



# COLUMBUS STATE UNIVERSITY

## Columbus State University APPLICATION FOR OUT-OF-STATE TUITION FOR ACTIVE DUTY MILITARY PERSONNEL AND THEIR DEPENDENT(S)

Prior to submitting a **Military Personnel** out-of-state tuition waiver application, students are advised to review the University System of Georgia's Military Personnel out-of-state tuition waiver policy found in Section 7.3.4.1 of the Board of Regents Policy Manual ([www.usg.edu/policymanual](http://www.usg.edu/policymanual)).

### Section I – To be completed by the STUDENT

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Term Waiver Requested:  Fall  Spring  Summer  
Year: \_\_\_\_\_ Will you be 24 years of age or older as of the first day of classes?  Yes  No

Waiver request is based on the current active military status of:  
 Self  Spouse<sup>1</sup>  U.S. Court-Appointed Legal Guardian<sup>2</sup>  
 Parent<sup>2</sup>  Other<sup>3</sup> Relationship \_\_\_\_\_  
Name of service member upon whom the waiver request is based: \_\_\_\_\_  
*<sup>1</sup> Eligible for consideration under waiver provisions A, B, C, D, F  
<sup>2</sup> Eligible for consideration under waiver provisions A, B, C, D, E, F. Only students under the age of 24 may be awarded the waiver based on a parent or U.S. court-appointed legal guardian, unless the student is using transferred VA educational benefits and qualifies under waiver provision F.  
<sup>3</sup> Eligible for consideration under waiver provision F only.*

Waiver request is based on the following (select all that apply):  
 **A** I am currently stationed in or assigned to GA.  
 **B** I was previously stationed in or assigned to GA and have been reassigned outside of GA. I have remained continuously enrolled in a Technical College System of GA or University System of GA institution.  
 **D** I am currently stationed in AL, FL, NC, SC, or TN and I live in GA.

Waiver request is based on the following (select all that apply):  
 **A** The service member is currently stationed in/assigned to GA.  
 **B** The service member was previously stationed in/assigned to GA and was reassigned outside of GA. I have remained continuously enrolled in a GA high school, Technical College System of GA institution, and/or a University System of GA institution.  
 **C** The service member was previously stationed in or assigned to GA and was reassigned outside of GA and:  
 I am the spouse of the service member and have remained in GA; or,  
 I am the dependent child of the service member and have remained in GA with my other parent (spouse of the service member).  
 **D** The service member is currently stationed in AL, FL, NC, SC, or TN and lives in GA.  
 **E** I am a dependent child of a service member and:  
 I lived in Georgia in the previous 5 years while my parent/U.S. court-appointed legal guardian was stationed in/assigned to GA; or,  
 I attended at least a year of high school in GA while my parent/U.S. court-appointed legal guardian was stationed in/assigned to GA.  
 **F** I will utilize transferred VA education benefits.

**Section II – 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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Section III – For OFFICE Use Only – Military ID Verification**

Military Member Sponsor \_\_\_\_\_

Military ID Verified By \_\_\_\_\_  
*Signature of CSU employee*                      *Date*                      *Title*

ID Card Expiration Date \_\_\_\_\_

*Title 18, US Code Part 1, Chapter 33, Section 701 (official badges, identification cards, other insignia) prohibits the act of copying a United States military identification card.*

## Documentation Requirements

### REQUIREMENT ONE – DOCUMENTATION OF WAIVER ELIGIBILITY

All waiver applicants must provide the documentation listed under the applicable waiver provision (A, B, C, D, E, or F) below.

**A. Active duty service member is currently stationed in/assigned to Georgia**

Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active military status and verifying that the service member is currently stationed in or assigned to Georgia. Presentation of the military ID for the student (must be presented in person – no copies may be accepted).

**B. Active duty service member was reassigned outside of Georgia and student remains continuously enrolled in a Georgia high school, Technical College System of Georgia and/or University System of Georgia institution.**

Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active military status and previous assignment to Georgia and copies of high school and/or college transcripts to verify continuous enrollment.

**C. Active duty service member was reassigned outside of Georgia. Dependent child/student and other parent/spouse of service member or spouse/student remain in Georgia.**

Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active military status and previous assignment to Georgia. Also, documentation that the student (child) and parent or student (spouse) remained in Georgia since the reassignment such as a copy of a current lease or utility bills for residence in Georgia, copy of a current Georgia driver's license, and/or copy of current vehicle registration in Georgia.

**D. Active duty service member is stationed in a state contiguous to the Georgia border and resides in Georgia.**

Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active military status and verifying that the service member is currently stationed in AL, FL, NC, SC, or TN. Also, documentation that the service member is currently residing in Georgia, such as a copy of a current lease or utility bills for residence in Georgia, copy of a current Georgia driver's license and/or copy of current vehicle registration in Georgia.

**E. Active duty service member was stationed in or assigned to GA in the 5 years prior to the 1st day of classes and the dependent student lived in GA during that time. Or, the active duty service member was previously stationed in or assigned to GA and the dependent student completed at least one of high school in GA during that time.**

Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active military status. Also, documentation verifying assignment to Georgia in the five years prior to the first day of classes for the term the waiver is requested or a copy of the student's Georgia high school transcript showing completion of at least one year of high school while the service member was stationed in/assigned to the state.

**F. Student is utilizing VA educational benefits transferred from a currently serving military member.**

Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active military status and copy of VA Certificate of Eligibility indicating the student is eligible for the education benefits.

### REQUIREMENT TWO – DOCUMENTATION OF RELATIONSHIP TO ACTIVE DUTY SERVICE MEMBER

If waiver application is based on waiver provisions A-E and the student is the dependent child or spouse of the active duty service member, documentation of relationship to the active duty service member must be provided.

**Waiver application based on parent or U.S. Court-appointed legal guardian (students under the age of 24 only)**

- Copy of the student's birth certificate listing the service member as a parent of the student; or
- Copy of U.S. court documentation listing the service member as the guardian of the student; or
- Copy of the DD1172 (DEERS form) for the service member listing the student as a dependent; or
- Certified or notarized state or federal income tax return filed for most recent tax year listing the student as a dependent; or
- Presentation of the dependent military ID for the student (must be presented in person – no copies may be accepted).

**Waiver application based on spouse**

- Copy of the marriage certificate for the service member and the student; or
- Certified or notarized state or federal income tax return filed jointly by the service member and the spouse for the most recent tax year; or
- Presentation of the dependent military ID for the student (must be presented in person – no copies may be accepted).

### REQUIREMENT THREE – VERIFICATION OF LAWFUL PRESENCE

In addition to the above waiver-specific documentation requirements, in accordance with [Board of Regents Policy 7.3.4.1, Out-of-State Tuition Waivers](#), every student applying for an out-of-state tuition waiver must be verified to be lawfully present in the United States.

**NOTE:** Additional documentation may be requested to determine waiver eligibility.

**Submit completed form and required documentation to:**

Office of Admissions  
Columbus State University  
4225 University Avenue  
Columbus, GA 31907  
Phone: 706-507-8800