



UNIVERSITY OF GEORGIA

Out-of-State & Out-of-Country Tuition Waiver Application for Military & Other Members of a Qualifying Federal Service

Section I – Student Information

Last:		First:		Middle:	
Street 1:			Street 2:		
City:	State/Territory:	Zip:	Country:		
Email:				Phone:	
Term:	Fall	Spring	Summer	Year:	Student ID (if known):

Section II – Basis for Waiver Request

Your relationship to the sponsor:

- Self
- I am under 24 years of age and the sponsor is my parent.
- I am under 24 years of age and the sponsor is my U.S. court-appointed legal guardian.
- The sponsor is my spouse.
- None of the above. Please explain: _____

Note: The sponsor is the military or other individual with qualifying federal service upon whom you are basing your waiver request.

Sponsor's Name (if not self): _____

Sponsor's qualifying affiliation (check all that apply):

- Active-duty military Active-duty member of the Foreign Service Officer or employee of the intelligence community
- Member of the Georgia National Guard Member of the U.S. Military Reserves
- Retired military Separated military

Basis for waiver request (check all that apply):

Note: Supporting documentation will be required for your waiver application to be reviewed.

1. Sponsor is an active-duty servicemember or other member of a qualifying federal service and:

- A. Sponsor is currently stationed in or assigned to Georgia.
- B. Sponsor was previously stationed in or assigned to Georgia, was reassigned outside the state, and I have remained continuously enrolled in a Georgia high school, TCSG institution, or USG institution.
Date of reassignment: _____ mm/yyyy
- C. Sponsor was previously stationed in or assigned to Georgia, was reassigned outside the state, and I have remained in Georgia.
Date of reassignment: _____ mm/yyyy
- D. Sponsor is currently stationed in a state contiguous to the Georgia border and resides in Georgia.
Duty station location: _____
Sponsor's address: _____
- E. Sponsor was previously stationed in or assigned to Georgia, was reassigned outside the state in the five years prior to the start of classes, and I am their dependent child.
Date of reassignment: _____ mm/yyyy
- F. I am the dependent child of the sponsor and I completed at least one year of high school in Georgia.
High school name: _____
City: _____ Attended from: _____ mm/yyyy to: _____ mm/yyyy
- G. I will use transferred VA educational benefits and will physically reside in Georgia.

2. Sponsor is:

- A. An active member of the Georgia National Guard stationed in or assigned to Georgia.
- B. An active member of a unit of the U.S. Military Reserves based in Georgia.
- C. A contracted ROTC cadet attending a USG institution.

3. Sponsor is a separated servicemember and:

- A. I will enroll within 36 months of the separation date and have demonstrated the intent to become domiciled in Georgia.
Sponsor's date of separation: _____ mm/yyyy Date domicile established: _____ mm/yyyy
- B. I will use VA educational benefits and will have physically resided in Georgia since: _____
- C. I do not qualify under A or B above but I am a "covered individual" as described in 38 U.S.C. 3679(c).
Please specify: _____

Section III – Required Documentation

Waiver-Specific Eligibility and Documentation Requirements

Waiver applicants must submit documentation so the sponsor's current status as active-duty military or as a current member of another qualifying Federal service (either as a member of the Foreign Service or as a member of the Intelligence Community) can be confirmed. See the [USG Tuition Classification Glossary](#) for a complete list of the positions considered "members of a qualifying Federal service. In addition, provision-specific documentation may also be required.

Documentation to Confirm Active-Duty Military Status

- Copy of the military sponsor's Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB); or,
- Letter or form from the military sponsor's Commanding Officer confirming active-duty status; or,
- Copy of the military sponsor's orders; or,
- Presentation of military sponsor's military I.D. card (documented using the Confirmation of Review of Military ID Worksheet – no military ID copies can be made or accepted).

Documentation to Confirm Status as a Member of the Foreign Service

- Copy of the sponsor's Standard Form 50 (SF 50); or,
- Employment verification letter or form from the sponsor's Human Resources department confirming current employment in an eligible Foreign Service position; or,
- Copy of the sponsor's transfer orders.

