



Registrar's Office
2000 Clayton State Blvd ■ 239 Edgewater Hall ■ Morrow, GA 30260-0285
Phone: 678-466-4145 ■ Fax: 678-466-4169 ■ www.clayton.edu/registrar

UNDERGRADUATE TUITION WAIVER APPLICATION

The Board of Regents established the out-of-state tuition waiver to permit institutions to recruit and retain the best students to their campuses. Each University System of Georgia campus is allotted a limited number of waivers. Recipients of these waivers must show lawful presence in the United States. The awards waive the differential between out-of-state and in-state tuition costs. Recipients of the waiver must pay in-state tuition and all applicable fees. Waivers are granted for a specified period of time.

Criteria for Eligibility

1. Applicants must provide documentation they are lawfully present in the United States.
2. Applicants must have been enrolled at Clayton State University for a minimum of 2 semesters.
3. Applicants must have earned a minimum of 24 semester hours of college level coursework (non-learning support) at Clayton State University.
4. Applicants must have an Institutional GPA of 3.0 or higher.
5. Applicants must submit 2 letters of recommendation from professors or school officials who are familiar with their academic performance. Letters must be sent directly to the Registrar's Office or emailed from your instructor's email account to registrar@clayton.edu. Students may not hand deliver the letters.
6. You must be an **undergraduate student**. If you are a **graduate student**, please contact the **Graduate School** to apply for a waiver.

Application Deadlines:

- Summer Semester – April 15
- Fall Semester – July 15
- Spring Semester - November 15

Application Process:

1. Complete the Out-of-State Tuition Waiver Request form.
2. Submit your application along with all supporting documentation to the Registrar's Office by the published application deadlines.
3. Applications will be reviewed by the Waiver Selection Committee. The Waiver Selection Committee will make recommendations to the Associate Vice President for Enrollment Management.
4. Students who have been granted a tuition waiver must pay all tuition and fees by the FIRST fee payment deadline of any given semester. Failure to meet this obligation will result in a forfeiture of the waiver for the semester.

Maintaining Eligibility

1. Approved waivers will be for a specified period ranging from a single semester to the designated length of a degree program.
2. Eligibility for the waiver will be reviewed each semester by the Registrar's Office. If a student fails to maintain full-time enrollment with a minimum GPA of 3.0, the waiver will be terminated. Students may reapply for the waiver once they have raised their Institutional GPA to 3.0 for a minimum of one semester.
3. Students must be always in good academic standing during the duration of the waiver.
4. Students may withdraw from a course provided they complete a minimum of 12 semester hours each semester.
5. Waivers will be terminated for students who violate the Student Conduct Code.



OUT-OF-STATE TUITION WAIVER APPLICATION:

Clayton State University may award out-of-state tuition differential waivers and assess in-state tuition for certain non-residents of Georgia. Recipients of the waiver must pay all tuition and fees by the first fee payment deadline of any given semester.

SECTION I: STUDENT INFORMATION:

Name: _____ Laker ID: _____

Telephone Number: _____ CSU email address _____

Major: _____ Anticipated graduation date: _____

When did you first enroll at Clayton State University? _____

Status: (Circle One) Freshman Sophomore Junior Senior Graduate Student

Please indicate the semester you are requesting your waiver to begin: _____

International Students:

What is your current VISA type? _____ Country of Citizenship: _____

SECTION II: SUPPORTING DOCUMENTATION

- Two letters of recommendation from professors or school officials who are familiar with your academic performance. Applicants for the waiver may not hand deliver the letters to the Registrar's Office. Your instructor should email your letter to registrar@clayton.edu. Please give each person you are requesting to write a letter of recommendation a signed FERPA release.
- Essay – limited to 300 words. Please write an essay explaining why you should be granted an out-of-state waiver. Your essay should include but not be limited to the following topics: special abilities, CSU athletic team member, interests, awards/honors/accomplishments/, campus or community service, etc.
- Verification of Lawful Presence – you must provide documentation you are in the United States legally. A list of acceptable documentation may be found at the web address below:

<https://clayton.edu/registrar/verification-of-lawful-presence>

APPLICATION DEADLINES: (your application must be complete by the dates listed below)

- SUMMER Semester – April 15
- FALL Semester – July 15
- SPRING Semester – November 15



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FERPA Release for Out-of-State Tuition Waiver Applicant (please give this form to each person you have chosen to write a letter of recommendation.)

The student listed below is requesting an out-of-state tuition waiver. He/she must provide letters of recommendation from two faculty members. The letters of recommendation must come from faculty members whose courses the student has already completed. Letters from faculty members who currently have the student or have not had the student in a previous course will not be accepted.

Name: _____

Laker ID: _____

Faculty Member: _____

I authorize the above faculty member to submit a letter of recommendation on my behalf to the Out-of-State Tuition Waiver Committee. I understand the letter will contain information about my academic performance as well as other information currently protected by the Family Rights and Privacy Act (FERPA).

Student Signature

Date

FACULTY – Please retain this document for your records.