University of North Georgia

Petition for In-State Tuition Classification

Section I – Overview

Students classified as out-of-state who feel the consideration of additional information could alter that classification may submit a petition. Petitions should **only** be submitted by students who have received notification that they are classified as out-of-state. Section 4.3.2 of the Board of Regents Policy Manual pertains to the classification of students for tuition purposes and reflects the requirements of O.C.G.A. 20-3-66. In some circumstances, students classified as out-of-state may be eligible for an out-of-state tuition differential waiver. Section 7.3.4.1 of the Board of Regents Policy Manual provides an overview of the available waivers.

Who is eligible for in-state tuition classification?
The requirements for in-state classification are based on whether a student is dependent or independent.
A **dependent student** is an individual under the age of 24 who receives financial support from a parent or U.S. 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 U.S. court appointed legal guardian and whose parent/guardian has ceased to provide support & right to their care, custody, & earnings.

Students under 24 are assumed to be dependent unless they provide clear and convincing evidence that they meet the independent student definition above. Generally, the following students are eligible to be classified as in-state:

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:

- Has established and maintained Georgia domicile for at least the 12 consecutive months immediately preceding the 1st day of classes for the term the in-state classification is requested;
- Has taken appropriate steps to assume the responsibilities expected of a resident of the state; and,
- Has abandoned all domicile ties to any previous state or country of residence.

In addition, a dependent student must either be a Georgia high school graduate or be claimed as a dependent on the federal or state income tax return filed by their Georgia-domiciled parent or guardian for the most recent tax year. Any student with a U.S. court appointed legal guardian appointed for the purpose of avoiding the payment of out-of-state tuition is not eligible to be classified as in-state based on that guardianship.

An **independent student** who has not lived outside of Georgia or who:

- Has established and maintained Georgia domicile for at least the 12 consecutive months immediately preceding the 1st day of classes for the term the in-state classification is requested;
- Has taken appropriate steps to assume the responsibilities expected of a resident of the state;
- Has abandoned all domicile ties to any previous state or country of residence; and,
- Moved to GA for reasons other than to attend a postsecondary educational institution or moved to state to attend a postsecondary educational institution but since clearly established and maintained Georgia domicile for reasons other than college attendance.

What is "domicile"?
Domicile is defined as an individual's present and permanent home where they intend to stay indefinitely and to which they return following periods of temporary absence. No individual may have more than one domicile even though an individual may maintain more than one residence. Temporary residence does not constitute the establishment of domicile.

Verification of Lawful Presence in the U.S.
Every student requesting in-state tuition classification must be verified to be lawfully present in the United States. You will be notified if additional documentation is needed to meet this requirement.

Noncitizen Eligibility for In-state Tuition Classification
U.S. lawful permanent residents, refugees, asylees, and other eligible noncitizens as defined by federal Title IV regulations may be extended the same consideration as U.S. citizens in determining eligibility for in-state classification. Information on eligible noncitizens is found in Volume 1, Chapter 2, of the U.S. Department of Education's Federal Student Aid (FSA) Handbook.

Submit completed form and the necessary documentation to:
New Student: admissions-residency@ung.edu
Current Student: residency@ung.edu
Deadline:
Fall- August 1 **Spring**- December 10 **Summer**- May 1

Section II – Supporting Documentation

The following are examples of the documents that may be submitted as evidence of domicile. Applicants are strongly encouraged to submit as many of the items that apply to their situation as possible. **The submission of any of the following documents does not guarantee reclassification as the totality of circumstances is considered when determining eligibility for in-state tuition classification.** The documents in bold carry significant weight and applicants are strongly encouraged to submit them if they apply to their situation. Current documents must be submitted as well as prior year documents to show that domicile was established at least 12 months prior to the 1st day of classes for the term the in-state classification is requested. Additional documents may be requested if the documents you submit do not clearly show that an in-state classification is appropriate.

- Students **24 and older** must submit documents related to their domicile.
- Students **under the age of 24** must submit documents related to the domicile of their parent(s) or U.S. court appointed legal guardian(s).
- Students **under the age of 24** wishing to be evaluated based on their own status and actions rather than those of their parent(s) or U.S. court appointed legal guardian(s) must clearly show that they are living financially independent of their parents/U.S. court appointed legal guardians and that they were not claimed as a dependent on the state or federal income tax return filed by a parent or U.S. court appointed guardian for the most recent tax year. Students under the age of 24 wishing to be evaluated based on their own status and actions must submit documents related to their domicile.

