

# University of North Georgia

## APPLICATION FOR OUT-OF-STATE TUITION DIFFERENTIAL WAIVER FULL-TIME PUBLIC SCHOOL & TCSG EMPLOYEES AND THEIR SPOUSES AND DEPENDENT CHILDREN

Prior to submitting a **Full-time Public School & TCSG Employee** out-of-state tuition waiver application, students are advised to review the University System of Georgia's Employee out-of-state tuition waiver policy found in Section 7.3.4.1 of the Board of Regents Policy Manual ([www.usg.edu/policymanual](http://www.usg.edu/policymanual)).

### Section I – To be completed by the STUDENT

Name:		Student ID:
Address:		
City:	State:	Zip:
Email:		Phone:
Term applying for waiver: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer    Year: _____		

Waiver application is based on full-time employment with a Georgia public School or with a unit of the Technical College System of Georgia (TCSG) of:

- Self
- Parent (students under the age of 24 only)
- U.S. court-appointed legal guardian (students under the age of 24 only)
- Spouse

Full name of employee upon whom waiver application is based:

\_\_\_\_\_

Name of employer:	
Employer address:	
Employer city:	Employer zip:
Employer phone number:	Date of employment:
Currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is employment full-time? <input type="checkbox"/> Yes <input type="checkbox"/> No

### 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 ONE OF THE FOLLOWING:**

- A. A complete copy of a current contract indicating full-time employment with a Georgia public school;
- B. An official letter on letterhead or employment verification form from the human resources office of a public school system verifying current, full-time employment with a Georgia public school; or
- C. An official letter on letterhead or employment verification form from the human resources office of a unit of the Technical College System of Georgia (TCSG) verifying current, full-time TCSG employment.

#### **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.

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

#### **IN ADDITION, STUDENTS APPLYING BASED ON THE EMPLOYMENT OF A PARENT, U.S. COURT-APPOINTED LEGAL GUARDIAN OR SPOUSE MUST SUBMIT ONE OF THE 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 their parent; or
  - Copy of the federal income tax return filed by the individual with qualifying employment for the most recent tax year 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 listing the student as a dependent child.
- C. **APPLYING BASED ON A SPOUSE**
  - Copy of the marriage certificate for the individual with the qualifying employment and the student; or
  - Copy of a jointly filed federal tax return filed by the individual with the qualifying employment for the most recent tax year listing the student as a spouse. Or, a copy of a jointly filed federal income tax return filed by the student for the most recent tax year listing the individual with the qualifying employment as a spouse.

#### **Submit completed form and required documentation to:**

New Student: Admissions Office  
Current Student: Registrar's Office