**Savannah State University, USG Waiver and Tuition Classification Review Policy**

**(Effective Spring 2016)**

**Policy Statement**

This policy will be enacted effective Spring 2016 designed to ensure accurate awarding of the USG Waivers and Tuition Classification in accordance with University System of Georgia Board of Regents policy 7.3.4.1.

**Purpose for Policy:**

To ensure that distribution of the waiver is executed in accordance to the USG Board of Regents regulations.

SSU seeks to attract students of different backgrounds and to promote academic excellence and service to the college and community.

**Who Should Read this Policy?**

College employees with responsibilities related to any aspect of review, recommendations, awarding and maintenance of these waivers.

**SSU Review Committee (2016 – 2017):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Committee Members** | **Responsibility** | **Contact Info** |
| Registrar | Ms. Wendy Merkousko | Review and recommendation  | **merkousko@savannahstat.edu** |
| Office of AdmissionsEx Officio\* | Mr. Brian Dawsey | Review and recommendation and updates banner record with appropriate waiver/classification codes after decision rendered by committee | **Dawseyb@savannahstate.edu** |
| Admissions | Mr. Juan Alexander | Review and recommendation \* Chair  | Alexanderj@savannahstate.edu |
| Academic Affairs | Ms. Tanedra Washington | Review and recommendation for Presidential Waivers (Academic Affairs) \*Must be within the 2% of per previous total enrollment for the academic year.\*  | washingtont@savannahstate.edu |
| Bursar | Ms. Myisha Clemons | Review and recommendation and updates banner record with appropriate waiver/classification codes for tuition purposes | **clemonsm@savannahstate.edu** |
| Financial Aid | Ms. Shirley Mackey Crim | Initial review and recommendation  | **mackeys@savannahstate.edu** |
| AVPEnrollment Services, Office of Admissions | Mr. Descatur “Des” Potier | Oversees that the process is in compliance and verifies compliance  | **potierd@savannahstate.edu** |

**Related Material**

• Board of Regents Policy Manual Section 7.3.4 regarding Out-of-State Tuition Waivers and Waivers of Mandatory

Fees.

• Board of Regents Policy Manual Section 4.3.4 regarding Verification of Lawful Presence

• Board of Regents Policy Manual Section 4.3.2.1 regarding Descriptions of Terms used in Tuition Classification

Policy.

**Definitions**

Out-of-State Tuition Waiver: A waiver of the difference in tuition paid by students classified as out-of-state and those classified as in-state.

Out-of-State Classification: Status granted to a student who, in accordance with O.C.G.A. 20-3-66 and the policies of the

Board of Regents, has been determined to be ineligible to pay tuition as an in-state student.

Lawful Presence: All waiver recipients present evidence they are lawfully present in the United States as defined in the

Board of Regents Manual Section 4.3.4.

Non-Resident: A student who has not established domicile in the State of Georgia for a period of at least 12 months prior to the first day of classes for the term for which the student is intending to enroll at the institution.

to the first day of classes for the term for which the student is intending to enroll at the institution.

International Student: For the purpose of Presidential Waivers, an International Student is the holder of a valid F-1 visa.

Academic Year: For the purpose of Presidential Waivers, the academic year is defined as contiguous summer, fall and spring semesters. Check point for waiver recipients will be at the end of the spring semester.

Continuous enrollment: Enrollment without a break of more than one traditional academic semester. A student who is not enrolled for two or more consecutive traditional academic semesters is not considered continuously enrolled.

Reasonable Academic Progress: students on track to graduate within 6 full-time semesters (or part-time equivalent) for an associate degree or students on track to graduate within 10 full-time semesters (or part-time equivalent) for a bachelor degree.

**Allocation of Waiver Awards**

**Presidential Waivers**, as specified by the BoR Policy, will be awarded in three categories. The total number of waivers in effect cannot exceed 2% of the equivalent full-time students enrolled at Savannah State University in the fall term one year prior to the term for which the out-of-state tuition is to be waived. The proportional percentage of out-of-state tuition waived shall be used when determining the number of waivers in effect such that a full waiver of out-of-state tuition counts as one waiver, while a 50% waiver of out-of-state tuition counts as a .5 waiver. A student may be eligible under

one or more Presidential Waiver categories but shall only be granted a waiver under one specific category and will be counted within that category.

1. **Academic Category Waiver Qualification**:

SSU will define the top half of our matriculating students by using the top 50% of student from the previous fall semester based on their grade point average. For incoming freshmen, it will be based on the Required High School Curriculum (RHSC) grade point average calculated in Banner. For transfer students, it will be based on a minimum 2.5 grade point average from their prior college(s). This grade point average is based on the cumulative courses SSU transfers into the College. All applicants must provide a record of proven leadership and/or community service.

