

Columbus State University

Application for the Recently Separated Military Personnel Fee Waiver

Prior to submitting a **Recently Separated Military Personnel** out-of-state tuition waiver application, students are advised to review the University System of Georgia's Recently Separated Military Personnel 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 Waiver Requested: Fall Spring Summer
Year: _____ Will you be 24 years of age or older as of the first day of classes? Yes No

Is this waiver application based on your recent separation or retirement from active military service?
 Yes No 

Waiver application is based on:
 Spouse
 Parent¹
 U.S. Court-appointed legal guardian¹
 Other²

Relationship: _____

¹Only students under the age of 24 may be awarded the waiver based on a parent or U.S. court-appointed legal guardian, unless the student is using transferred VA educational benefits and qualifies under waiver provision b.

²Eligible for consideration only if using transferred VA educational benefits.

Name of separated service member upon whom waiver request is based:

Date of your separation or retirement:
_____/_____/_____
mm dd yyyy

Date the above individual separated or retired:
_____/_____/_____
mm dd yyyy

Will you use VA education benefits for the term this waiver is requested? Yes No Not Sure

Date you established or will establish physical presence in Georgia:
_____/_____/_____
mm / yyyy

Students Under 24 - Date your parent or U.S. court-appointed legal guardian established or will establish GA domicile: ____/____/____
mm / yyyy

Students 24 and Older - Date you established or will established GA domicile: ____/____/____
mm / yyyy

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

REQUIREMENT ONE – DOCUMENTATION OF WAIVER ELIGIBILITY

All waiver applicants must provide the documentation listed under either A or B below:

Provision a - Students not utilizing VA educational benefits must provide the following:

- Copy of the DD214 form (Certificate of Release or Discharge from Active Duty) for the individual recently separated from active duty service and upon whom the waiver request is based. The date of separation provided on the DD214 must be no more than 36 months prior to the first day of classes for the term the waiver is initially requested; and
- Documentation that the independent student or the dependent student's parent or U.S. court-appointed legal guardian has taken steps to establish Georgia domicile (establish Georgia as their present and permanent home) such as copy of a current Georgia driver's license, copy of a current Georgia vehicle registration, copy of a lease/deed for residence in Georgia, certified or notarized Georgia state income tax return for most recent tax year. Note, multiple documents may be requested to verify Georgia domicile.

Provision b - Students utilizing VA educational benefits must provide all of the following:

- Copy of the VA Certificate of Eligibility indicating the student is eligible; and,
- Copy of the DD214 form (Certificate of Release or Discharge from Active Duty) for the recently separated service member upon whom the benefits are derived. The date of separation provided on the DD214 must be no more than 120 months prior to the first day of classes for the term the waiver is initially requested; and,
- Documentation that the student physically resides in Georgia such as a copy of a current lease for residence in Georgia, copies of current utility bills for residence in Georgia, copy of a current Georgia driver's license, and/or copy of a current Georgia vehicle registration.

REQUIREMENT TWO – DOCUMENTATION OF RELATIONSHIP TO THE SEPARATED SERVICE MEMBER

If the student is the dependent child or spouse of the recently separated service member and will not utilize VA educational benefits, documentation of the student's relationship to the separated service member must be provided:

Waiver application based on a 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; 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 by the service member for the 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 a spouse

- Copy of the marriage certificate for the service member and the student; or
- Certified or notarized state or federal income tax return filed jointly by the recently separated 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.

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

Submit completed form and required documentation to:

Columbus State University
Office of Military Enrollment
4225 University Avenue
Columbus, GA 31907
Phone: (706) 507-8825
Email: Data_Entry@ColumbusState.edu