 100%;"> <tr> <td style="width: 65%;"><input type="checkbox"/> Parent (students under the age of 24 only)</td> <td style="width: 35%;"><input type="checkbox"/> Spouse</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> U.S. court-appointed legal guardian (students under the age of 24 only)</td> </tr> </table> <p>Name of individual with qualifying employment:</p> <p style="text-align: center;">_____</p> <p>Citizenship status of individual with qualifying employment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> U.S. Lawful Permanent Resident <input type="checkbox"/> Other, please specify: _____ <p style="text-align: center;">If Other:</p> <p style="text-align: center;">Have steps to adjust to Lawful Permanent Resident status in the United States been taken? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">Please explain: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>	<input type="checkbox"/> Parent (students under the age of 24 only)	<input type="checkbox"/> Spouse	<input type="checkbox"/> U.S. court-appointed legal guardian (students under the age of 24 only)	
<input type="checkbox"/> Parent (students under the age of 24 only)	<input type="checkbox"/> Spouse				
<input type="checkbox"/> U.S. court-appointed legal guardian (students under the age of 24 only)					

Name of employer:

Employer address:	Is employment full-time? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Date of employment offer:	Date employment began:	Date Georgia domicile began:
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Section II – STUDENT 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 nor more than five 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 Signature

Date

Section III – Documentation Requirements

ALL STUDENTS MUST PROVIDE ALL OF THE FOLLOWING:

- A. Statement from the employer's human resources office on company letterhead providing ALL of the following:
 - Employee's name and address;
 - Employment offer date and start date; and
 - Confirmation that the employment is full-time.
- B. Current paystub from qualifying employment; and
- C. Documentation of Georgia domicile (current driver's license, vehicle registration, lease/deed, state income tax return, etc.).

LAWFUL PRESENCE IN THE UNITED STATES

In addition to the above waiver-specific documentation requirements, students must be verified to be lawfully present in the United States to be eligible for any out-of-state tuition waiver.

IN ADDITION, IF THE OUT-OF-STATE TUITION WAIVER REQUEST IS BASED ON THE EMPLOYMENT OF A NON-CITIZEN, ALL OF THE FOLLOWING MUST BE SUBMITTED:

- A. Documentation of the employee's status in the United States when he/she moved to Georgia; and
- B. If the employee is not a lawful permanent resident, documentation that the employee is taking legally permissible steps to adjust to lawful permanent resident status in the United States is required.

NOTE: Additional documentation may be requested to determine waiver eligibility.

IN ADDITION, STUDENTS APPLYING BASED ON A PARENT, U.S. COURT-APPOINTED LEGAL GUARDIAN OR SPOUSE MUST SUBMIT ONE OF DOCUMENTS LISTED UNDER EITHER A, B, OR C BELOW, AS APPROPRIATE:

- A. **APPLYING BASED ON A PARENT (Students under the age of 24 only)**
 - Copy of the birth certificate for the student listing the individual with qualifying employment as a parent; or
 - Copy of the federal income tax return filed by the individual with qualifying employment for the most recent tax year and listing the student as a dependent child.
- B. **APPLYING BASED ON A U.S. COURT-APPOINTED LEGAL GUARDIAN (Students under the age of 24 only)**
 - Copy of U.S. court documentation listing the individual with qualifying employment as the guardian of the student; or
 - Copy of the federal income tax return filed by the individual with qualifying employment for the most recent tax year and listing the student as a dependent child.
- C. **APPLYING BASED ON A SPOUSE**
 - Copy of the marriage certificate for the individual with qualifying employment and the student; or
 - Copy of a jointly filed federal income tax return filed by the individual with the qualifying employment and listing the student as a spouse. Or, copy of a jointly filed federal income tax return filed by the student and listing the individual with the qualifying employment as a spouse.

Completed forms with all supporting documentation must be received in the Registrar's Office by the final fee payment deadline for the term in which the waiver is requested. Please visit the SCOOP for information on fee payment deadlines: <http://www.westga.edu/registrar/766.php>

Submit completed form and required documentation to:

University of West Georgia, Office of the Registrar
1601 Maple Street, Carrollton, GA 30118
Phone: 678-839-6438
Email: registrar@westga.edu