

**University of West Georgia**  
**APPLICATION FOR OUT-OF-STATE TUITION DIFFERENTIAL WAIVER**  
**GA NATIONAL GUARD AND US RESERVISTS**  
**AND THEIR SPOUSES AND DEPENDENT CHILDREN**

Prior to submitting a **Georgia National Guard and U.S. Military Reservists** out-of-state tuition waiver application, students are advised to review the University System of Georgia's Georgia National Guard and U.S. Military Reservists 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:     Fall     Spring     Summer    Year: \_\_\_\_\_

Waiver application is based on:

- Self
- Parent (students under the age of 24 only)
- U.S. court-appointed legal guardian (students under the age of 24 only)
- Spouse

Name of parent, U.S. court-appointed legal guardian or spouse upon whom the waiver is requested:

\_\_\_\_\_

Is the service member currently stationed in or assigned to Georgia?     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

### Section III – Documentation Requirements

#### **ALL STUDENTS MUST SUBMIT ONE OR MORE OF THE FOLLOWING DOCUMENTS AS PROOF OF STATUS IN THE GA NATIONAL GUARD OR U.S. MILITARY RESERVES AND ASSIGNMENT TO GEORGIA:**

- Letter or preprinted form from Commanding Officer or other appropriate official verifying service in the Georgia National Guard or the U.S. Military Reserves.
- Presentation of military ID card (must be presented in person – no copies may be accepted)
- Copy of orders
- Copy of Enlisted Record Brief (ERB)

#### **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 A PARENT, U.S. COURT-APPOINTED LEGAL GUARDIAN OR SPOUSE MUST SUBMIT THE DOCUMENTATION LISTED UNDER 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 service member as a parent;
- Copy of the DD1172 (DEERS form) for the service member listing the student as a dependent;
- Copy of the federal income tax return filed by the service member for the most recent tax year and listing the student as a dependent child; or
- Presentation of the dependent military ID for the student (must be presented in person – no copies may be accepted).

##### **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 service member as the guardian of the student;
- Copy of DD1172 (DEERS form) for the service member listing the student as a dependent;
- Copy of federal income tax return filed by the service member for the most recent tax year and listing the student as a dependent child; or
- Presentation of the dependent military ID for the student (must be presented in person – no copies may be accepted).

##### **C. APPLYING BASED ON A SPOUSE**

- Copy of the marriage certificate for the service member and the student; or
- Copy of a jointly filed federal income tax return filed by the service member 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 service member 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