

**University of West Georgia**  
**APPLICATION FOR OUT-OF-STATE TUITION DIFFERENTIAL WAIVER**  
**MILITARY and MILITARY-CONNECTED STUDENTS**

Prior to submitting a Military and Military-Connected Students out-of-state tuition waiver application, students are advised to review the University System of Georgia's 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 – Student Information**

Last:		First:		Middle:	
Street 1:			Street 2:		
City:		State/Territory:		Zip:	Country:
Email:				Phone:	
Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:			Student ID (if known):		
Current status of military sponsor <sup>1</sup> : <input type="checkbox"/> Active Duty <input type="checkbox"/> Veteran <input type="checkbox"/> National Guard Member <input type="checkbox"/> U.S. Military Reserves <sup>1</sup> The military sponsor is the former or current U.S. military service member upon whom your waiver application is based.					
Your relationship to the military sponsor: Self Spouse Parent <sup>2</sup> U.S. court appointed legal guardian <sup>2</sup> Other <sup>3</sup> <sup>2</sup> Student must be under the age of 24 unless VA educational benefits are used. <sup>3</sup> VA educational benefits must be used.					
Military sponsor's name (if not self):					

**Section II - Basis for Waiver Request - Please see Section IV for corresponding documentation requirements.**

**1. Military Sponsor is an Active Duty Service Member (check all that apply)**

- A. Sponsor is currently stationed in or assigned to Georgia.
- B. Sponsor was previously stationed in or assigned to Georgia, was reassigned outside of the state. I have remained continuously enrolled in a Georgia high school, TCSG institution, or USG institution.
- C. Sponsor was reassigned outside of Georgia and:
  - I am the sponsor's spouse and have remained in Georgia with our dependent children.
  - I am the sponsor's dependent child and have remained in Georgia with their spouse/my other parent.
- D. Sponsor is currently stationed in a state contiguous to the Georgia border and resides in Georgia.
- E. I am the dependent child of the sponsor and the sponsor was stationed in or assigned to Georgia in the previous five years.
  - Date sponsor was last stationed in or assigned to Georgia: \_\_\_\_\_
- F. I am the dependent child of the sponsor and completed at least one year of high school in Georgia.
  - High school: \_\_\_\_\_ City: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_
- G. I will utilize VA educational benefits transferred from a currently serving military member.

**2. Military Sponsor is an Active Member of the Georgia National Guard or the U.S. Military Reserves**

- A. Sponsor is an active member of the Georgia National Guard currently stationed in or assigned to Georgia or an active member of a unit of the U.S. Military Reserves currently based in Georgia.

**3. Military Sponsor is a Separated Military Member**

- A. I will enroll within 36 months from the date the sponsor separated from military service and have demonstrated the intent to become domiciled in Georgia. VA educational benefits will not be used.
  - Sponsor's date of separation or retirement: \_\_\_\_\_
  - Date Georgia domicile was established or will be established: \_\_\_\_\_
- B. I will use VA educational benefits and physically reside in Georgia.
  - Date physical residence began or will begin in Georgia: \_\_\_\_\_
- C. I do not qualify under A. or B. but I am an individual described in 38 U.S.C. 3679(c).

**Section III – 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Section IV - Documentation Requirements - *All documentation requirements must be met.*

**Waiver-Specific Documentation** - *All waiver applications must include all documents listed for one of the waiver eligibility categories below.*

### 1. Sponsor is an Active Duty Service Member

A. Orders, Enlisted Record Brief and/or letter from Commanding Officer for verification of sponsor's current military status and that sponsor is currently stationed in or assigned to Georgia.

B. Orders, Enlisted Record Brief and/or letter from Commanding Officer for verification of sponsor's current military status and previous assignment to Georgia. Also, copies of high school and/or college transcripts to verify continuous enrollment.