Documentation to Confirm Status as a Member of the Intelligence Community

- Copy of the sponsor's Standard Form 50 (SF 50); or,
- Employment verification letter or form from the sponsor's Human Resources department confirming current employment in an eligible position in the Intelligence Community.

In addition, the following waiver provision-specific documentation is required (if not satisfied with the above documentation):

- A. Documentation showing the active-duty military or other qualified sponsor is currently stationed in or assigned to Georgia.

Active-Duty Military

- Copy of the military sponsor's Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB) showing their current duty station is located in Georgia; or,
- Letter or form from the military sponsor's Commanding Officer confirming their current duty station is located in Georgia; or,
- Copy of the military sponsor's orders showing their current duty station is located in Georgia.

Member of the Foreign Service

- Copy of the sponsor's Standard Form 50 (SF 50) showing their current duty station is located in Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their current duty station is located in Georgia; or,

	▪ Copy of the sponsor’s transfer orders showing their current duty station is located in Georgia. <u>Member of the Intelligence Community</u> ▪ Copy of the sponsor’s Standard Form 50 (SF 50) showing their current duty station is located in Georgia; or, ▪ Employment verification letter or form from the sponsor’s Human Resources department confirming their current duty station is located in Georgia. B. Documentation showing the active-duty military or other qualified sponsor was previously stationed in or assigned to Georgia, was reassigned outside of Georgia, and the student remained continuously enrolled in a Georgia high school, TCSG institution, or USG institution. <u>Active-Duty Military</u> ▪ Copy of the military sponsor’s previous Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB) showing their previous duty station was located in Georgia; or, ▪ Letter or form from the military sponsor’s Commanding Officer confirming their previous duty station was located in Georgia; or, ▪ Copy of the military sponsor’s orders showing their previous duty station was located in Georgia. AND ▪ High school and/or postsecondary transcript(s) so that continuous enrollment in Georgia can be confirmed. <u>Member of the Foreign Service</u> ▪ Copy of the sponsor’s Standard Form 50 (SF 50) showing their previous duty station was located in Georgia; or, ▪ Employment verification letter or form from the sponsor’s Human Resources department confirming their previous duty station was located in Georgia; or ▪ Copy of the sponsor’s transfer orders showing their previous duty station was located in Georgia. AND ▪ High school and/or postsecondary transcript(s) so that continuous enrollment in Georgia can be confirmed. <u>Member of the Intelligence Community</u> ▪ Copy of the sponsor’s Standard Form 50 (SF 50) showing their previous duty station was located in Georgia; or, ▪ Employment verification letter or form from the sponsor’s Human Resources department confirming their previous duty station was located in Georgia. AND ▪ High school and/or postsecondary transcript(s) so that continuous enrollment in Georgia can be confirmed. C. Documentation showing the active-duty military or other qualified sponsor was previously stationed in or assigned to Georgia, was reassigned outside of Georgia, and the student remained in Georgia.
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Active-Duty Military

- Copy of the military sponsor's previous Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB) showing their previous duty station was located in Georgia; or,
- Letter or form from the military sponsor's Commanding Officer confirming their previous duty station was located in Georgia; or,
- Copy of the military sponsor's orders showing their previous duty station was located in Georgia.

AND

- Documentation showing the student remained in Georgia, such as:
 - Copy of current driver's license issued in Georgia; or,
 - Copy of current vehicle registration issued in Georgia; or,
 - Copy of current lease or deed for a residence in Georgia; or,
 - Georgia state income tax return or tax transcript for the most recent tax year; or,
 - Copy of utility bill(s) for residence in Georgia.

Member of the Foreign Service

- Copy of the sponsor's Standard Form 50 (SF 50) showing their previous duty station was located in Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their previous duty station was located in Georgia; or
- Copy of the sponsor's transfer orders showing their previous duty station was located in Georgia.

AND

- Copy of current driver's license issued in Georgia; or,
- Copy of current vehicle registration issued in Georgia; or,
- Copy of current lease or deed for a residence in Georgia; or,
- Georgia state income tax return or tax transcript for the most recent tax year; or,
- Copy of utility bill(s) for residence in Georgia.