2. **Athletic Category Waiver Qualification**:

Incoming freshman eligible to participate in the University’s intercollegiate athletics program will be evaluated based on successful admission to the college and a minimum 2.5 Required High School Curriculum (RHSC) grade point average. For transfer students, it will be based on a minimum 2.5 grade point average from their prior college(s). Waiver recipients must maintain their eligibility to participate in a collegiate sport. If a student loses his/her eligibility, the coach must notify the Directors of Admission and Records Offices. The percentage of waivers offered cannot exceed more than 1/3 of the total 2% of Presidential Waivers granted by the University.

**3. International Category Waiver Qualification:**

Incoming freshman will be evaluated based on successful admission to the college and a minimum 2.5 Required High School Curriculum (RHSC) grade point average. For transfer students, it will be based on a minimum 2.5 grade point average from their prior college(s). This grade point average is based on the cumulative coursework SSU transfers into the University.

SSU will first consider awarding students for these waivers in this order: Academic, International and finally the Athletic. All students will be required to complete the application process and submit to the Student Affairs- Records Office their form and supportive documentation including a one-page personal essay outlining why he/she is seeking the waiver and how he/she would benefit SSU by receiving the waiver. Additionally, the student must provide a letter of support from an individual who has thorough knowledge and able to expound upon the student’s past academic achievements (e.g. teachers, school counselor, or principal) for consideration of the waiver. Waivers received beyond 45 days from the first day of classes for the term will not be considered for the current term.

 Waivers may be awarded at a mid-point in the Academic Year to additional students if a waiver becomes available when either a current recipient leaves the college (e.g. cases of graduation or transfer) or who failed to maintain the requirements of the waiver.

**Waivers available at Savannah State University include:**

1. [Economic Advantage Waiver](file:///C%3A%5CUsers%5Cdawseyb%5CDesktop%5CPettion%20and%20Waiver%20Info%5CEAW_Sample_Waiver_Application.pdf)
Dependent or independent students who can provide clear evidence that they have relocated to the state of Georgia to accept full-time, self-sustaining employment and have established domicile in the state of Georgia are eligible for this wavier. Relocation to the state must be for reasons other than enrolling in an institution of higher education.
2. [Career Consular Waiver](file:///C%3A%5CUsers%5Cdawseyb%5CDesktop%5CPettion%20and%20Waiver%20Info%5CCareer%20Consular%20Officers%20Waiver.pdf)
Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
3. [Non-Resident Waiver](file:///C%3A%5CUsers%5Cdawseyb%5CDesktop%5CPettion%20and%20Waiver%20Info%5CNonresident%20Student%20Waiver.pdf)
Dependent students whose parents or U.S. court-appointed legal guardian has maintained domicile in Georgia for 12 consecutive months immediately preceding the first day of classes for the term are eligible for this waiver.
Independent students whose spouse has maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term are eligible for this waiver.
4. [Military Personnel Waiver](file:///C%3A%5CUsers%5Cdawseyb%5CDesktop%5CPettion%20and%20Waiver%20Info%5Cmilitary_personnel_waiver_062011.pdf)
Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty are eligible for this waiver.
5. [Recently Separated Military Personnel Waiver](file:///C%3A%5CUsers%5Cdawseyb%5CDesktop%5CPettion%20and%20Waiver%20Info%5CRecenlty%20Seperated%20Military%20Waiver.pdf)
Any member of a uniformed military service in the U.S. who, within 36 months of separation from such service, enrolls in an academic program and demonstrates intent to become domiciled in Georgia is eligible for this waiver. This waiver may also be granted to spouses and/or dependent children.
6. [Georgia National Guard and U.S. Military Reservists Waiver](file:///C%3A%5CUsers%5Cdawseyb%5CDesktop%5CPettion%20and%20Waiver%20Info%5CGA%20Guard%20and%20US%20Reservists%20Waiver.pdf)
Students who are active members of the Georgia National Guard (GNG), students who are stationed or assigned to Georgia by their National Guard, or students who are active members of a unit of the U.S. Military Reserves based in Georgia are eligible for this waiver. Spouses and dependent children of the qualifying GNG member are also eligible for this waiver.
7. [University System of Georgia Employee Waiver](file:///C%3A%5CUsers%5Cdawseyb%5CDesktop%5CPettion%20and%20Waiver%20Info%5CFull-time_USG_Employees_Waiver_Application.pdf)
Full-time employees of the University System of Georgia, their spouses, and their dependent children are eligible for this waiver.
8. [Full-Time Employees in Public Schools of GA or the Technical College System Waiver](file:///C%3A%5CUsers%5Cdawseyb%5CDesktop%5CPettion%20and%20Waiver%20Info%5CFull-Time%20Public%20School%20%26%20TCSG%20Employees.pdf)
Full-time employees in the public schools of Georgia or in the Technical College System of Georgia, their spouses, and their dependent children are eligible for this waiver.
9. [Teachers Employed Full-Time on Military Bases Waiver](Full-time_Teachers_on_Military_Bases_Application.pdf)
Teachers employed full-time on military bases in Georgia qualify for this waiver.
10. [Border State Waiver](file:///C%3A%5CUsers%5Cdawseyb%5CDesktop%5CPettion%20and%20Waiver%20Info%5CBorder%20State%20Waiver%20Application.pdf)
Students who reside in the state of Alabama, Florida, and South Carolina are eligible for this waiver.
11. [Border County Waiver](file:///C%3A%5CUsers%5Cdawseyb%5CDesktop%5CPettion%20and%20Waiver%20Info%5CBorderCountyWaiver062011.pdf)
Students domiciled in an out-of-state county bordering Georgia, enrolling in a program offered at a location approved by the Board of Regents and for which the offering institution has been granted permission to award the waiver.

