

PETITION TO CHANGE TUITION CLASSIFICATION

PLEASE READ THOROUGHLY BEFORE YOU COMPLETE THE PETITION

Initial tuition classification is determined by the admission application submitted by the student. A student's resident status is not changed automatically. The student is responsible for registering under the proper tuition classification. The burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia (USG) rests with the student. The combination of items requested and information provided on this petition will be taken into consideration in the review to change the student's tuition classification under the provision of [Board of Regents Policy 4.3](#) and Georgia Code O.C.G.A. 20-3-66. The final decision rests with the Tuition Classification Officer to determine your documentation aligns with Board of Regents policy. **The petition must be filed no later than 30 days after the semester begins for the student to be considered for reclassification for that semester. If the petition is granted, reclassification will not be retroactive to prior semesters.**

A student's eligibility to be classified as a resident depends on their dependent or independent status. The chart below differentiates a dependent from an independent and requirements to be classified as a Resident. 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.

Lawful Presence Verification is required of every student requesting in-state tuition classification. This is proof that the student is lawfully present in the United States. 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. Information on eligible noncitizens is found in Volume 1, Chapter 2 of the [U.S. Department of Education's Federal Student Aid \(FSA\) Handbook](#).

<p>A dependent student (under age 24) whose parent or U.S. court-appointed legal guardian lives in Georgia must prove their parent/US court appointed legal guardian:</p> <ul style="list-style-type: none"> • Moved to Georgia for reasons other than attending a post-secondary educational institution. • Abandoned all ties to their previous state or country of residence. • Changed their license/state ID, vehicle registration, and voter registration to Georgia. • Lived in Georgia for at least 12 consecutive months immediately preceding the first day of classes. • Filed a Georgia tax return as a Part Year or Full Year Resident. If they did not file a Georgia tax return, they must not be filing a return as a resident of another state. • If applicable, must have US court-appointed legal guardianship signed by a US Court Judge appointed before the student's 18th birthday without the purpose to pay in-state tuition. 	<p>An independent (under age 24 but financially self-sustaining OR age 24 or older) student must prove:</p> <ul style="list-style-type: none"> • Moved to Georgia for reasons other than attending a post-secondary educational institution. • Abandoned all ties to their previous state or country of residence. • Changed their license/state ID, vehicle registration, and voter registration to Georgia. • Lived in Georgia for at least 12 continuous months immediately preceding the first day of classes. • Filed a Georgia tax return as a Part Year or Full Year Resident. If they did not file a Georgia tax return, they must not be filing a return as a resident of another state. • Receives no financial assistance from outside of Georgia. • If under age of 24, is not claimed as a dependent on taxes of their parent/guardian residing outside of Georgia. • If under age of 24, earns a minimum yearly income of \$13,590 (US Dept. of HHS, 2022).
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We highly recommend you email us to determine if you really need to petition before submitting documentation. If we have already told you to petition then you should proceed to complete this form and submit the required documentation. Please contact us at tuitionclassification@kennesaw.edu or call us at 470-578-5252.

Please submit via online portal, mail, or in person.

[Tuition Classification Document Submission Portal](#)

Office of the Registrar, Kennesaw Hall, Kennesaw Campus
585 Cobb Avenue NW Room 1533, MD 0116 Kennesaw, GA 30144

Deadlines can be found on our website at: <https://www.kennesaw.edu/tuition-classification>

Tuition Classification Team Use Only

Student Name: _____	KSU #: _____	Effective Term: _____
First Review: _____	Date: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Final Review: _____	Date: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/>

Please attach copies of the following documents as required evidence of residence. Once petition and documents are received, a review will be completed within seven (7) business days. The decision will be sent to your KSU student e-mail. If denied, you will also be given information on your appeal rights.

1. Georgia Driver's License(front and back)
 - a. If dependent, also submit parent/guardian's license
2. Georgia Vehicle Registration Form
 - a. If dependent, also submit your parent/guardian's vehicle registration
3. Georgia State Income Tax Return (GA form 500) for most recent tax year including the Electronic Declaration page or handwritten signature on the last page of the tax return.
 - a. If dependent, submit your parent/ guardian's Georgia State Income Tax Return
4. Proof of Employment: Choose at least one of the following. *If under 24 and proving independent status, your documentation must show your wages and pay frequency to prove you are earning over the federal poverty level.
 - a. Letter from employer, on letterhead, verifying current employment
 - b. Most recent paystub
5. Proof of housing for the 12 months preceding the first day of the term as defined as:
Spring Semester: January to January; *Summer Semester:* May to May; *Fall Semester:* August to August
Submit any combination of the documents below to document this period.
 - a. Warranty deed
 - b. **Off campus** apartment or home rental agreement
 - c. Notarized statement from the property owner stating the address and date you moved in
 - d. Utility or mortgage bill from the first and last month of the 12-month period
6. If US Citizen, Georgia Voter Registration Card. Find your card on the [Georgia My Voter Page](#).
7. If you are not a US Citizen, the front and back of your Permanent Resident card or other immigration documents to show your status.
8. If you have a US court-appointed legal guardian, court documents verifying guardianship
9. If under the age of 24 and petitioning as an independent student, you must submit:
 - a. Your parent/guardian's most recent Federal Tax Return
 - b. Notarized statement testifying that they did not and will not claim you as a dependent on their tax return while you are attending KSU, and do not provide any financial support. This also applies if your parent/guardian lives in another country.
 - c. If you are unable to contact your parents or they are deceased, provide a notarized statement explaining your circumstances as to why your parents are unable to provide documentation.

