

# University of West Georgia

## APPLICATION FOR OUT-OF-STATE TUITION DIFFERENTIAL WAIVER TEACHERS EMPLOYED FULL-TIME ON MILITARY BASES

Prior to submitting a **Teachers Employed Full-time on Military Bases** 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: _____			
Name of employer:			
Employer address:		City:	State: Zip:
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 complete copy of current contract indicating full-time employment as a teacher on a Georgia military base;
- An official letter on letterhead from the appropriate human resources office verifying current, full-time employment as a teacher on a Georgia military base; or
- An employment verification form from the appropriate human resources office verifying current, full-time employment as a teacher on a Georgia military base.

#### 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.

**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