1. Your signed statement of reason for moving to Georgia.
2. **Certified copy of state income tax return as filed with the Georgia Department of Revenue and signed by the filer (GA Form 500/500EZ only, additional forms and workbooks are not needed). Visit the Georgia Department of Revenue website http://www.dor.georgia.gov/ and complete a RET-001 form to order a copy of your return. Please note that it may take several weeks for your tax transcript order to be processed by the Georgia Department of Revenue.**
3. Copy of federal income tax return as filed with the IRS and signed by the filer (Federal Form 1040/1040A/1040EZ only, additional forms and workbooks are not needed) or a federal tax transcript. Visit www.IRS.gov for information on ordering a tax return from the IRS. Please note that it may take several weeks for your order to be processed by the IRS.
4. Signed statement of intent to file a Georgia income tax return for the current year and filing status.
5. Copies of most recent and prior year W-2s.
6. Copies of most recent and prior year paystubs or Leave Earnings Statements (LES).
7. Official employment verification on company letterhead, indicating full-time or part-time employment in Georgia.
8. Copy of the lease or deed for residence in Georgia. If the lease or deed is in the name of somebody else, a notarized statement from the lessee or deed holder indicating the living arrangement. The statement should indicate the date the arrangement began, whether the arrangement is still in place, and any rent charged.
9. Receipts from the payment of property taxes for property lived in and owned in Georgia.
10. **Copy of homestead exemption documents for property owned in Georgia.**
11. **Copy of a current, valid vehicle registration in Georgia.**
12. **Copy of a current, valid Georgia Driver's License or state-issued ID.**
13. Copy of Georgia voter registration.
14. Copy of any business or professional licenses which may have been obtained in Georgia.
15. Copies of bills, such as utility bills, showing a Georgia address.
16. Copies of bank statements showing a Georgia address.
17. Copies of documents showing receipt of social service benefits in Georgia, such as food stamps or unemployment.
18. Copies of Ward of the Court or Ward of the State documentation.
19. Documentation of family, social, civic, or governmental ties in Georgia which evidence intent to remain permanently.
20. Any other documentation that you feel helps document your eligibility for in-state classification may be submitted.

Additional Documentation Requirements

- Additional documents may be required to satisfy the verification of U.S. lawful presence requirement.
- Noncitizen students must provide documents showing they are a U.S. Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by the federal Title IV regulations. In some cases, this documentation may also be used to satisfy the lawful presence requirement.
- Dependent students applying based on their Georgia-domiciled guardian must provide documentation showing the guardianship was appointed by a U.S. court and appointed prior to the student turning 18 years of age.

University System of Georgia

Petition for In-State Tuition Classification

Section III – Must be completed by ALL petitioners:

1. Your Name (Last, First, MI):	**2.** Student ID:	
3. Home Phone:	**4.** Cell Phone:	**5.** Work Phone:
6. Email Address:		
7. Present Address:		
8. Permanent Address:		
9. Term you are requesting to be reclassified: ☐ Fall ☐ Spring ☐ Summer Year: _____		
10. Date of Birth: ____/____/____ *(mm/dd/yyyy)*	**11.** Will you be 24 years of age or older by the 1st day of classes for the above term? ☐ Yes ☐ No	
12. Place of Birth (U.S. state/territory or non-U.S. country): _____	**13.** Citizenship Status: ☐ U.S. Citizen ☐ U.S. Permanent Resident ☐ Other Specify:_____	

14. Are you currently an active duty service member in the U.S. Armed Services? ☐ Yes ☐ No

If yes: **14a.** What is your State of Legal Residence (SLR)? _____

14b. Where are you currently stationed? _____

15. Are you the dependent child of someone currently serving in the U.S. Armed Services? ☐ Yes ☐ No

If yes: **15a.** What is their State of Legal Residence (SLR)? _____

15b. Where are they currently stationed? _____

16. Are you the spouse of someone currently serving in the U.S. Armed Services? ☐ Yes ☐ No

If yes: **16a.** What is their State of Legal Residence (SLR)? _____

16b. Where are they currently stationed? _____

17. Are you a veteran of the U.S. Armed Services? ☐ Yes ☐ No

If yes: **17a.** Date of Separation: ____/____/____ *(mm/dd/yyyy)*

18. Do you plan to use VA education benefits for the term you are applying for in-state classification? ☐ Yes ☐ No

If yes: **18a.** Type of education benefit: _____

18b. Will these be benefits transferred to you from an active duty service member of the U.S. Armed Services? ☐ Yes ☐ No

18c. Will these be benefits transferred to you from a veteran of the U.S. Armed Services? ☐ Yes ☐ No

If yes: **18d.** Date of Separation: ____/____/____ *(mm/dd/yyyy)*

Section V – Basis for in-state classification must be completed by ALL petitioners:

Indicate the category under which you are petitioning and complete the appropriate sections on pages 5-8.

