GEORGIA HIGHLANDS COLLEGE

Petition for Classification of Students for Tuition Purposes

Section I - Overview

Students who have been classified as out-of-state for tuition purposes who believe that the submission of additional information could alter that decision, may submit this petition and supporting documentation to request to be considered for reclassification. This petition should **only** be submitted by students who have been notified that they have been classified as out-of-state for tuition purposes. Students wishing to file a petition should contact their college or university for filing deadlines and procedures.

Prior to completing this petition, students should carefully review these instructions. For more information about the classification of students for tuition purposes, students should review Section 4.3.2 of the Board of Regents Policy Manual, Classification of Students for Tuition Purposes, found online at http://www.usg.edu/policymanual/section4/policy/4.3_student_residency/.

Some students not eligible to be classified as in-state for tuition-purposes may be eligible for an out-of-state tuition waiver. For more information about the available out-of-state tuition waivers, students should review Section 7.3.4.1, Out-of-State Tuition Waivers, found online at http://www.usg.edu/policymanual/section7/policy/7.3_tuition_and_fees/#p7.3.4_out-of-state_tuition_waivers_and_waivers_of_mandatory_fees.

Students wishing to apply for an out-of-state tuition waiver should contact their college or university for filing deadlines and procedures.

Who may be eligible for in-state status for tuition purposes?

The criteria considered when determining a student's eligibility for in-state tuition depends on a student's status as an independent or dependent student. A **dependent student** is an individual under the age of 24 who receives financial support from a parent or United States court appointed legal guardian. An **independent student** is an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or United States court appointed legal guardian, and whose parent or guardian has ceased to provide support and rights to that individual's care, custody, and earnings.

- An **independent student** who has not lived outside of Georgia or who:
  - Moved to the state for reasons other than attending a post-secondary educational institution;
  - Abandoned all ties to their previous state or country of residence;
  - Has taken appropriate steps to assume the responsibilities of a Georgia resident;
  - Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
  - Receives no financial assistance from outside of Georgia;
  - Is not claimed as a dependent on the taxes of someone who resides outside of Georgia; and
  - Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.
- A **dependent student** whose parent or U.S. court-appointed legal guardian has not lived outside of Georgia or whose parent or U.S. court-appointed legal guardian:
  - Moved to the state for reasons other than attending a post-secondary educational institution;
  - Abandoned all ties to their previous state or country of residence;
  - Has taken appropriate steps to assume the responsibilities of a Georgia resident;
  - Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
  - Receives no financial assistance from outside of Georgia; and
  - Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.
  - In addition to the above, a dependent student of a **Georgia-domiciled parent** must either:
    A. Be a graduate of a Georgia high school; or
    B. Be claimed as a dependent on their Georgia-domiciled parent's state or federal income taxes.

    *A dependent student of a **Georgia-domiciled U.S. court-appointed legal guardian** must provide evidence that the guardianship was not appointed to avoid payment of out –of-state tuition.*

Section II – Supporting Documentation

The following are examples of supporting documentation which may be submitted as evidence of domicile. *The submission of any of the following documentation does not guarantee reclassification as an in-state student. The tuition classification officer will consider the totality of circumstances when making a tuition classification determination.*

Students under the age of 24 should submit documentation related to the domicile of their parent(s) or U.S. court-appointed legal guardian, in addition to documentation related to their own domicile.

1. Signed statement of reason for coming to Georgia.
2. Certified or notarized copy of state and/or federal income tax return(s) filed for the most recent tax year.
3. Signed statement of intent to file taxes for the current year.
4. Copy of most recent W-2.
5. Copies of paystubs or Leave Earnings Statements (LES) for the previous year.
6. Letter/statement from current and/or previous employer(s) verifying any employment during the last 12 months. The letter/statement should be on company letterhead and should indicate dates of employment and whether that employment was full or part-time.
7. Copy of the lease or deed for residence(s) maintained during the past 12 months. If the lease or deed is not in your name, a notarized statement from the lessee or deed holder stating that you reside with them and for how long.
8. Receipts from the payment of property taxes.
9. Copies of homestead exemption documents.
10. Copy of birth certificate or guardianship paperwork issued by a United States court.
11. Copy of a valid vehicle registration for the State of Georgia.
12. Copy of a valid Georgia Driver's License or state-issued ID.
13. Copy of voter registration.
14. Copy of any business or professional license(s) which may have been obtained in Georgia.
15. Copies of bills, such as utility bills.
16. Copies of bank statements.
17. Copies of any social service benefits, such as food stamps, disability, unemployment, etc.
18. Documentation of family, social, civic, or governmental ties in Georgia which evidence intent to remain permanently.
19. If you are not a U.S. citizen, a copy of your permanent resident alien card or documentation of your current visa status.
20. Any other documentation that you may feel is relevant to your status.

Section III – To be completed by the STUDENT

Student name:	Student ID:

Home Phone:	Cell Phone:	Work Phone:

Email:

Present Address:

Permanent Address:

Date of Birth:	Place of Birth:
Citizenship Status: ☐ U.S. Citizen ☐ Resident Alien ☐ Non-resident Alien	If Resident Alien or Non-resident Alien, please specify your current status in the United States:

Term applying for waiver: ☐ Fall ☐ Spring ☐ Summer Year: _____

Have you established and maintained domiciled in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term you are requesting in-state classification? ☐ Yes ☐ No	What is your Georgia county of residence?

