

University of West Georgia Petition for In-State Tuition Status

University System of Georgia students are responsible for registering under the proper tuition classification. Students who have been classified as out-of-state for tuition purposes and believe they are entitled to be classified in-state for tuition purposes may petition the institution for a change of status. For more information about the classification of students for tuition purposes, see Board of Regents Policy Manual, section 403.02 Classification of Students for Tuition Purposes.

Who should file this petition?

This petition should be submitted **only** if you have already been notified that you have been classified as out-of state for tuition purposes and you think that further information could alter that decision.

You must demonstrate that you, your parent, your spouse, or your court appointed guardian (if you are a minor) is a legal resident of Georgia. You may establish this claim by providing documentation to support the definition established by the Board of Regents. **Please note that establishing in-state status for tuition purposes as defined by the Board of Regents is different than residency for purposes of such things as voting, having a GA license/tag etc., and requires more than establishing eligibility to vote, securing a driver's license, and/or paying taxes.**

Who has the best claim for in-state status for tuition purposes?

You, your parent, your spouse, or your court appointed guardian should meet **ALL** the following criteria:

- The person has always resided in Georgia or can demonstrate that they currently reside in Georgia and residence in any other state or country has been abandoned. Maintenance of ties with another state or country will contribute to an out-of-state classification and include such things as: financial support from a person who is a resident of another state or country, payment of income taxes to another state, registering a vehicle or securing a driver's license in another state or country.
- The person has lived in Georgia for the 12 consecutive months immediately preceding the start date for the term, and their 12 month durational requirement has not included time attending any higher educational institution in Georgia on a full-time basis.
- The person can demonstrate that they moved to Georgia for purposes other than attending any educational institution in the State of Georgia.
- The person can demonstrate economic self-sufficiency and has contributed to the state by paying meaningful taxes.
- The person is a U.S. citizen, Resident Alien, or is in a visa status permitting indefinite or permanent residence in the United States.

Petitioners are encouraged to submit all applicable documents listed below:

The university has the right to request additional documentation as needed.

1. A letter/statement from your employer(s) verifying any employment during the last 12 months. The letter/statement should indicate dates of employment and whether you had full or part-time employment. The letter/statement should be on company letterhead or be notarized.
2. A copy of the lease or deed for your residence(s) during the past 12 months, receipts from the payment of property taxes. **If the lease or deed is not in your name**, please also provide a notarized statement from the person who is on the lease stating that you do/did in fact live with him/her and for how long you have/had continuously resided with this person.
3. A Certified copy of your last Georgia income tax return from the Georgia Department of Revenue and a statement of intent to file current year tax (January-April, please include copies of past years W-2's). A copy of you parent's, guardian's, or spouse's federal income tax return. If your parents, guardian, or spouse are Georgia residents, please also include a certified copy of their last Georgia income tax return. *For a certified copy of a Georgia tax return, Taxpayer Services Division, (404)417-6760.*
4. Homestead exemption documents.
5. Verification of voter registration. (not sufficient by itself)
6. A valid vehicle registration for the State of Georgia. (not sufficient by itself)
7. A valid Georgia Driver's License. (not sufficient by itself)
8. Verify or provide copies of home of military record, military orders in Georgia, military I.D., and LES.
9. Copies of guardianship paperwork. (court orders)
10. If basing residency claim on marriage to a Georgia resident, a copy of your marriage certificate.
11. A copy of your permanent resident alien card (both sides), and/or documentation of any other visa status. If your permanent resident status or visa has been in place for less than 12 months, prior to the semester in question, please document your prior visa status.
12. A copy of your birth certificate or other legal documentation.
13. A copy of business or professional license(s) in Georgia.

14. Documentation of family, social, civic, or governmental ties in the State of Georgia which evidence intent to remain permanently.

15. Any other documentation that you may feel is relevant to your status.

Petitions for In-State Tuition Status should be submitted to the Office of the Registrar no later than Sept. 15 for Fall Semester, Feb. 15 for Spring Semester, and June 15 for Summer Semester.

Petitions submitted after these dates will not be considered for the term.

University of West Georgia
Petition for Classification as an In-State Student
for
Tuition Purposes

Please complete and return this Petition along with all pertinent documentation to the Office of the Registrar, University of West Georgia, 1601 Maple Street, Carrollton, GA 30118. It is strongly suggested that you keep a paper copy of the completed form for your records.

Personal Information

Name _____ UWG ID# _____ Term _____
first middle last

Present Address _____
street city state zip

Permanent Address _____
street city state zip

Email Address _____ Telephone _____

Place of Birth _____ Date of Birth _____

Non-Us Citizens Only

Country of Citizenship _____ VISA Type _____

Personal Statement

I have lived continuously in Georgia since _____
month day year

I currently reside in _____ county, Georgia.

Circle or Check Yes/No

I have a driver's license Yes No If yes, in which state was it issued? _____

I own a motor vehicle Yes No If yes, in which state is it registered? _____

I am registered to vote Yes No If yes, in which state are you registered? _____

**I am seeking classification of tuition status under the following category:
(check on A-H below)**

- A.** I am an independent student who has established and maintained a domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term I plan to enroll.
- B.** I am a dependent whose parent(s) have established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term **and** I graduated from a Georgia high school.
- C.** I am a dependent student whose parent(s) have established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term for which I plan to enroll **and** I have been claimed as a dependent on the parent(s)' most recent federal or state tax return.
- D.** I am a dependent student of a U.S. court-appointed legal guardian who has established and maintain domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term for which I plan to enroll and I can provide clear evidence that the appointment was not made to avoid payment of out-of-state tuition.
- E.** I am an independent student who was previously classified as in-state and temporarily left the State of Georgia for less than within 12 months.
- F.** I am a dependent student classified as in-state for tuition purposes and I have been continuously enrolled even though my parent(s) or U.S. court-appointed legal guardian have elected to leave the State established domicile outside of Georgia.
- G.** I (or my parents) am in the U.S. military and my home of record is Georgia.
- H.** According to the U.S. Bureau of Citizenship and Immigration Services, I am a Permanent Resident or other legal non-citizen under a visa status granting indefinite stay in the United States. I also qualify for *(select one from A-F above)*

A B C D E F

(A copy of my visa paperwork: I-94, I-55, I-688, I-485, I-797, passport, etc is attached)

(Supporting documentation must accompany this petition)

Oath and Affirmation

I, the undersigned, hereby swear or affirm to the authenticity of the information provided on all pages of this affidavit. I understand that any false or misleading information on this affidavit or provided in support of this affidavit may result in denial of admission or expulsion from the institution. I understand that it may also cause me to be billed for out-of-state tuition. I hereby give permission for the institution to review or examine any and all documents and records, including any confidential loan forms and related data, which may assist in clarifying my in-state status.

Subscribed and sworn to before me this _____ day of _____ 20_____

Notary Public

Commission Expires

Signature of person making affidavit

Petitions for Classification as an In-State Student for Tuition Purposes should be submitted to the university by the deadlines listed earlier on this petition. Students are expected to pay out-of-state fees if a decision on the petition has not been reached by fee payment deadlines. This will prevent cancellation of classes for non-payment. Students who are later deemed qualified for in-state status will be reimbursed the difference in tuition for the semester.