

**University of West Georgia**  
**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](http://www.usg.edu/policymanual)).

**Section I – To be completed by the STUDENT**

Name:	Student ID:
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Address:
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City:	State:	Zip:
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Email:	Phone:
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Term applying for waiver: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer    Year: _____
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<p>Waiver application is based on full-time USG employment of:</p> <p><input type="checkbox"/> Self</p> <p><input type="checkbox"/> Parent (students under the age of 24 only)</p> <p><input type="checkbox"/> U.S. court-appointed legal guardian (students under the age of 24 only)</p> <p><input type="checkbox"/> Spouse</p> <p>Full name of employee upon whom waiver application is based:</p> <p style="text-align: center;">_____</p>
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Name of employer:
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Employer address:
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Employer phone number:	Date of employment:
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Currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is employment full-time? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**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 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.

**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