

**KENNESAW STATE UNIVERSITY
PETITION TO CHANGE TUITION CLASSIFICATION**

PLEASE READ THIS PAGE BEFORE YOU COMPLETE THE PETITION

A student's initial classification decision is determined by the application for admission submitted by the student.

A student's resident status is not changed automatically, and 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 rests with the student. A student is responsible for registering under the proper tuition classification.

The combination of items requested and information provided on this petition will be taken into consideration in the review for tuition reclassification. All documentation submitted must be dated to clearly support that the twelve-month waiting period has been satisfied. Your signature certifying that the information provided is true and complete must be officially witnessed by a Notary Public. A Notary Public is available in the KSU Office of Finance & Accounting, 3391 Town Point Drive, Suite 3700. **The petition must be filed no later than 60 days after the semester begins in order for the student to be considered for reclassification for that semester. If the petition is granted, reclassification will not be retroactive to prior semesters.**

The eligibility criteria to be classified as a resident for tuition purposes is based on Board of Regents Policy 4.3 Student Residency. The student must have established domicile in Georgia the last 12 months immediately preceding the start date of the term. A person's legal residence is the place where he/she is generally understood to reside with the intent to remain indefinitely and return when absent. There must be a concurrence of actual residence and the intent to remain indefinitely to acquire a legal residence. On-campus housing does not meet this criterion.

Furthermore, a student's eligibility to be classified as a resident also depends on his/her dependent or independent status. A dependent student is an individual under the age of 24 who receives financial support from a parent or United States 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 United States court appointed legal guardian, and whose parent or guardian has ceased to provide support and rights to that individual's care, custody, and earnings.

<p>An independent student who has not lived outside of Georgia or who:</p> <ul style="list-style-type: none">-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;-Has taken appropriate steps to assume the responsibilities of a Georgia resident;-Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;-Receives no financial assistance from outside of Georgia;-Is not claimed as a dependent on the taxes of someone who resides outside of Georgia; and is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.-earns a minimum yearly of \$12,060 income (Dept. of HHS, 2017)	<p>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:</p> <ul style="list-style-type: none">-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;-Has taken appropriate steps to assume the responsibilities of a Georgia resident;-Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;-Receives no financial assistance from outside of Georgia; 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 must either:<ul style="list-style-type: none">A. Be a graduate of a Georgia high school; orB. Be claimed as a dependent on their Georgia-domiciled parent's state or federal income taxes.-A dependent student of a Georgia-domiciled U.S. court-appointed legal guardian must provide evidence that the guardianship was not appointed to avoid payment of out-of-state tuition.
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PERSONAL DATA

11. Have you left the state of Georgia for more than two weeks since you moved to Georgia? (YES / NO)
If yes, please list your absences below.

Dates of Absence (From/To)	Location visited (City/State)	Reason for Absence

12. If you are currently under the age of 24 years old, please provide the following :
- Where does your parent/guardian live? _____
 - Did they claim you on their taxes for the most recent tax year? (YES/NO) If yes, which state? _____
 - Do they provide you with any financial assistance? (YES/NO)
If yes, how much? _____
 - If guardian, when did they gain guardianship? _____
 - If parent or guardian moved to Georgia, when did they move here and why? _____
 - Are you receiving financial aid based on a parent or guardian's tax information on FAFSA? (YES/NO)
 - Name and address(es) of parent/guardian _____
13. If Married, please provide the following:
- Name of Spouse: _____
 - Place of Marriage: _____
 - Date of Marriage: _____
 - Residence Status of Spouse: _____
 - Spouse is is not enrolled at Kennesaw State University
 - Employment Status of Spouse: Full-time Part-time Not employed
 - Place of Employment and Beginning Date: _____

STUDENT EMPLOYMENT DATA

List all employment for the past two years:

Dates of Employment (From/To)	Employer	City/State	Full-time	Part-time
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

TAX AND FINANCIAL INFORMATION

- Georgia Individual Income Tax Returns filed for the following years: _____
(Attach copy of most recent Georgia Individual Income Tax Return)
- Taxes paid to other state(s) during the past four years (indicate state and year) _____
- Residence as shown on Federal Income Tax Return for most recent year: _____
- County in Georgia to which property tax was paid during most recent tax year: _____
- Sources of support during the preceding 12 months in estimated percentages of total support:
(supporting documentation may be required):

Source	Percentage	Source	Percentage
Parents		Student Financial Aid	
Other relatives		Trust Funds	
Spouse		Personal Savings	
Employment during school term		Gifts	
Summer employment		Other (specify)	
Loans			

- If supported by trust fund, state to which trust fund pays income taxes: _____
- Loans:
 - State/Federal education loans now held or applied for _____
 - Date obtained/requested _____
 - Date(s) renewed _____

HOUSING INFORMATION

1. Present type of housing (check one): House Dorm Apartment Sorority Fraternity
 Other(specify)_____
2. Date of lease or purchase of home (**attach a copy of lease or purchase agreement**): _____
3. If renting, length of lease: _____
4. Please list your dwelling addresses for the past two years (include current address):

EDUCATIONAL DATA

1. Date of first enrollment at Kennesaw State University: _____
(Semester/Year)
2. Date of most recent registration at Kennesaw State University: _____
(Semester/Year)
3. Educational attendance for the past four years:

From/To	Institution	City/State	Full-time or Part-time	Residency Status

MISCELLANEOUS DATA

1. Georgia professional and occupational licenses held (attach copy):

Profession/Occupation	Type	Date Issued

2. Date and county/state of last voter registration: _____
3. Date last voted: _____
4. Motor Vehicle
 - a. Do you regularly operate a motor vehicle? _____
 - b. This vehicle is registered to: _____
 - c. If vehicle is registered in Georgia, date of first registration: _____
 If not Georgia, list State where registered: _____
(Attach copy of most recent vehicle registration or Georgia title)
5. Driver's License:
 - a. Date most recent valid driver's license obtained (**attach copy**): _____
 - b. If Georgia license, number of consecutive years valid Georgia driver's license held: _____
 - c. Date of first issuance of Georgia driver's license: _____
 - d. If holding driver's license in another state: _____

State
Date Issued
Expiration Date

6. (a) Bank that your checking account located in: _____
- (b) Bank that your savings account located in: _____

DATA ON NON-U.S. CITIZENS

1. Country of Citizenship: _____
2. Date resident alien status or asylum or refugee status granted : _____
(Attach a copy of visa or resident alien card or documentation of asylum/refugee status)

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.

SIGNATURE (Do not sign until you are in front of a notary)

*Signature of Petitioner

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____
Month Year

Signature of Notary Public

FOR FURTHER INFORMATION REGARDING BOARD OF REGENTS' POLICIES GOVERNING CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES, PLEASE VISIT FINANCE.KENNESAW.EDU/TUITIONCLASSIFICATION/ OR THE UNIVERSITY CATALOG AT CATALOG.KENNESAW.EDU.