**OUT-OF-STATE WAIVER: FULL-TIME EMPLOYEES OF THE USG/TCSG/PUBLIC SCHOOL SYSTEM AND TEACHERS ON MILITARY BASES IN GEORGIA AND THEIR SPOUSES AND DEPENDENT CHILDREN**

Prior to submitting an Employee out-of-state tuition waiver application, students are advised to review the University System of Georgia’s out-of-state tuition waiver policy found in Section 7.3.4.1 of the Board of Regents Policy Manual (www.usg.edu/policymanual).

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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID:</th>
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<td>Email:</td>
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Term applying for waiver:  
- [ ] Fall  
- [ ] Spring  
- [ ] Summer  
Year:  

Waiver application is based on full-time USG employment 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:

Employer phone number:  
Date of employment:

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.

Student Signature  
Date  

**FOR OFFICE USE ONLY**

Waiver Application Code:  
Approved  
Denied

Decision made by  
Effective Term

Date Waiver Entered into system:

Waiver Expiration date, if applicable:

Student Notified:  
- [ ] Letter  
- [ ] Email  
- [ ] Phone  
- [ ] In Person

Hold, if applicable:  
- [ ] Yes  
SPACMNT entered:  
- [ ] Yes

SOATEST:  
- [ ] Yes  
LWPR documentation:
Section III – Documentation Requirements

ALL STUDENTS MUST PROVIDE ONE OF THE FOLLOWING:

- An official letter on letterhead from the appropriate human resources office or teaching contract of a unit of the University System of Georgia (USG), Technical College System of Georgia (TCSG), public school system or school on a military base in Georgia verifying current, full-time employment.

LAWFUL PRESENCE IN THE UNITED STATES

In addition to the above waiver-specific documentation requirements, in accordance with Board of Regents Policy 7.3.4.1, Out-of-State Tuition Waivers, every student applying for an out-of-state tuition waiver must be verified to be lawfully in the United States:

- A current Driver’s License/ID issued by the state of Georgia after January 1, 2008. A limited term license or a license issued for a period of less than two years is not acceptable.
- A current military ID. Service member only, not accepted for military dependents.
- A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy provided by the student is not acceptable.
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551).

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.

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

Submit completed form and required documentation to:
Office of the Registrar - Residency Office
11935 Abercorn Street
Savannah, GA 31419
Phone: 912-344-2628 • Fax: 912-344-3410
Email: registrar@armstrong.edu

Deadlines: This waiver request and all required documents should be submitted by the following dates to be processed before the tuition payment deadline for that term: August 1 for Fall semester; December 1 for Spring semester; May 1 for Summer semester

Rev. 01/06/15