Member of the Intelligence Community

- Copy of the sponsor's Standard Form 50 (SF 50) showing their previous duty station was located in Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their previous duty station was located in Georgia.

AND

- Copy of current driver's license issued in Georgia; or,
- Copy of current vehicle registration issued in Georgia; or,
- Copy of current lease or deed for a residence in Georgia; or,
- Georgia state income tax return or tax transcript for the most recent tax year; or,
- Copy of utility bill(s) for residence in Georgia.

- D. Documentation showing the active-duty military or other qualified sponsor is currently stationed in a state contiguous Georgia and is residing in Georgia.

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Active-Duty Military

- Copy of the military sponsor's Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB) showing their current duty station is in a state bordering Georgia; or,
 - Letter or form from the military sponsor's Commanding Officer confirming their current duty station is located in a state bordering Georgia; or,
 - Copy of the military sponsor's orders showing their current duty station is located in a state bordering Georgia.
- AND
- Documentation showing the military sponsor is residing in Georgia, such as:
 - Copy of current driver's license issued in Georgia; or,
 - Copy of current vehicle registration issued in Georgia; or,
 - Copy of current lease or deed for a residence in Georgia; or,
 - Georgia state income tax return or tax transcript for the most recent tax year; or,
 - Copy of utility bill(s) for residence in Georgia.

Member of the Foreign Service

- Copy of the sponsor's Standard Form 50 (SF 50) showing their current duty station is located in a state border Georgia; or,
 - Employment verification letter or form from the sponsor's Human Resources department confirming their current duty station is located in a state bordering Georgia; or,
 - Copy of the sponsor's transfer orders showing their current duty station is located in a state bordering Georgia.
- AND
- Documentation showing the military sponsor is residing in Georgia, such as:
 - Copy of current driver's license issued in Georgia; or,
 - Copy of current vehicle registration issued in Georgia; or,
 - Copy of current lease or deed for a residence in Georgia; or,
 - Georgia state income tax return or tax transcript for the most recent tax year; or,
 - Copy of utility bill(s) for residence in Georgia.

Member of the Intelligence Community

- Copy of the sponsor's Standard Form 50 (SF 50) showing their current duty station is located in a state bordering Georgia; or,
 - Employment verification letter or form from the sponsor's Human Resources department confirming their current duty station is located in a state bordering Georgia.
- AND
- Documentation showing the military sponsor is living in Georgia, such as:
 - Copy of current driver's license issued in Georgia; or,
 - Copy of current vehicle registration issued in Georgia; or,
 - Copy of current lease or deed for a residence in Georgia; or,

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- Georgia state income tax return or tax transcript for the most recent tax year; or,
- Copy of utility bill(s) for residence in Georgia.

E. Documentation showing the active-duty military or other qualified sponsor was stationed in or assigned to Georgia and was reassigned outside of Georgia in the five years immediately preceding the first day of classes for the term the waiver is requested.

Active-Duty Military

- Copy of the military sponsor's previous Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB) showing their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes; or,
- Letter or form from the military sponsor's Commanding Officer confirming their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes; or,
- Copy of the military sponsor's orders showing their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes.

Member of the Foreign Service

- Copy of the sponsor's Standard Form 50 (SF 50) showing their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes; or,
- Copy of the sponsor's transfer orders showing their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes.

Member of the Intelligence Community

- Copy of the sponsor's Standard Form 50 (SF 50) showing their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes.

F. Documentation showing the student completed at least one year of high school in Georgia.

Active-Duty Military

- High school transcript(s) so that one year of enrollment in a Georgia high school can be confirmed.

Member of the Foreign Service

- High school transcript(s) so that one year of enrollment in a Georgia high school can be confirmed.

