



# Atlanta Metropolitan College

## Petition for Classification of Students for Tuition Purposes

### Overview

University System of Georgia students are responsible for registering under the appropriate tuition classification. Students who have been classified as out-of-state for tuition purposes and believe they are entitled to be classified as in-state for tuition purposes may petition the institution for a change of status.

Prior to completing this petition, students should carefully review these instructions. For more information about the classification of students for tuition purposes, students should review Section 4.3.2 of the Board of Regents Policy Manual, Classification of Students for Tuition Purposes found online at [http://www.usg.edu/policymanual/section4/policy/4.3\\_student\\_residency/](http://www.usg.edu/policymanual/section4/policy/4.3_student_residency/).

Some students not eligible to be classified as in-state for tuition-purposes may be eligible for an out-of-state tuition waiver. For more information on the available out-of-state tuition waivers, students should review Section 7.3.4.1, Out-of-State Tuition Waivers, found online at [http://www.usg.edu/policymanual/section7/policy/7.3\\_tuition\\_and\\_fees/#p7.3.4\\_out-of-state\\_tuition\\_waivers\\_and\\_waivers\\_of\\_mandatory\\_fees](http://www.usg.edu/policymanual/section7/policy/7.3_tuition_and_fees/#p7.3.4_out-of-state_tuition_waivers_and_waivers_of_mandatory_fees).

For petition filing dates, consult with the Tuition Classification Officer at the institution to which you have applied for admission.

### Who should file this petition?

This petition should be submitted by students who have been notified by the institution that they have been classified as out-of-state for tuition purposes and have established and maintained domicile in Georgia for 12 continuous months immediately preceding the first day of classes and wishing to request to be considered for possible reclassification.

### Who may be eligible for in-state status for tuition purposes?

- An **independent student** who moved to Georgia and:
  - Moved to the state for reasons other than attending a post-secondary educational institution;
  - Abandoned all ties to their previous state or country of residence;
  - Receives no financial assistance from outside of Georgia;
  - Is not claimed as a dependent on the taxes of someone who resides outside of Georgia;
  - Is contributing to the state by paying income taxes; and
  - Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.
- A **dependent student** whose parent or U.S. court-appointed legal guardian moved to Georgia and:
  - Moved to the state for reasons other than attending a post-secondary educational institution;
  - Abandoned all ties to their previous state or country of residence;
  - Receives no financial assistance from outside of Georgia;
  - Is contributing to the state by paying taxes; and
  - Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations

In addition to the above, a **dependent student** of a Georgia-domiciled parent or U.S. court-appointed legal guardian must either:

- A. Be a graduate of a Georgia high school; or
- B. Be claimed as a dependent on their Georgia-domiciled parent's state and federal income taxes.

## Required Documentation

1. A signed statement of your reason for coming to Georgia.
2. A certified copy of your most recently filed state and federal income tax return. If you are under 24 years of age, a certified copy of your parent's or U.S. court-appointed legal guardian's most recent state and federal income tax return. If you are married, a certified copy of your spouse's most recent state and federal income tax return.
- 2a. A signed statement of your intent to file taxes for the current year. If you are under 24, a statement of the intent to file taxes for the current year signed by your parent or U.S. court-appointed legal guardian. If you are married, a statement of the intent to file taxes for the current year signed by your spouse. Include:
  - A copy of your most recent W-2. If you are under 24, a copy of your parent's or U.S. court-appointed legal guardian's most recent W-2. If you are married, a copy of your spouse's most recent W-2. Or
  - A copy of your paystubs or Leave Earnings Statements (LES) for the previous year. If you are under 24, a copy of your parent's or U.S. court-appointed legal guardian's paystubs or Leave Earnings Statements (LES) for the previous year. If you are married, a copy of your spouse's paystubs or Leave Earnings Statements for the previous year. Or
  - 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 that employment was full or part-time. The letter/statement should be on company letterhead.
3. A copy of the lease or deed for your residence(s) during the past 12 months. If the lease or deed is not in your name, a notarized statement from the lessee or deed holder stating that you reside with them and for how long.
  - Receipts from the payment of property taxes for you, your parent, U.S. court-appointed legal guardian or spouse.
  - Homestead exemption documents.
4. If you are not a U.S. citizen, a copy of your permanent resident alien card or documentation of your current visa status. If you are under 24 and your parent or court-appointed legal guardian is not a U.S. citizen, a copy of their permanent resident alien card or documentation of their current visa status.

