

PLEASE READ THIS PAGE BEFORE YOU COMPLETE THE PETITION

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 Residency Office, 3391 Town Point Drive, Ste 3700.

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.

For the purpose of these regulations, legal residence must be established in Georgia for a purpose independent of attendance at an institution of higher education. A student cannot receive more than 40% of their financial support from a parent in another state. The student must be able to provide a GA 500 income tax return showing a minimum of \$11,170 income (Health and Human Services Poverty Guidelines, 2012). If under the age of 24, the student must also provide a copy of the parent's Federal tax return showing that they are not claimed as a dependent. The student cannot be receiving financial aid based on the parent's income. **In the event that you are claimed on the tax return of a parent/guardian in a state other than Georgia, you are considered a resident of that state and as such are not eligible to adjust your tuition classification status.**

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 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.

**KENNESAW STATE UNIVERSITY
 PETITION TO CHANGE TUITION CLASSIFICATION
 770-499-3536 Office**

Please submit petition to: Residency Committee
(Mailing address) Kennesaw State University
 1000 Chastain Road
 Mailbox # 9110
 Kennesaw, Georgia 30144-5591

Physical Address:
 3391 Town Point Drive
 Ste 3700, Room # 3729
 Kennesaw, GA 30144

Please attach copies of ALL of the following documents as required evidence to establish legal residence:

- 1 - Georgia Driver's License
- 2 - Georgia Vehicle Registration Form
- 3 - Georgia State Income Tax Return (GA 500 form, most recent tax year, showing self-sustaining income; if filed electronically include electronic submission page [GA Form 8453])
- 4 - Letter from Employer, on letterhead, verifying current employment and employment for past 12 months
- 5 - Housing Information for the past 12 months (Warranty Deed or OFF CAMPUS Apartment or Home Rental Agreement. If no agreement exists, please submit a notarized statement from the property owner attesting to your occupancy.)
- 6 - Georgia Voter Registration Card OR Green Card

After your petition and the required attachments are received, they will be reviewed as rapidly as possible (usually within 7 days), and you will be notified by mail of the decision by Kennesaw State University. At that time you will also be given information on your appeal rights should the decision be unfavorable to you and you desire further review.

**Please call the number listed above if you have any questions regarding this process.

KSU RESIDENCE COMMITTEE USE ONLY – PLEASE DO NOT WRITE IN THIS SPACE			
Initial Intake and Review:	Date:	Secondary Review:	Date:
PETITION APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>	BY: _____	DATE: _____	EFFECTIVE TERM _____
OTHER : UPDATED IN BANNER: SFAREGS <input type="checkbox"/> ZOARESI <input type="checkbox"/> SPACMNT(COMMENT) <input type="checkbox"/> SPAPERS <input type="checkbox"/> GOASEVS <input type="checkbox"/> RVER <input type="checkbox"/>			
Banner Updated by: _____			

STUDENT'S NAME _____ (please print)

KSU ID NUMBER _____

1. I am requesting in-state status for fee-payment purposes for _____ (Semester/Year)
2. My residency in Georgia began on _____ (Month/Day/Year)
3. My former permanent residence in the U. S. was in _____ State in the U.S.
4. My absences from Georgia (other than vacations or visitation of two weeks or less) after the date I claim my permanent residence in Georgia began

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

PERSONAL DATA

1. Name (as listed on institutional records): _____

_____ Last
_____ First
_____ Middle/Maiden
2. KSU ID Number: _____
3. E-mail Address: _____
4. Date and Place of Birth: _____
5. Present Address: _____
 Phone Number: _____
6. Permanent Address: _____
 Phone Number: _____
7. If Married, please provide the following:
 - a. Name of Spouse: _____
 - b. Place of Marriage: _____
 - c. Date of Marriage: _____
 - d. Residence Status of Spouse: _____
 - e. Spouse is is not enrolled at Kennesaw State University
 - f. Employment Status of Spouse: Full-time Part-time Not employed
 Place of Employment and Beginning Date: _____

EMPLOYMENT DATA

List all employment for the past two years:

Dates of Employment (From/To)	Employer	City/State	<u>Full-time</u>	<u>Part-time</u>
			<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

1. Georgia Individual Income Tax Returns filed for the following years: _____
(Attach copy of most recent Georgia Individual Income Tax Return)
2. Taxes paid to other state(s) during the past four years (indicate state and year) _____
3. Residence as shown on Federal Income Tax Return for most recent year: _____
4. County in Georgia to which property tax was paid during most recent tax year: _____
5. Were you claimed by your parent or other individual as a dependent for State/Federal individual income tax purposes in the most recent calendar year?
 Yes No If yes, in what state were you claimed? _____
 If claimed by someone other than parent, please indicate relationship to you: _____
6. 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			

7. If supported by trust fund, state to which trust fund pays income taxes: _____
8. Loans:
 - a. State/Federal education loans now held or applied for _____
 - b. Date obtained/requested _____
 - c. 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 four 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:

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
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6. (a) Checking account located in: _____
(b) 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)

PARENTAL/FAMILY INFORMATION

1. Name(s) and address(es) of parents:

2. If parents are/were ever legal residents of Georgia, give address(es) and dates of residence:

From	To	Street Address	City/State

3. If applicable, name and address of US Court appointed legal guardian:

a. Dates of Georgia residence for legal guardian: _____

b. Date of guardianship appointment: _____

c. Name of court: _____

SIGNATURE

*Signature of Petitioner

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

Notary Public

*THE PETITIONER SHOULD NOTE BEFORE SIGNING THAT ANY WILLFULLY FALSE STATEMENTS MADE HEREIN MAY RESULT IN PROSECUTION FOR VIOLATION OF OFFICIAL CODE OF GEORGIA, ANNOTATED (O.C.G.A.) § 16-10-71, WHICH STATES THAT CONVICTION OF FALSE SWEARING SHALL BE PUNISHED BY A FINE OF NOT MORE THAN \$1000 OR IMPRISONMENT FOR NOT LESS THAN ONE OR MORE THAN FIVE YEARS, OR BOTH.

BOARD OF REGENTS' POLICIES GOVERNING CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES SECTION 403.02 ARE LOCATED IN THE KSU CATALOG IN THE TUITION, EXPENSES AND FINANCIAL AID SECTION. THE ONLINE CATALOG CAN BE FOUND ON THE KENNESAW STATE UNIVERSITY WEBSITE, WWW.KENNESAW.EDU