# Georgia College & State University

**APPLICATION FOR OUT-OF-STATE TUITION DIFFERENTIAL WAIVER**

**FULL-TIME PUBLIC SCHOOL & TCSG EMPLOYEES AND THEIR SPOUSES AND DEPENDENT CHILDREN**

Prior to submitting a Full-time Public School & TCSG 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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Email:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Term applying for waiver:</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>Spring</td>
</tr>
</tbody>
</table>

Waiver application is based on full-time employment with a Georgia public School or with a unit of the Technical College System of Georgia (TCSG) of:

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

Full name of employee upon whom waiver application is based:

______________________________

Name of employer:

Employer address:

<table>
<thead>
<tr>
<th>Employer city:</th>
<th>Employer zip:</th>
</tr>
</thead>
</table>

Employer phone number:

<table>
<thead>
<tr>
<th>Date of employment:</th>
</tr>
</thead>
</table>

Currently employed? [ ] Yes [ ] No

Is employment full-time? [ ] 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.

______________________________ Date

Student Signature
Section III – Documentation Requirements

ALL STUDENTS MUST PROVIDE ONE OF THE FOLLOWING:

A. A complete copy of a current contract indicating full-time employment with a Georgia public school;
B. An official letter on letterhead or employment verification form from the human resources office of a public school system verifying current, full-time employment with a Georgia public school; or
C. An official letter on letterhead or employment verification form from the human resources office of a unit of the Technical College System of Georgia (TCSG) verifying current, full-time TCSG 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.

Submit completed form and required documentation to:
Adam Fathi
Georgia College & State University
CBX 22
Milledgeville, GA 31061
Phone: 478-445-8516
Fax: 478-445-1213
Email: adam.fathi@gcsu.edu