☐ **CATEGORY A -** I am **24 years of age or older** and:

- ☐ I have never lived outside of Georgia.
- ☐ I moved to Georgia for reasons other than to attend a postsecondary educational institution and will have established and maintained Georgia domicile for at least the 12 consecutive months immediately preceding the 1st day of classes for the term I am seeking in-state classification.
- ☐ I moved to Georgia to attend a postsecondary educational institution and have since established Georgia domicile for reasons other than postsecondary institution attendance. I will have maintained Georgia domicile for at least the 12 consecutive months immediately preceding the 1st day of classes for the term I am seeking in-state classification.

CATEGORY A petitioners must complete sections VI and X below.

☐ **CATEGORY B -** I am **under the age of 24** and I have a parent or U.S. court appointed legal guardian who has or will have established and maintained Georgia domicile for at least the 12 consecutive months immediately preceding the first day of classes for the term I am requesting in-state classification and (select all that apply):

- ☐ I have graduated or will graduate from a Georgia high school.
- ☐ I was claimed as a dependent on the federal and/or state income tax return filed by my Georgia-domiciled parent or U.S. court appointed legal guardian for the most recent tax year.
- ☐ My U.S. court appointed legal guardian was not appointed to avoid the payment of out-of-state tuition and was appointed prior to my 18th birthday.

CATEGORY B petitioners must complete sections VII and X below.

☐ **CATEGORY C:** I am **under the age of 24** and I am not claimed as a dependent on the federal or state income tax returns of a parent or U.S. court appointed legal guardian and I do not receive financial support from a parent or U.S. court appointed legal guardian. I am requesting to be classified based on my own domicile rather than that of my parent(s) or U.S. court appointed legal guardian and:

- ☐ I have never lived outside of Georgia.
- ☐ I moved to Georgia for reasons other than to attend a postsecondary educational institution. I will have established and maintained Georgia domicile for at least the 12 consecutive months immediately preceding the 1st day of classes for the term I am seeking in-state classification.
- ☐ I moved to Georgia to attend a postsecondary educational institution. I have since established Georgia domicile for reasons other than to attend a postsecondary educational institution. I will have established and maintained Georgia domicile for reasons other than attending a postsecondary educational institution for at least the 12 consecutive months immediately preceding the 1st day of classes for the term I am seeking in-state classification.

CATEGORY C petitioners must complete sections VIII and X below.

☐ **CATEGORY D:** I am currently attending another USG institution ("sending institution") as an in-state student. I was originally classified as in-state by the sending institution based on my GA-domiciled parent/U.S. court appointed legal guardian and that parent/guardian has since established domicile outside of Georgia. I am requesting that my current in-state classification be honored. Note: Students petitioning under Category D must provide an official letter or other documentation from their current institution verifying the in-state tuition classification. Students may not qualify under Category D if there is indication that the classification assigned by the sending institution was made in error.

CATEGORY D petitioners must complete section IX and X below.

Section VI – Category A petitioners must complete the following:

1. Will you have established and maintained Georgia domicile for at least the 12 consecutive months immediately preceding the 1st day of classes for the term you are requesting to be classified as in-state?

☐ Yes ☐ No *Note: Students responding "No" are not eligible to petition under Category A.*

2. What is your current Georgia county of domicile? _____

3. Have you ever lived outside of the state of Georgia? ☐ Yes ☐ No

If yes: **3a.** Date you began permanently residing in Georgia: ____/____ *(mm/yyyy)*

3b. What was your reason for moving to Georgia? _____

_____

3c. If you originally moved to Georgia to attend a postsecondary educational institution, have you since established domicile in Georgia for reasons other than to attend a postsecondary educational institution? ☐ Yes ☐ No

3d. What was your reason for establishing Georgia domicile? _____

_____

If yes: **3e.** Date you established domicile in Georgia for reasons other than attending a postsecondary educational institution: ____/____ *(mm/yyyy)*

4. List all full-time and part-time employment you have held in the past two years, including military service, listing most recent employment first. Attach additional sheets to provide additional employment information if needed.