## Additional documents to support residency (*some may be required based on individual situations*)

5. A copy of your birth certificate or guardianship paperwork from the court.
6. A valid vehicle registration for the State of Georgia.
7. A valid Georgia Driver's License.
8. Verification of voter registration in Georgia.
9. A copy of any business or professional license(s) you may have obtained in Georgia.
10. Copies of bills, such as utility bills.
11. Copies of bank statements.
12. Documentation of family, social, civic, or governmental ties in Georgia which evidence intent to remain permanently.
13. Any other documentation that you may feel is relevant to your status.

***\*The submission of any of the above documentation does not guarantee reclassification as an in-state student. The tuition classification officer will consider the totality of circumstances when making a tuition classification determination.***

***\*Please provide copies that will remain in your file, documents will not be returned to you.***



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## Petition for Classification of Students for Tuition Purposes

Please complete and return this Petition along with pertinent documentation to the Admissions Office. Documentation that is submitted will not be returned to you. It is strongly suggested that you keep a copy of the completed form for your records.

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Term \_\_\_\_\_  
*first middle last*

Present Address \_\_\_\_\_  
*street apt city state zip county*

Permanent Address \_\_\_\_\_  
*street apt city state zip county*

**NON-US CITIZENS ONLY**

Country of Citizenship \_\_\_\_\_ VISA Type \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Personal Statement**

I have lived continuously in Georgia since \_\_\_\_\_  
*month day year*

I currently reside in \_\_\_\_\_ county, Georgia.

**Circle or Check Yes/No**

I have a driver's license  Yes  No If yes, in which state was it issued? \_\_\_\_\_

I own a motor vehicle  Yes  No If yes, in which state is it registered? \_\_\_\_\_

I am registered to vote  Yes  No If yes, in which state are you registered? \_\_\_\_\_

**I am seeking classification of tuition status under the following category:  
(Check A-H below)**

- A.** I am an independent student who has established and maintained domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term I plan to enroll, I did not move to Georgia solely for purpose of attending a postsecondary educational institution **and** I was not claimed as a dependent on my parents' most recent income tax return.
- B.** I am a dependent whose parent(s) have established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term **and** I graduated from a Georgia high school
- C.** I am a dependent student whose parent(s) have established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term for which I plan to enroll **and** I have been claimed as a dependent on the parent(s)' most recent federal or state tax return.
- D.** I am a dependent student of a U.S. court-appointed legal guardian who has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term for which I plan to enroll and I can provided clear evidence that the appointment was not made to avoid payment of out-of-state tuition.
- E.** I am an independent student who was previously classified as in-state and temporarily left the State of Georgia for less than 12 months.
- F.** I am a dependent student classified as in-state for tuition purposes and I have been continuously enrolled even though my parent(s) or U.S. court-appointed legal guardian have elected to leave the State established domicile outside of Georgia.
- G.** I (or my parents) am in the U.S. military and my home of record is Georgia.
- H.** According to the U.S. Bureau of Citizenship and Immigration Services, I am a Permanent Resident or other eligible noncitizen under a visa status granting indefinite stay in the United States. I also qualify for: *(Select one from A-G above)*
- A**    **B**    **C**    **D**    **E**    **F**    **G**
- (A copy of my visa paperwork: I-94, I-55, I-688, I-485, I-797, passport, etc. is attached)*

**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.

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Student's Name

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Date

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Student's Signature