Student's Full Legal Name: _____

Student's Preferred Name: _____

KSU ID #: _____ NET ID: _____ Phone #: _____

Permanent Address: _____ County: _____

Mailing Address, if different from Permanent: _____

Date of Birth: _____ Term Applying for In-State Tuition: _____ Age When Term Starts: _____

Country of Citizenship? _____

If not the USA, what is your status in the country and country of citizenship? _____

When did you move to Georgia (Month & Year)? _____

Where did you live before moving to Georgia? _____

Which state/country did you graduate high school or complete a high school equivalency diploma?
_____ Year Graduated _____

Do you have a Driver's License/Permit/State ID card? YES NO

If yes, what is the most recent issue date and the state of issue? State: _____ Date: _____

Do you regularly operate a motor vehicle? YES NO

Who and what state is the vehicle registered to? Name: _____ State: _____

Where have you worked the last two years? Include employer(s), state(s) and date(s) employed:

What state did you file taxes for the most recent tax year? State: _____ Tax Year: _____

Tax Residency Status: Full-Year Resident Part-Year Resident Non-Resident

If you did not file a tax return for the most recent year, please explain why:

Did you file a Federal Tax Return for the most recent tax year? YES NO

Have you left the state of Georgia for more than two weeks since you moved to Georgia? YES NO

If yes, please provide where you traveled and for how long: _____

List the address(es) and dates where you have lived the last 12 months:

Are you married? YES NO If yes, spouse's full legal name? _____

When did you get married? _____ Do you file Married Filing Jointly? YES NO

In the space provided below, please explain your reason for moving to Georgia and your reason for staying in Georgia after finishing your studies at Kennesaw State University.

If you are currently under the age of 24, please provide the following about your parent/US Court Appointed Legal Guardian:

Parent/Guardian Name(s): _____

Relationship to you: Parent U.S. Court Appointed Legal Guardian

If U.S. Court-Appointed Legal Guardian, when did they gain guardianship? _____

List the address(es) and dates where they lived in the last 12 months:

When did they move to Georgia (Month & Year)? _____

Why did they move to Georgia?

Do they have a Driver's License/Permit/State ID card? YES NO

If yes, what is the most recent issue date and the state it is issued in? State: _____ Date: _____

Do they regularly operate a motor vehicle? YES NO

Who and what state is the vehicle registered to? Name: _____ State: _____

What state did they file taxes for the most recent tax year? State: _____ Tax Year: _____

Tax Residency Status: Full-Year Resident Part-Year Resident Non-Resident

Did they file a Federal Tax Return for the most recent tax year? YES NO

Did they claim you as a dependent on their state and federal tax returns? YES NO

If they did not file taxes or did not file a Georgia tax return, please explain why:

Where have they worked the past two years? Include employer(s), state(s), and date(s) employed:

Military Questionnaire

Are you currently an active-duty service member in the U.S. Armed Forces? YES NO

If yes, where are you currently stationed? _____

What is your current State of Legal Residence (SLR)? _____

Are you the dependent child or spouse of someone currently serving in the U.S. Armed Forces? YES NO

If yes, where is your parent/guardian currently stationed? _____

What is your current State of Legal Residence (SLR)? _____

Are you a veteran of the U.S. Armed Forces? YES NO If yes, date of separation: _____

Do you plan to use VA benefits to pay for school? YES NO

If yes, type of education benefits? _____

Will these benefits be transferred to you from an active-duty service member or veteran? YES NO

If under the age of 24 and your parent or US court-appointed legal guardian left Georgia after you began attendance at another USG or TCSG institution, please answer the following:

Are you currently attending another USG or TCSG institution as an in-state student? YES NO

If yes, what is the name of the institution? _____

First term attended: _____ Last term attended: _____

When did your parent or US court-appointed legal guardian leave the state of Georgia? _____

If under the age of 24 and trying to prove you are an independent student from your parents/guardians who do not live in Georgia, please explain why you should be considered an independent student.

If under the age of 24 and petitioning as an independent student, please fill in the chart below:

Expense	Average amount spent monthly	Who provides payment? (Personal income, parent/guardian, other relative savings, trust fund, etc.)
Housing (Rent, Mortgage, etc.)	\$	
Transportation & Gas	\$	
Utilities (Gas, Electricity, Water, Trash)	\$	
Phone	\$	
Food	\$	
Tuition & Fees	\$	
Total	\$	

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.

HANDWRITTEN SIGNATURE OF STUDENT (Do not type your name here)