**Petitions & Waivers**

[Petition For In-state Classification](file:///C%3A%5CUsers%5Cdawseyb%5CDesktop%5CPettion%20and%20Waiver%20Info%5Ctuition_petition.pdf)Students who have been classified as out-of-state for tuition purposes who believe that the submission of additional information could alter that decision, may submit this petition and supporting documentation to request to be considered for reclassification. This petition should only be submitted by students who have been notified that they have been classified as out-of-state for tuition purposes. Deadline for petitioning for Georgia residency is by the end of the 5thweek of the semester for fall and spring and by the end of the 2nd week of the summer term.

**Please note:**

1. All required supporting documents are listed on each waiver and must be present in order to be considered for the waiver.
2. Approval of a waiver does not change the student’s classification status to in state; it only waives the cost of out-of-state tuition.
3. In addition to submitting the required documents, all students must show proof of lawful presence in order to receive a waiver.
4. Waivers will post approximately one month prior to the start of the term (late July for fall term, early January for spring term, and late April for summer term).

**Review Process**

Staff members involved with the review, recommendation, approval and record maintenance of awarded waivers. The parties listed (pg. 1 has listing of committee members).

1. Submission of requisite documentation for specific waiver(s) must be submitted to:

**Mr. Brian Dawsey**

**Assistant Director of Admissions**

**3219 College Street**

**Savannah, GA 31404**

**P.O. BOX #20209**

**Phone: (912) 358 4027**

1. Once the application and additional documentation is received, they will be scanned into Xtender Banner System
2. The application, along with any additional documentation required by the policy, will be disseminated to the review committee members
3. The committee with meet bi-weekly for review of applications, or may increase meeting dates depending on the volume of applications submitted to their attention
4. A decision will be made by the members of the review committee and communicated to the student via email, (email on student admission application or email within the banner communication system will be used)
5. The Bursar will be responsible for applying the appropriate “Banner Code” to the student record for tuition purposes
6. All decisions after review by the committee are final; however, a request can be made to have a “secondary review” by the AVP for Enrollment Services should additional information warrant it.
7. The following statement must be present on all documents sent to the student, as well as, information application materials to be submitted by the student:

“I understand that any material false statement made knowingly

and willfully 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 than 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.”

1. SSU will conduct “Self-Audits” to confirm whether the process is bring run efficiently and in accordance with Board of Regents Policy. \*Note\* SSU Institutional Auditor will be conducting the audit every Fall and Spring semester. The auditor will report back any discrepancies that need to be addressed and make recommendations for efficiency.

**Renewal Process**

All waiver recipients are subject to review at the end of spring semester and must meet the following criteria for the continuance of the waiver:

1. All students must maintain a 2.5, unrounded, overall cumulative grade point average.

2. All students must enroll for a minimum of 12 credit hours both fall and spring semesters.

3. All students must adhere to the Student Code of Conduct as defined by the SSU Student Handbook.

4. All students must make reasonable progress towards earning a degree.

**5. All students will re-apply for the waiver for a new academic year or at the time they re-gain eligibility for the waiver. Students attending during a probationary period will not re-apply until a new academic year.**

6. Students failing to meet the grade point average requirement at the conclusion of an academic year will be notified in writing that their waiver is in jeopardy and he/she must make academic improvement advising them to make use of the tutoring services available at the Center for Academic Success (CAS). The student will be placed in a two-semester probationary period but shall be eligible to maintain the waiver during the probationary period.

