GEORGIA SOUTHERN UNIVERSITY
APPLICATION FOR OUT-OF-STATE TUITION DIFFERENTIAL WAIVER
FULL-TIME USG EMPLOYEES
AND THEIR SPOUSES AND DEPENDENT CHILDREN

Prior to submitting a Full-time USG 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).

Section I – To be completed by the STUDENT

Name: ___________________________ Eagle ID: ___________________________

Address: ___________________________

City: __________________ State: __________ Zip: __________

Email: ___________________________ Phone: ___________________________

Semester applying for waiver: ☐ Fall ☐ Spring ☐ Summer ☐ Year: __________

Waiver application is based on full-time USG employment 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 phone number: ___________________________ Date of employment: __________

Currently employed? ☐ Yes ☐ No Is employment full-time? ☐ Yes ☐ 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 __________

Rev. 11/1/18
ALL STUDENTS MUST PROVIDE ONE OF THE FOLLOWING:
- An official letter on letterhead from the appropriate human resources office of a unit of the University System of Georgia (USG) verifying current, full-time USG employment; or
- An employment verification form from the appropriate human resources office of a unit of the University System of Georgia (USG) verifying current, full-time USG 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 Undergraduate students:
Melanie Sparrow
Georgia Southern University
Office of Admissions
P.O. Box 8024
Statesboro, GA 30460
Phone: 912-478-5608
Fax: 912-478-1156
residency@georgiasouthern.edu

NEW Graduate students:
Naronda Wright
Georgia Southern University
Office of Graduate Admissions
P.O. Box 8113
Statesboro, GA 30460
Phone: 912-478-5384
Fax: 912-478-0740
narondawright@georgiasouthern.edu

Currently enrolled undergraduate and graduate students who have completed one or more semesters at Georgia Southern University can submit this completed form and copies of the required documentation to:

Iris Smith
Georgia Southern University
Office of the Registrar
11935 Abercorn Street
Victor Hall Rm 106
Savannah, GA 31419
Phone: 912-344-2628
Fax: 912-344-3410
tcwpetitions@georgiasouthern.edu

Revised: 11/1/2018