



**Full-Time Employees Of the University System of Georgia, TCSG,
Georgia Public School system, and Georgia Military Bases
Out of State Tuition Differential Waiver**

As of the first day of classes for the term, a Full-Time Employee waiver may be granted to a Full-Time employee in a public school system in Georgia, the University System of Georgia, Technical College System of Georgia, or a full time teacher on a Georgia military base. This may also be offered to the full time employee/teacher's spouse and dependent children. This waiver will expire 12 months from the date the waiver was granted. Student must renew their waiver or petition to change tuition classification to continue to pay in-state tuition.

Students will have until 30 days after the first day of the term to apply for this waiver. No applications will be accepted past that date. No retroactive changes will be considered for prior terms or fiscal year.

Please complete the following section for student information:

Student Name: _____ KSU ID#: _____ KSU Net ID: _____

Present Address: _____
Street City State Zip

Name of employee the waiver is based upon: _____

Employer: _____

Term Applying for: _____

Please attach copies of the following:

- Lawful Presence Verification - Copy of one of the following:
 - Georgia license or State ID (front & back)
 - US Birth Certificate (the seal must be visible and legible)
 - Permanent Resident Card (front & back)
 - Immigration documents including Passport, Visa, I-94, and/or EAD (front & back)
 - US Passport signed by student
 - Employment Authorization Card (front & back)
 - US Certificate of Citizenship/Naturalization signed by student
 - Unexpired Military ID card (must be presented in person to a KSU staff member)

Please attach the appropriate document pertaining to the full time employee's place of employment:

A. University System of Georgia:

- A current employment verification form or letter on appropriate letterhead for the USG employee upon whom the waiver request is based. The form or letter must indicate that the employment is full time.

B. Public School System in Georgia OR Technical College System of Georgia:

- Employment verification form or letter for the person upon whom the waiver request is based indicating that the employment is full time or
- Current or Future contract to teach in a public school system in Georgia.

C. Teachers on Military Base in Georgia

- Employment verification form or letter for the person upon whom the waiver request is based indicating that the employment is full-time OR

- Current or future contract to teach full-time on the military base in Georgia.

Provide the following as it pertains to the student if they are a spouse/dependent of the full time employee:

- Proof of relationship to full time employee: Choose one:
 - Birth certificate
 - Marriage certificate
 - Copy of passport showing relationship between the student and full time employee
 - Court documents of legal guardianship
 - Certified or Notarized copy of Georgia tax return or Federal tax return Employment Authorization Card (front & back)

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.

I understand that this waiver is valid for 12 months at which time I must renew my waiver or petition to change my tuition classification.

Student Signature

Date Signed

Submit documents online through our [secure document submission portal](#).

For questions, please contact us: tuitionclassification@kennesaw.edu or 470-578-5252