Have you ever lived in another country or in any U.S. state/territory other than the state of Georgia?
☐ Yes ☐ No

If you have lived outside of Georgia:

When was residency established in the state of Georgia? _____/_____ *(mm/yyyy)*

What was your reason for moving to Georgia?

Do you have a driver's license or state-issued ID? ☐ Yes ☐ No

If yes, in what U.S. state/territory is it issued? _____ Issue date: ____/____/____ *(mm/dd/yyyy)*

Do you drive a vehicle? ☐ Yes ☐ No

If yes, in what U.S. state/territory is it registered? _____ Registration date: ____/____/____ *(mm/dd/yyyy)*

Are you registered to vote? ☐ Yes ☐ No

If yes, in what U.S. state/territory are you registered? _____

Did you file state income taxes for the most recent tax year? ☐ Yes ☐ No

If yes, in what state? _____

Did you file as a resident, nonresident or part-year resident? _____

Did you file federal income taxes for the most recent tax year? ☐ Yes ☐ No

List all full-time or part-time employment you have held for the past two years, including military service. List most recent employment first. Attach additional sheets if needed.

Employer:_____ Dates:_____

Address:_____

City:_____ State:_____ Zip:_____

Full-time or part-time:_____

Employer:_____ Dates:_____

Address:_____

City:_____ State:_____ Zip:_____

Full-time or part-time:_____

IF YOU ARE UNDER 24, THE FOLLOWING SECTION MUST BE COMPLETED. IF YOU ARE 24 OR OLDER, SKIP TO SECTION IV.

Were claimed as dependent on the state or federal income tax returns of your parent(s) or U.S. court-appointed legal guardian filed for the most recent tax filing year?

☐ Yes ☐ No

Did your parent(s) or U.S. court-appointed legal guardian provide you with any financial support in the last year?

☐ Yes ☐ No

If yes to either of the above questions, the following must be answered.

Has the parent or U.S. court-appointed legal guardian who claimed you as a dependent on their state or federal income tax return filed for the most recent tax year, established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term you are requesting in-state classification?

☐ Yes ☐ No

If yes to the above question, the following questions in this section must be answered.

Name of your Georgia-domiciled parent or U.S. court-appointed legal guardian:_____

Relationship:_____

If the individual listed above is your U.S. court-appointed legal guardian, on what date was the guardianship appointed?

____/____/____ *(mm/dd/yyyy)*

Has your parent or U.S. court-appointed legal guardian ever lived in another country or in any U.S. state/territory other than the state of Georgia?

☐ Yes ☐ No

If the parent or U.S. court-appointed legal guardian listed above has lived outside of Georgia:

When was residency established in the state of Georgia? ____/____ *(mm/yyyy)*

What was their reason for moving to Georgia?

Provide the following information for your Georgia-domiciled parent or U.S. court-appointed legal guardian listed above.

Do they have a driver's license or state-issued ID? ☐ Yes ☐ No

If yes, in what U.S. state/territory is it issued? _____ Issue date: ____/____/____ *(mm/dd/yyyy)*

Do they drive a vehicle? ☐ Yes ☐ No

If yes, in what U.S. state/territory is it registered? _____ Registration date: ____/____/____ *(mm/dd/yyyy)*

Are they registered to vote? ☐ Yes ☐ No

If yes, in what U.S. state/territory are you registered? _____

Did they file state income taxes for the most recent tax year? ☐ Yes ☐ No

If yes, in what state? _____

Did you file as a resident, nonresident or part-year resident? _____

Did they file federal income taxes for the most recent tax year? ☐ Yes ☐ No

List all full-time or part-time employment the parent or U.S. court-appointed legal guardian listed above has held for the past two years, including military service. List most recent employment first. Attach additional sheets if needed.

Employer:_____ Dates:_____

Address:_____

City:_____ State:_____ Zip:_____

Full-time or part-time:_____

Employer:_____ Dates:_____

Address:_____

City:_____ State:_____ Zip:_____

Full-time or part-time:_____

Section IV – Basis for Request for In-State Classification

Indicate under which of the following categories you are seeking in-state classification (select all that apply):

☐ I am a **Dependent Student**

- ☐ My parent(s) have established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term I am seeking in-state classification and
  - ☐ I have graduated or will graduate from a Georgia high school; and/or
  - ☐ My Georgia –domiciled parent claimed me as a dependent on their federal or state income taxes filed for the most recent tax year.
- ☐ My U.S. court-appointed legal guardian established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term I am seeking in-state classification and I can provide clear evidence that the appointment was not made to avoid payment of out- of-state tuition.
- ☐ I was previously classified as an in-state student at another USG institution and have remained continuously enrolled. Since I was originally classified as an in-state student, my Georgia-domiciled parent(s) or U.S. court-appointed legal guardian has moved out of state.

☐ I am an **Independent Student**

- ☐ I have established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term I am seeking in-state classification. I did not move to Georgia solely for the purpose of attending a postsecondary institution and I was not claimed as a dependent on my parents' most recent income tax return.
- ☐ I was previously classified as an in-state student and temporarily left Georgia for less than 12 months.

☐ According to the U.S. Bureau of Citizenship and Immigration Services, I am a Lawful Permanent Resident, refugee, asylee or other eligible noncitizen permitted to remain indefinitely in the United States.

Section V – 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's Signature _____ Date _____

Documentation may be faxed to 706-295-6341 or mailed to Georgia Highlands College, Admissions Office, 3175 Cedartown Highway, Rome, GA 30161. Any questions may be addressed to the Admissions Office online at https://www.highlands.edu/need-help/ or by phone at 706-295-6339.