

Clayton State University

Petition for In-State Tuition Status

University System of Georgia students are responsible for registering under the proper tuition classification. Students who have been classified as out-of-state for tuition purposes and believe they are entitled to be classified in-state for tuition purposes may petition the institution for a change of status. For more information about the classification of students for tuition purposes, see Board of Regents Policy Manual, section 403.02 Classification of Students for Tuition Purposes.

Who should file this petition?

This petition should be submitted **only** if you have been classified as out-of state for tuition purposes and you think that further information could alter that decision. Resident status is not changed automatically and the burden of proof rests with the student to demonstrate that he or she qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia.

You must demonstrate that you, your parent, your spouse, or your court appointed guardian (if you are a minor) is a legal resident of Georgia. You may establish this claim by providing documentation to support the definition established by the Board of Regents. **Please note that establishing in-state status for tuition purposes as defined by the Board of Regents is different than residency for purposes of such things as voting, having a GA license/tag etc., and requires more than establishing eligibility to vote, securing a driver's license, and/or paying taxes.**

Who has the best claim for in-state status for tuition purposes?

You, your parent, your spouse, or your court appointed guardian should meet **ALL** the following criteria:

- The person has always resided in Georgia or can demonstrate that they currently reside in Georgia and residence in any other state or country has been abandoned. Maintenance of ties with another state or country will contribute to an out-of-state classification and include such things as: financial support from a person who is a resident of another state or country, payment of income taxes to another state, registering a vehicle or securing a driver's license in another state or country.
- The person has lived in Georgia for the 12 consecutive months immediately preceding the start date for the term, and their 12 month durational requirement has not included time attending any higher educational institution in Georgia on a full-time basis.
- The person can demonstrate that they moved to Georgia for purposes other than attending any educational institution in the State of Georgia.
- The person can demonstrate economic self-sufficiency and has contributed to the state by paying meaningful taxes.
- The person is a U.S. citizen, Resident Alien, or is in a visa status permitting indefinite or permanent residence in the United States.

Petitioners are encouraged to submit all applicable documents listed below:

The university has the right to request additional documentation as needed.

1. A letter/statement from your employer(s) verifying any employment during the last 12 months. The letter/statement should indicate dates of employment and whether you had full or part-time employment. The letter/statement should be on company letterhead or be notarized.

2. A copy of the lease or deed for your residence(s) during the past 12 months, receipts from the payment of property taxes. **If the lease or deed is not in your name**, please also provide a notarized statement from the person who is on the lease stating that you do/did in fact live with him/her and for how long you have/had continuously resided with this person.
3. A Certified copy of your last Georgia income tax return from the Georgia Department of Revenue and a statement of intent to file current year tax (January-April, please include copies of past years W-2's). A copy of you parent's, guardian's, or spouse's federal income tax return. If your parents, guardian, or spouse are Georgia residents, please also include a certified copy of their last Georgia income tax return. *For a certified copy of a Georgia tax return, Taxpayer Services Division, (404)417-6760.*
4. Homestead exemption documents.
5. Verification of voter registration. (not sufficient by itself)
6. A valid vehicle registration for the State of Georgia. (not sufficient by itself)
7. A valid Georgia Driver's License. (not sufficient by itself)
8. Verify or provide copies of home of military record, military orders in Georgia, military I.D., and LES.
9. Copies of guardianship paperwork. (court orders)
10. If basing residency claim on marriage to a Georgia resident, a copy of your marriage certificate.
11. A copy of your permanent resident alien card (both sides), and/or documentation of any other visa status. If your permanent resident status or visa has been in place for less than 12 months, prior to the semester in question, please document your prior visa status.
12. A copy of your birth certificate or other legal documentation.
13. A copy of business or professional license(s) in Georgia.
14. Documentation of family, social, civic, or governmental ties in the State of Georgia which evidence intent to remain permanently.
15. Any other documentation that you may feel is relevant to your status.

Clayton State University
Petition for Classification as an In-State Student
for
Tuition Purposes

Please complete and return this Petition along with all pertinent documentation to the School of Graduate Studies, Clayton State University, 2500 Clayton State Boulevard, Suite 215 University Center, Morrow, Georgia 30260. It is strongly suggested that you keep a paper copy of the completed form for your records.

Personal Information

Name _____ **Laker ID# or SSN** _____
first middle last

Present Address _____
street city state zip

Permanent Address _____
street city state zip

Email Address _____ Telephone _____

Place of Birth _____ Date of Birth _____

Non-Us Citizens Only	
Country of Citizenship _____	Visa Type _____

EMPLOYMENT DATA

List all employment for the past two years:

Dates of Employment (From/To)	Employer	City/State	<u>Full-time</u>	<u>Part-time</u>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

TAX AND FINANCIAL INFORMATION

1. Georgia Individual Income Tax Returns filed for the following years: _____
(Attach copy of most recent Georgia Individual Income Tax Return)
2. Taxes paid to other state(s) during the past four years (indicate state and year): _____
3. Residence as shown on Federal Income Tax Return for most recent year: _____

4. County in Georgia to which property tax was paid during most recent tax year: _____
5. Were you claimed by your parent or other individual as a dependent for State/Federal individual income tax purposes in the most recent calendar year?
 Yes No If yes, in what state were you claimed? _____
 If claimed by someone other than parent, please indicate relationship to you: _____
6. Sources of support during the preceding 12 months in estimated percentages of total support:
 (supportive documentation may be required):

Source	Percentage	Source	Percentage
Parents		Student Financial Aid	
Other relatives		Trust Funds	
Spouse		Personal Savings	
Employment during school term		Gifts	
Summer employment		Other (specify)	
Loans			

7. If supported by trust fund, state to which trust fund pays income taxes: _____
8. Loans: a. State/Federal education loans now held or applied for _____
 b. Date obtained/requested _____
 c. Date(s) renewed _____

HOUSING INFORMATION

1. Present type of housing (check one): House Dorm Apartment Sorority Fraternity Other (specify) _____
2. Date of lease or purchase of home (attach a copy of lease or purchase agreement): _____
3. If renting, length of lease: _____
4. Please list your dwelling addresses for the past four years (include current address):

EDUCATIONAL DATA

1. Date of first enrollment at Clayton State University: _____
 (Semester/Year)
2. Date of most recent registration at Clayton State University: _____
 (Semester/Year)
3. Educational attendance for the past four years: _____

From/To	Institution	City/State	Full-time or Part-time	Residency Status

Oath and Affirmation

I, the undersigned, hereby swear or affirm to the authenticity of the information provided on all pages of this affidavit. I understand that any false or misleading information on this affidavit or provided in support of this affidavit may result in denial of admission or expulsion from the institution. I understand that it may also cause me to be billed for out-of-state tuition. I hereby give permission for the institution to review or examine any and all documents and records, including any confidential loan forms and related data, which may assist in clarifying my in-state status.

Subscribed and sworn to before me this _____ day of _____ 20_____

Notary Public

Commission Expires

Signature of person making affidavit

Petitions for Classification as an In-State Student for Tuition Purposes should be submitted prior to the first day of classes for the term which the student seeks to pay fees as an in-state student. Students are expected to pay out-of-state fees if a decision on the petition has not been reached by fee payment deadlines. This will prevent cancellation of classes for non-payment. Students who are later deemed qualified for in-state status will be reimbursed the difference in tuition for the semester.