



**KENNESAW STATE UNIVERSITY  
APPLICATION FOR ACTIVE DUTY MILITARY WAIVER**

**Special Institutional Fee Waiver**

Per BOR Resolution effective Fall 2012 – Individuals who are currently serving full-time on active duty in a branch of the armed forces of the United States are eligible to request an exemption of the Special Institutional Fee.

Eligibility: Active Military Students

For the purpose of this resolution the following are eligible:

- Members of the United States Reserve Components serving on active duty or full-time training duty.
- Members of the Georgia National Guard who are employed full-time by the Georgia National Guard.
- Members of the Georgia National Guard who have been called into active service by the Governor of the State.

As this resolution is subject to review annually, eligible active duty members must submit documentation annually or when it expires or changes – whichever comes first. Please return form to the Bursar’s Office along with supporting documentation for review.

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**Please complete the following section:**

Student’s Name \_\_\_\_\_ KSU ID# \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street City State Zip

Term Applying for: \_\_\_\_\_ 201 \_\_\_\_

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**THE FOLLOWING MUST BE PRESENTED TO THE BURSAR’S OFFICE FOR REVIEW:**

**Military Personnel:**

- Present military ID card showing active duty status- ID review will be documented.
- Letter or pre-printed form completed by the Commanding Officer verifying full-time active duty status.
- Copy of orders verifying current active duty status.
- Copy of Enlisted Record Brief (ERB).

**I understand that I must notify Kennesaw State University immediately if my status as active duty military changes. I also understand this waiver, if approved, is valid for 12 months and I must reapply for the waiver at that time.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

**KSU Use Only**

**Supporting Documentation Required:**

Active duty orders, ERB or letter from Commanding Office verifying full time status.

Confirmation of Review of Military Identification worksheet - Bursar’s office.

Received on: \_\_\_\_\_

For KSU use: ( ) supporting docs reviewed ( ) confirmation sent to requestor ( ) entered into BANNER ( ) entered into database