Employer: _____ ☐ Full-time ☐ Part-time ☐ Varies

Address: _____ City: _____

State/Territory/Country: _____ Zip: _____ Employment From: _____ To: _____

Employer: _____ ☐ Full-time ☐ Part-time ☐ Varies

Address: _____ City: _____

State/Territory/Country: _____ Zip: _____ Employment From: _____ To: _____

5. Did you file a state income tax return for the most recent tax year? ☐ Yes ☐ No

If yes: **5a.** U.S. state/territory where filed: _____

5b. Filing Status: ☐ Full Year Resident ☐ Nonresident ☐ Part-year Resident ☐ Other: _____

6. Did you file federal income taxes for the most recent tax year? ☐ Yes ☐ No

If yes: **6a.** Address provided on that return: _____

_____

7. Do you drive a vehicle in Georgia? ☐ Yes ☐ No

8. Do you have a current driver's license or state-issued ID? ☐ Yes ☐ No

If yes: **8a.** U.S. state /territory or non-U.S. country of issuance: _____

8b. Issue Date: ____/____/____ *(mm/dd/yyyy)* **8c.** Expiration Date: ____/____/____ *(mm/dd/yyyy)*

9. Do you own a vehicle? ☐ Yes ☐ No

If yes: **9a.** U.S. state/territory or non-U.S. country where registered: _____

9b. Registration Date: ____/____/____ *(mm/dd/yyyy)* **9c.** Expiration Date: ____/____/____ *(mm/dd/yyyy)*

Section VII – Category B petitioners must complete the following:

1. Do you have a parent or U.S. court appointed legal guardian who will have established and maintained Georgia domicile for at least the 12 consecutive months immediately preceding the 1st day of classes for the term you are requesting in-state classification?

☐ Yes ☐ No ***Note:*** *Students responding "No" are not eligible to petition under Category B.*

If yes: **1a.** What is his/her name (Last, First, MI)? _____

Note: *If you have more than one parent or U.S. court appointed legal guardian who is domiciled in Georgia, provide the name of the parent or guardian domiciled in Georgia and upon whom you wish to base your request for in-state classification.*

1b. Relationship to you: ☐ Parent ☐ U.S. Court Appointed Legal Guardian

If U.S. legal guardian: **1c.** Date the guardianship was appointed: : ____/____/____ *(mm/dd/yyyy)*

Note: *A copy of the U.S. court paperwork documenting the appointment of the guardianship must be provided.*

2. Did you or will you graduate from a Georgia high school? ☐ Yes ☐ No

If yes: **2a.** Name of high school: _____ **2b.** City: _____

3. Have you been awarded a high school equivalency diploma by the state of Georgia? ☐ Yes ☐ No

4. Were you claimed as a dependent on the federal or state income tax return filed for the most recent tax year by the parent or U.S. court appointed legal guardian you provided above? ☐ Yes ☐ No

Note: *Students responding "No" to 2, 3 and 4 above, are not eligible to petition under Category B.*

The following questions concern the parent or U.S. court appointed legal guardian listed above.

5. List all full-time and part-time employment your Georgia-domiciled parent or U.S. court appointed legal has held in the past two years, including military service, listing most recent employment first. Attach additional sheets to provide additional employment information if needed.

Employer:_____ ☐ Full-time ☐ Part-time ☐ Varies

Address:_____ City:_____

State/Territory/Country:_____ Zip:_____ Employment From:_____ To:_____

Employer:_____ ☐ Full-time ☐ Part-time ☐ Varies

Address:_____ City:_____

State/Territory/Country:_____ Zip:_____ Employment From:_____ To:_____

6. What is the current Georgia county of domicile of your parent/guardian? _____

7. Have they ever lived outside of Georgia? ☐ Yes ☐ No

If yes: **7a.** Date they began permanently residing in Georgia: ____/____ *(mm/yyyy)*

7b. What was the reason for moving to Georgia? _____

_____

8. Did they file a state income tax return for the most recent tax year? ☐ Yes ☐ No

If yes: **8a.** U.S. state/territory where filed: _____

8b. Filing Status: ☐ Full Year Resident ☐ Nonresident ☐ Part-year Resident ☐ Other: _____

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

If yes: **9a.** Address provided on that return: _____

_____

10. Do they drive a vehicle in Georgia? ☐ Yes ☐ No

11. Do they have a current driver's license or state-issued ID? ☐ Yes ☐ No

If yes: **11a.** U.S. state /territory or non-U.S. country of issuance: _____

11b. Issue Date: ____/____/____ *(mm/dd/yyyy)* **11c.** Expiration Date: ____/____/____ *(mm/dd/yyyy)*

