OUT-OF-STATE TUITION WAIVER:
GEORGIA NATIONAL GUARD AND U.S. 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).

Section I – To be completed by the STUDENT

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<thead>
<tr>
<th>Name:</th>
<th>Student ID:</th>
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Address:

City: | State: | Zip: |
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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 ____________

FOR OFFICE USE ONLY

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<tr>
<th>Waiver Application Code: _____</th>
<th>[ ] Approved</th>
<th>[ ] Denied</th>
<th>Comments:</th>
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| 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 | [ ] SPAMNT entered: [ ] Yes |
| SOATEST: [ ] Yes | LWPR documentation: |
### REQUIREMENT ONE – DOCUMENTATION OF WAIVER ELIGIBILITY
Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active status in the Georgia National Guard or U.S. Reserves and verifying that the service member is currently stationed in, assigned to, or based in Georgia.

### REQUIREMENT TWO – DOCUMENTATION OF RELATIONSHIP TO GEORGIA GUARD OR U.S. RESERVIST
If the student is the dependent child or spouse of the member of the Georgia National Guard or U.S. Reserves, documentation of the relationship of the student to the service member must be provided:

**Waiver application based on parent or U.S. Court-appointed legal guardian (students under the age of 24 only)**
- Copy of the student’s birth certificate listing the service member as a parent of the student; or
- Copy of U.S. court documentation listing the service member as the guardian of the student; or
- Copy of the DD1172 (DEERS form) for the service member listing the student as a dependent; or
- Certified or notarized state or federal income tax return filed for most recent tax year listing the student as a dependent; or
- Presentation of the dependent military ID for the student (must be presented in person – no copies may be accepted).

**Waiver application based on spouse**
- Copy of the marriage certificate for the service member and the student; or
- Certified or notarized state or federal income tax return jointly filed by the service member and the spouse for the most recent tax year; or
- Presentation of the dependent military ID for the student (must be presented in person – no copies may be accepted).

### REQUIREMENT THREE – VERIFICATION OF LAWFUL PRESENCE
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)

**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**