



## University System of Georgia Petition for Classification of Students for Tuition Purposes

**This petition must be filed no later than 30 days after the semester begins in order for the student to be considered for reclassification for that semester. If the petition is granted, reclassification will not be retroactive to prior semesters or fiscal years.**

### **STEP #1 Determine your dependency status:**

#### **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 are:

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 earned a GED in Georgia; 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.*

### **STEP #2 Complete the petition and include the following required documents:**

#### **If you are under age 24 and dependent on your parents or legal guardian:**

- Clear, color copy of your Georgia driver's license
- Copy of your parents most recent Georgia State Income Tax Return, **or** Georgia high school transcript **or** Georgia GED transcript. *If submitting Georgia taxes, please include either the electronic declarations page or a notarized signature on page 5.*
- **If you are a permanent resident**, submit a clear, color copy of the front and back your permanent resident card
- **If you are dependent on a U. S. court-appointed legal guardian**, submit guardianship documents

#### **If you are independent and filed your own taxes and get no other support from your parents:**

- Clear, color copy of your Georgia driver's license
- Copy of your most recent Georgia State Income Tax Return with *either the electronic declarations page or a notarized signature on page 5.*
- If you are a permanent resident, submit a clear, color copy of the front and back your permanent resident card
- Proof of additional income (if applicable) such as public assistance, unemployment compensation, alimony or child support received in the last 12 months

**Section I – 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: |  |
| Legal Status in the United States:   |             |                 |  |
| <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident      Date Permanent Resident Card Expires: _____   |             |                 |  |
| <input type="checkbox"/> Political Asylee <input type="checkbox"/> Other: _____  |             |                 |  |
| <input type="checkbox"/>   |             |                 |  |
| Term applying for reclassification: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer      Year: _____   |             |                 |  |
| Have you 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? |             |                 |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   |             |                 |  |
| Have you <b>ever</b> lived in any place other than the state of Georgia?   |             |                 |  |
| <input type="checkbox"/> Yes (answer questions 1-3 below) <input type="checkbox"/> No  |             |                 |  |
| 1. Where did you live before moving to Georgia? _____  |             |                 |  |
| 2. When did you establish domicile in the state of Georgia? _____ / _____ (mm/yyyy)  |             |                 |  |
| 3. 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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Do you drive a vehicle?  Yes  No

If yes, in what U.S. state/territory is it registered? \_\_\_\_\_ Registration date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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 II.**

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 domicile established in the state of Georgia? \_\_\_\_\_ / \_\_\_\_\_ (mm/yyyy)

What was their reason for moving to Georgia?

Does your parent or U.S. court-appointed legal guardian have a driver's license or state-issued ID?  Yes  No

If yes, in what U.S. state/territory is it issued? \_\_\_\_\_ Issue date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Do he/she you drive a vehicle?  Yes  No

If yes, in what U.S. state/territory is it registered? \_\_\_\_\_ Registration date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Is he/she registered to vote?  Yes  No

If yes, in what U.S. state/territory are they registered? \_\_\_\_\_

Did he/she file state income taxes for the most recent tax year?  Yes  No

If yes, in what state? \_\_\_\_\_

Did they file as a resident, nonresident or part-year resident? \_\_\_\_\_

Did he/she 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 II – 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 or I have earned a General Education Diploma (GED) in Georgia 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 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. I was not claimed as a dependent on my parents' most recent income tax return and they did not provide me with any additional financial support including housing and tuition

## Section III – 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

### **STEP #3 Submit the completed petition and required documents by the due date:**

**Petitions and supporting documents cannot be faxed or emailed.** Please return the petition and required documents to our Grizzly Welcome Center in the Admissions Building of the GGC campus or by mailing them to the address below.

Mailing address: Enrollment Management  
ATTN: Tuition Petitions  
Georgia Gwinnett College  
1000 University Center Lane, Bldg D  
Lawrenceville, GA 30043

**Petition Due Date: (Allow 2-3 weeks for processing)**

**Fall Term – August 1 • Spring Term: December 1 • Summer Term: May 1**