C. Orders, Enlisted Record Brief and/or letter from Commanding Officer for verification of sponsor's current military status and previous assignment to Georgia. Also, documentation showing that the dependent child and parent/spouse remained in Georgia (copy of a current lease or utility bills for residence in Georgia, copy of a current Georgia driver's license or vehicle registration).

D. Orders, Enlisted Record Brief and/or letter from Commanding Officer for verification of sponsor's current military status and current duty station in AL, FL, NC, SC, or TN. Also, documentation that the sponsor is currently residing in Georgia (copy of a current lease or utility bills for residence in Georgia, copy of a current Georgia driver's license or vehicle registration).

E. Orders, Enlisted Record Brief and/or letter from Commanding Officer for verification of sponsor's current military status and that the sponsor was stationed in or assigned to Georgia in the previous five years.

F. Orders, Enlisted Record Brief and/or letter from Commanding Officer for verification of sponsor's current military status. Also, a copy of the student's high school transcript showing completion of at least one year of high school in Georgia.

G. Orders, Enlisted Record Brief and/or letter from Commanding Officer for verification of sponsor's current military status and copy of the student's VA Certificate of Eligibility.

### 2. Sponsor is an Active Member of the Georgia National Guard or the U.S. Military Reserves

A. Orders, Enlisted Record Brief and/or letter from Commanding Officer for verification of sponsor's current active status in the Georgia National Guard or U.S. Reserves and that the sponsor is currently stationed in, assigned to, or based in Georgia.

### 3. Sponsor is a Separated Military Member

A. DD214 (Certificate of Release or Discharge from Active Duty) for verification of sponsor's separation from active duty and for confirmation that the enrollment will occur within 36 months of the separation. Also, documentation showing the intent to establish domicile in Georgia (copy of a current lease or utility bills, copy of a current Georgia driver's license or vehicle registration).

B. Student's VA Certificate of Eligibility and documentation showing a physical residence in the state (copy of student housing agreement, copy of current lease or utility bills, copy of Georgia driver's license or vehicle registration).

C. Documentation showing eligibility as an individual described in 38 U.S.C. 3679(c).

**Relationship Documentation** - *Unless VA educational benefits will be used or the sponsor is the student, one of the following must be submitted.*

#### Sponsor is the student's parent or U.S. court appointed legal guardian (students under 24 only):

- Student's birth certificate listing the sponsor as a parent of the student.
- U.S. court documentation listing the sponsor as the court appointed legal guardian of the student.
- DD1172 (DEERS form) listing the student as a dependent of the sponsor.
- Sponsor's signed state income tax return as filed with the Georgia Department of Revenue or signed federal income tax return as filed with the IRS. The return must be for the most recent tax year and the student must be listed on the form.
- Transcript for a state or federal income tax return filed by the sponsor for the most recent tax year. The student must be listed on the transcript.
- Presentation of the dependent military ID for the student (must be presented in person – no copies may be accepted).

#### Sponsor is the student's spouse:

- Copy of the marriage certificate for the sponsor and the student.
- Sponsor's signed state income tax return as filed with the Georgia Department of Revenue or signed federal income tax return as filed with the IRS. The return must be for the most recent tax year and the student must be listed on the form.
- Transcript for a state or federal income tax return filed by the sponsor for the most recent tax year. The student must be listed on the transcript.
- Presentation of the dependent military ID for the student (must be presented in person – no copies may be accepted).

#### Verification of Lawful Presence Documentation

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. You will be notified if additional documentation is required to satisfy this requirement.

## Section V - Waiver Application Submission - *Complete applications and documentation should be submitted to the address below.*

**Completed forms with all supporting documentation must be received in the Registrar's Office by the final fee payment deadline for the term in which the waiver is requested. Please visit the SCOOP for information on fee payment deadlines: <http://www.westga.edu/registrar/766.php>**

**Submit completed form and required documentation to:**  
**University of West Georgia, Office of the Registrar**  
**1601 Maple Street, Carrollton, GA 30118**  
**Phone: 678-839-6438**  
**Email: [registrar@westga.edu](mailto:registrar@westga.edu)**