APPLICATION FOR OUT-OF-STATE TUITION WAIVER FOR
FULL-TIME USG EMPLOYEES
AND THEIR SPOUSES AND DEPENDENT CHILDREN

Prior to submitting a Full-time USG 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).

Section I – To be completed by the STUDENT

Name: ___________________________ Student ID: ___________________________

Address: ___________________________

City: ___________________________ State: ___________________________ Zip: ___________________________

Email: ___________________________ Phone: ___________________________

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: ___________________________
Section III – Documentation Requirements

ALL STUDENTS MUST PROVIDE ONE THE FOLLOWING:

- An official letter on letterhead from the appropriate human resources office of a unit of the University System of Georgia (USG) verifying current, full-time USG employment; or
- An employment verification form from the appropriate human resources office of a unit of the University System of Georgia (USG) verifying current, full-time USG 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:
Columbus State University
Office of Admissions
4225 University Avenue
Columbus, GA 31907
(706) 507-8800
Fax: (706) 568-2462
Email: Admissions@ColumbusState.edu