12. Do they own a vehicle? ☐ Yes ☐ No

If yes: **12a.** U.S. state/territory or non-U.S. country where registered: _____

12b. Registration Date: ____/____/____ *(mm/dd/yyyy)* **12c.** Expiration Date: ____/____/____ *(mm/dd/yyyy)*

Section VIII – Category C petitioners must complete the following:

1. Were you claimed as a dependent on the federal and/or state income tax return filed by someone else for the most recent tax year? ☐ Yes ☐ No ***Note:*** *Students responding "Yes" are not eligible to petition under Category C.*

2. Do you receive financial support from someone else? ☐ Yes ☐ No

If yes: **2a.** Relationship (select all that apply): ☐ Parent ☐ U.S. Court Appointed Legal Guardian ☐ Spouse ☐ Other Specify:_____

2b. Please describe the financial support that you received from others. Specify the support that is provided, who provides the support, and the approximate amount (e.g. Rent of $660 per month paid by my aunt and uncle, college tuition of approximately $5000 per year is paid by my father, family friend gives me $500 every two months, etc.). Attach additional sheets if needed.

_____

_____

_____

_____

3. Do you receive or have access to additional funds, support or income not listed above (such as student financial aid, income from employment, savings, trust fund income, etc.) that you use to cover your monthly expenses? ☐ Yes ☐ No

If yes: **3a.** Please describe.

_____

_____

_____

_____

4. Will you have established and maintained Georgia domicile for at least the 12 consecutive months immediately preceding the 1st day of classes for the term you are requesting to be classified as in-state?

☐ Yes ☐ No ***Note:*** *Students responding "No" are not eligible to petition under Category C.*

5. What is your current Georgia county of residence?_____

6. Have you ever lived outside of the state of Georgia? ☐ Yes ☐ No

If yes: **6a.** Date you began permanently residing in Georgia: ____/____ *(mm/yyyy)*

6b. What was your reason for moving to Georgia?_____

_____

6c. If you originally moved to Georgia to attend a postsecondary educational institution, have you since established domicile in Georgia for reasons other than to attend a postsecondary educational institution? ☐ Yes ☐ No

6d. What was your reason for establishing Georgia domicile?_____

_____

If yes: **6e.** Date you established domicile in Georgia for reasons other than attending a postsecondary educational institution: ____/____ *(mm/yyyy)*

7. List all full-time and part-time employment you have held in the past two years, including military service, listing most recent employment first. Attach additional sheets to provide additional employment information if needed.

Employer:_____ ☐ Full-time ☐ Part-time ☐ Varies

Address:_____ City:_____

State/Territory/Country:_____ Zip:_____ Employment From:_____ To:_____

Employer:_____ ☐ Full-time ☐ Part-time ☐ Varies

Address:_____ City:_____

State/Territory/Country:_____ Zip:_____ Employment From:_____ To:_____

8. Did you file a state income tax return for the most recent tax year? ☐ Yes ☐ No

If yes: **8a.** U.S. state/territory where filed: _____

8b. Filing Status: ☐ Full Year Resident ☐ Nonresident

☐ Part-year Resident ☐ Other: _____

9. Did you file federal income taxes for the most recent tax year? ☐ Yes ☐ No

If yes: **9a.** Address provided on that return: _____

_____

10. Do you drive a vehicle in Georgia? ☐ Yes ☐ No

11. Do you have a current driver's license or state-issued ID? ☐ Yes ☐ No

If yes: **11a.** U.S. state /territory or non-U.S. country of issuance: _____

11b. Issue Date: ____/____/____ *(mm/dd/yyyy)* **11c.** Expiration Date: ____/____/____ *(mm/dd/yyyy)*

12. Do you own a vehicle? ☐ Yes ☐ No

If yes: **12a.** U.S. state/territory or non-U.S. country where registered: _____

12b. Registration Date: ____/____/____ *(mm/dd/yyyy)* **12c.** Expiration Date: ____/____/____ *(mm/dd/yyyy)*

Section IX – Category D petitioners must complete the following:

1. USG institution you are currently attending as an in-state student: _____

2. Student ID issued to you by the above institution: _____

3. First term of attendance: _____ **4.** Last term of attendance: _____

5. Date your parent or U.S. court-appointed legal guardian abandoned Georgia as their state of domicile: ____/____ *(mm/yyyy)*

NOTE: Students petitioning under Category D must provide an official letter or other official documentation from their current institution verifying the in-state tuition classification.

Section X – Student Oath and Affirmation must be completed by ALL petitioners:

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 petition is true and complete.

_____ _____

Your Signature Date