

University System of Georgia

Petition for In-State Tuition Classification



Section I – Overview

Students classified as out-of-state who feel the consideration of additional information could alter that classification may submit a petition. Petitions should **only** be submitted by students who have received notification that they are classified as out-of-state. [Section 4.3.2 of the Board of Regents Policy Manual](#) pertains to the classification of students for tuition purposes and reflects the requirements of O.C.G.A. 20-3-66. In some circumstances, students classified as out-of-state may be eligible for an out-of-state tuition differential waiver. [Section 7.3.4.1 of the Board of Regents Policy Manual](#) provides an overview of the available waivers.

Who is eligible for in-state tuition classification?

The requirements for in-state classification are based on whether a student is dependent or independent.

A **dependent student** is an individual under the age of 24 who receives financial support from a parent or U.S. court appointed legal guardian.

An **independent student** is an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or U.S. court appointed legal guardian and whose parent/guardian has ceased to provide support & right to their care, custody, & earnings.

Students under 24 are assumed to be dependent unless they provide clear and convincing evidence that they meet the independent student definition above. Generally, the following students are eligible to be classified as in-state:

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:

- Has established and maintained Georgia domicile for at least the 12 consecutive months immediately preceding the 1st day of classes for the term the in-state classification is requested;
- Has taken appropriate steps to assume the responsibilities expected of a resident of the state; and,
- Has abandoned all domicile ties to any previous state or country of residence.

In addition, a dependent student must either be a Georgia high school graduate or be claimed as a dependent on the federal or state income tax return filed by their Georgia-domiciled parent or guardian for the most recent tax year. Any student with a U.S. court appointed legal guardian appointed for the purpose of avoiding the payment of out-of-state tuition is not eligible to be classified as in-state based on that guardianship.

An **independent student** who has not lived outside of Georgia or who:

- Has established and maintained Georgia domicile for at least the 12 consecutive months immediately preceding the 1st day of classes for the term the in-state classification is requested;
- Has taken appropriate steps to assume the responsibilities expected of a resident of the state;
- Has abandoned all domicile ties to any previous state or country of residence; and,
- Moved to GA for reasons other than to attend a postsecondary educational institution or moved to state to attend a postsecondary educational institution but since clearly established and maintained Georgia domicile for reasons other than college attendance.

What is “domicile”?

Domicile is defined as an individual’s present and permanent home where they intend to stay indefinitely and to which they return following periods of temporary absence. No individual may have more than one domicile even though an individual may maintain more than one residence. Temporary residence does not constitute the establishment of domicile.

Verification of Lawful Presence in the U.S.

Every student requesting in-state tuition classification must be verified to be lawfully present in the United States. You will be notified if additional documentation is needed to meet this requirement.

Noncitizen Eligibility for In-state Tuition Classification

U.S. lawful permanent residents, refugees, asylees, and other eligible noncitizens as defined by federal Title IV regulations may be extended the same consideration as U.S. citizens in determining eligibility for in-state classification. Information on eligible noncitizens is found in Volume 1, Chapter 2, of the [U.S. Department of Education’s Federal Student Aid \(FSA\) Handbook](#).

Section II – Institution Contact Information and Deadlines

CSU Information	Phone: 678-466-4115 Fax: 678-466-4149 Email: csuinfo@clayton.edu	Clayton State University Edgewater Hall, Suite 150 2000 Clayton State Boulevard Morrow, GA 30260
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Section III – Supporting Documentation

The following are examples of the documents that may be submitted as evidence of domicile. Applicants are strongly encouraged to submit as many of the items that apply to their situation as possible. **The submission of any of the following documents does not guarantee reclassification as the totality of circumstances is considered when determining eligibility for in-state tuition classification.** The documents in bold carry significant weight and applicants are strongly encouraged to submit them if they apply to their situation. Current documents must be submitted as well as prior year documents to show that domicile was established at least 12 months prior to the 1st day of classes for the term the in-state classification is requested. Additional documents may be requested if the documents you submit do not clearly show that an in-state classification is appropriate.

- Students **24 and older** must submit documents related to their domicile.
 - Students **under the age of 24** must submit documents related to the domicile of their parent(s) or U.S. court appointed legal guardian(s).
 - Students **under the age of 24** wishing to be evaluated based on their own status and actions rather than those of their parent(s) or U.S. court appointed legal guardian(s) must clearly show that they are living financially independent of their parents/U.S. court appointed legal guardians and that they were not claimed as a dependent on the state or federal income tax return filed by a parent or U.S. court appointed guardian for the most recent tax year. Students under the age of 24 wishing to be evaluated based on their own status and actions must submit documents related to their domicile.
1. Your signed statement of reason for moving to Georgia.
 2. **Copy of state income tax return as filed with the Georgia Department of Revenue and signed by the filer (GA Form 500/500EZ only, additional forms and workbooks are not needed) or a state tax transcript. Visit www.dor.georgia.gov and search for form RET-001 to order a tax transcript. Please note that it may take several weeks for your tax transcript order to be processed by the Georgia Department of Revenue.**
 3. Copy of federal income tax return as filed with the IRS and signed by the filer (Federal Form 1040/1040A/1040EZ only, additional forms and workbooks are not needed) or a federal tax transcript. Visit www.irs.gov for information on ordering a tax return from the IRS. Please note that it may take several weeks for your order to be processed by the IRS.
 4. Signed statement of intent to file a Georgia income tax return for the current year and filing status.
 5. Copies of most recent and prior year W-2s.
 6. Copies of most recent and prior year paystubs or Leave Earnings Statements (LES).
 7. Official employment verification on company letterhead, indicating full-time or part-time employment in Georgia.
 8. Copy of the lease or deed for residence in Georgia. If the lease or deed is in the name of somebody else, a notarized statement from the lessee or deed holder indicating the living arrangement. The statement should indicate the date the arrangement began, whether the arrangement is still in place, and any rent charged.
 9. Receipts from the payment of property taxes for property lived in and owned in Georgia.
 10. **Copy of homestead exemption documents for property owned in Georgia.**
 11. **Copy of a current, valid vehicle registration in Georgia.**
 12. **Copy of a current, valid Georgia Driver's License or state-issued ID.**
 13. Copy of Georgia voter registration.
 14. Copy of any business or professional licenses which may have been obtained in Georgia.
 15. Copies of bills, such as utility bills, showing a Georgia address.
 16. Copies of bank statements showing a Georgia address.
 17. Copies of documents showing receipt of social service benefits in Georgia, such as food stamps or unemployment.
 18. Copies of Ward of the Court or Ward of the State documentation.
 19. Documentation of family, social, civic, or governmental ties in Georgia which evidence intent to remain permanently.
 20. Any other documentation that you feel helps document your eligibility for in-state classification may be submitted.

Additional Documentation Requirements

- Additional documents may be required to satisfy the verification of U.S. lawful presence requirement.
- Noncitizen students must provide documents showing they are a U.S. Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by the federal Title IV regulations. In some cases, this documentation may also be used to satisfy the lawful presence requirement.
- Dependent students applying based on their Georgia-domiciled guardian must provide documentation showing the guardianship was appointed by a U.S. court and appointed prior to the student turning 18 years of age.