

Section III –Documentation Requirements

ALL STUDENTS MUST PROVIDE THE FOLLOWING:

Documentation that the parent, U.S. court-appointed legal guardian, or spouse upon whom the waiver request is based has established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term the waiver is requested. Examples of supporting documentation include:

- Copy of their lease agreement or warranty deed in Georgia
- Copy of Georgia driver's license or state-issued ID
- Copy of vehicle registration
- Copy of Georgia tax return filed for the most recent tax year

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 before an out-of-state tuition waiver may be awarded.

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

IN ADDITION, ONE OF THE FOLLOWING MUST BE SUBMITTED:

APPLYING BASED ON A PARENT OR U.S. COURT-APPOINTED LEGAL GUARDIAN (Students under the age of 24 only)

- Students applying based on their parent must submit a copy of their birth certificate listing the Georgia-domiciled individual as their parent.
- Students applying based on their Georgia-domiciled U.S. court-appointed legal guardian must submit a copy of the U.S. court documentation listing the Georgia-domiciled individual as their guardian.

APPLYING BASED ON SPOUSE

- Copy of marriage certificate for Georgia-domiciled individual and the student; or
- Copy of a jointly filed federal income tax return filed by the Georgia-domiciled individual for the most recent tax year listing the student as a spouse. Or, copy of a jointly filed federal income tax return filed by the student for the most recent tax year listing the Georgia-domiciled individual as a spouse.

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