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	<u>Member of the Intelligence Community</u> ▪ High school transcript(s) so that one year of enrollment in a Georgia high school can be confirmed. G. Any student utilizing VA educational benefits transferred from a currently serving military member, even if the student is no longer a dependent of the transferor. <u>Active-Duty Military</u> • Copy of VA Certificate of Eligibility indicating the student is eligible for VA education benefits transferred from the active-duty service member. <u>Member of the Foreign Service</u> ▪ Not Applicable <u>Member of the Intelligence Community</u> ▪ Not Applicable	
Family Eligibility	Spouse	Eligible – see Table 1 for documentation requirements Students applying under Provision G are not required to provide documentation of their relationship to the currently serving military member. The VA Certificate of Eligibility showing the student is eligible for the transferred benefits is used in lieu of the relationship documentation.
	Dependent Children	Eligible – see Table 1 for documentation requirements Students applying under Provision G are not required to provide documentation of their relationship to the currently serving military member. The VA Certificate of Eligibility showing the student is eligible for the transferred benefits is used in lieu of the relationship documentation.

MILITARY ID CARDS

United States Code Title 18, Chapter 33, Section 701 prohibits unauthorized photocopying, reproduction, or possession of Uniformed Services ID (military ID) cards under penalty of fine or imprisonment. The USG position on copying and retaining copies of military ID's is in agreement with an article in the fall 2009 issue of The Reporter published by the Judge Advocate General's Corps. The guidance in the "Ask the Expert" article states: "...both federal law and DOD (Department of Defense) regulation prohibit the unauthorized photocopying of military ID, with the key word being 'unauthorized'. Members (of the Armed Forces) may allow photocopying of their ID card to facilitate DOD benefits. Photocopying is unauthorized in all other instances."

The provision of in-state tuition to military personnel, their spouses and dependent children enrolled in USG institutions is not considered a DOD (Department of Defense) benefit. Therefore, no institution may make or accept a copy of a Military ID card. Institutions must have a documented procedure for destroying any copies of Military ID cards received by mail, fax or submitted to the institution in any other way in their manual.

Institutions should document the review of a Military ID using the Confirmation of Review of Military ID Worksheet. The Worksheet can be found under Military Resources on the Tuition Classification Resource Page.

For additional information, please review the August 23, 2012 Military ID Cards memo also found in the Military Resources section of the Tuition Classification Resource Page

TABLE 1

Relationship	Acceptable Documentation
Spousal Relationship	• Copy of the marriage certificate for the individual upon whom the waiver is to be based and the student/spouse. • Certified or notarized State (GA Form 500) or Federal (Form 1040) Income Tax return for the most current tax year indicating that the individual upon whom the waiver is to be based and the student/spouse are married. • Copy of DD1172 (DEERS) for the individual upon whom the waiver is to be based listing the student as the spouse. • Presentation of the Dependent Military ID card for the student/spouse listing the individual upon whom the waiver is to be based as the sponsor (see the Military ID Cards section above for additional important information regarding Military ID Cards). • Copy of a current passport or visa indicating the relationship between the individual upon whom the waiver is to be based and the student/spouse (this will not be common).
Parent/Child Relationship	• Copy of the birth certificate for the student/child listing the individual upon whom the waiver is to be based as a parent. • Certified or notarized State (GA Form 500) or Federal (Form 1040) Income Tax return for the most current tax year for the individual upon whom the waiver is to be based listing the student/child as a dependent. • Copy of DD1172 (DEERS) for the individual upon whom the waiver is to be based listing the student as a child. • Presentation of the Dependent Military ID card for the student/child listing the individual upon whom the waiver is to be based as the sponsor (see the Military ID Cards section above for additional important information regarding Military ID Cards). • Copy of a current passport or visa indicating the relationship between the individual upon whom the waiver is to be based and the student/child (this will not be common).
U.S. Court-Appointed Legal Guardianship	• Copy of U.S. court documentation listing the individual upon whom the waiver is to be based as the guardian of the student. • Certified or notarized State (GA Form 500) or Federal (Form 1040) Income Tax return for the most current tax year for the individual upon whom the waiver is to be based listing the student/child as a dependent. • Copy of DD1172 (DEERS) for the individual upon whom the waiver is to be based listing the student as a child. • Presentation of the Dependent Military ID card for the student/child listing the individual upon whom the waiver is to be based as the sponsor (see the Military ID Cards section above for additional important information regarding Military ID Cards). • Copy of a current passport or visa indicating the relationship between the individual upon whom the waiver is to be based and the student/child (this will not be common).

Section IV – Student 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.

Signature

Date