**Clayton State University**

**APPLICATION FOR OUT-OF-STATE TUITION DIFFERENTIAL WAIVER**

**ECONOMIC ADVANTAGE**

Prior to submitting an **Economic Advantage** out-of-state tuition waiver application, students are advised to review the University System of Georgia’s Economic Advantage out-of-state tuition 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 – To be completed by the STUDENT |
| Name: | Student ID: |
| Address: |
| City: | State: | Zip: |
| Email: | Phone: |
| Term applying for waiver: Fall Spring Summer Year:  |
| Citizenship Status: U.S. Citizen U.S. Lawful Permanent Resident Asylee  Refugee  Other, please specify:  **If Other:**Have steps to adjust to Lawful Permanent Resident status in the United States been taken? Yes No Please explain:   |
| Waiver application is based on qualifying 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 |
|  | Name of individual with qualifying employment: Citizenship status of individual with qualifying employment: U.S. Citizen  U.S. Lawful Permanent Resident Other, please specify:  **If Other:** Have steps to adjust to Lawful Permanent Resident status in the United States been taken? Yes No Please explain:    |
| Name of employer: |
| Employer address: |  Is employment full-time? Yes No |
| Date of employment offer: | Date employment began: | Date Georgia domicile began: |

|  |
| --- |
| 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 ALL OF THE FOLLOWING:**1. Statement from the employer’s human resources office on company letterhead providing **ALL** of the following:
* Employee’s name and address;
* Employment offer date and start date; and
* Confirmation that the employment is full-time.
1. Current paystub from qualifying employment; and
2. Documentation of Georgia domicile (current driver’s license, vehicle registration, lease/deed, state income tax return, etc.).

**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.**IN ADDITION, IF THE OUT-OF-STATE TUITION WAIVER REQUEST IS BASED ON THE EMPLOYMENT OF A NON-CITIZEN, ALL OF THE FOLLOWING MUST BE SUBMITTED:**1. Documentation of the employee’s status in the United States when he/she moved to Georgia; and
2. If the employee is not a lawful permanent resident, documentation that the employee is taking legally permissible steps to adjust to lawful permanent resident status in the United States is required.

**NOTE:** Additional documentation may be requested to determine waiver eligibility. |
| **IN ADDITION, STUDENTS APPLYING BASED ON A PARENT, U.S. COURT-APPOINTED LEGAL GUARDIAN OR SPOUSE MUST SUBMIT ONE OF DOCUMENTS LISTED UNDER EITHER A, B, OR C BELOW, AS APPROPRIATE:**1. **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 a parent; or
* Copy of the federal income tax return filed by the individual with qualifying employment for the most recent tax year and listing the student as a dependent child.
1. **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 and listing the student as a dependent child.
1. **APPLYING BASED ON A SPOUSE**
* Copy of the marriage certificate for the individual with qualifying employment and the student; or
* Copy of a jointly filed federal income tax return filed by the individual with the qualifying employment and listing the student as a spouse. Or, copy of a jointly filed federal income tax return filed by the student and listing the individual with the qualifying employment as a spouse.
 |

**Submit completed form and required documentation to:
Registrar’s Office
Clayton State University**

**2000 Clayton State Blvd**

**Morrow, GA 30260**

**678-466-4145**

**registrar@clayton.edu**