7. All waiver recipients failing to achieve the 2.5, unrounded, grade point average after the end of the two-semester probationary period will become ineligible to receive the waiver their next semester of enrollment.

8. Loss of this waiver is not appealable.

9. Students may be able to re-gain the waiver, subject to SSU’s discretion following the student’s continued attendance and is able to raise their grade point average to satisfy the requirements of their eligible Presidential sub-category.

***10. SSU retains the right to deny a renewal request from a student who exceeds 6 full-time semesters (or part-time equivalent) for an associate degree or 10 full-time semesters (or the part-time equivalent) for a bachelor degree program even if the student meets all eligibility requirements.***

**SSU Residency Waivers and Tuition Classification - General Information**

**About Residency**

University System of Georgia students are responsible for registering under the appropriate tuition classification. Students classified as out of state for tuition purposes and who believe they are entitled to be classified as in state for tuition purposes may petition the institution for a change of status. There is a difference in the amount of fees charged for in-state and out-of-state students. The tuition paid by an in-state student covers only about 25% of the total cost of the student’s education in the University System. The taxpayers of Georgia contribute a substantial portion of the remaining costs through the state income tax.

Students are classified as residents or non-residents based on the application for admission. Any information indicating ties to another state (out-of-state address, out-of-state school, out-of-state driver’s license, etc.) will result in an out-of-state classification. As a state-supported institution, Savannah State University requires students to submit documented proof of residency in order to qualify for in-state tuition. Residency classification guidelines are set by the University System of Georgia and can be found [here](http://www.usg.edu/policymanual/section4/policy/4.3_student_residency/).

The information provided on this page is not all-inclusive, but is meant to provide a guide to assist students wishing to be reclassified. There is no set formula or supporting documents that guarantee a residency reclassification. The tuition classification officer review each petition individually and assesses which supporting documents are needed based on each student’s unique circumstance. No classification changes will be made without supporting documentation.

**Petition for Classification as Georgia Resident for Tuition Purposes**

A petition should be submitted by students who have been notified by the institution that they have been classified as out of state for tuition purposes. The petition may be submitted by students wishing to provide additional documentation as evidence that domicile has been established and maintained in Georgia for 12 continuous months immediately preceding the first day of classes to be considered for possible reclassification. Students may petition as an independent or dependent person based on the following criteria:

An **independent student** who moved to Georgia may petition if he/she:

1. Moved to the state for reasons other than attending a post-secondary educational institution;
2. Abandoned all ties to the previous state or country of residence;
3. Receives no financial assistance from outside of Georgia;
4. Is not claimed as a dependent on the taxes of someone who resides outside of Georgia;
5. Is contributing to the state by paying income taxes; and
6. Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible non-citizen as defined by federal Title IV regulations.

A **dependent student** whose parent or U.S. court-appointed legal guardian moved to Georgia may petition if his/her parent(s) or guardian(s):

1. Moved to the state for reasons other than attending a post-secondary educational institution;
2. Abandoned all ties to the previous state or country of residence;
3. Receives no financial assistance from outside of Georgia;
4. Is contributing to the state by paying taxes; and
5. Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible non-citizen as defined by federal Title IV regulations.

There is no set formula or supporting documents that guarantee a residency reclassification. The tuition classification officer review each petition individually and assesses which supporting documents are needed based on each student’s unique circumstance. The following are the four most frequently requested supporting documents:

1. A copy of the student’s Georgia driver’s license issued on or after January 1, 2008, or a current US Passport.
2. A copy of valid vehicle registration for the State of Georgia.
3. A copy of the most recent state income tax return (GA 500).
	* Dependent students will be required to provide their parent or U.S. court-appointed legal guardian’s GA 500; Independent students will be required to provide their own GA 500.
	* If taxes are hand-written, a certified copy will be required. A certified copy may be obtained by contacting the Georgia Department of Revenue.
	<https://etax.dor.ga.gov/> or 1-877-423-6711 / (404) 417-6760)
4. A copy of a current lease or deed to a home or residence in Georgia.
	* Dependent students will be required to provide their parent’s lease or deed and a copy of their birth certificate or legal guardianship paperwork to link the student to the parent or legal guardian.
	* Independent students will be required to provide a copy of their lease or deed.

We strongly encourage submitting the above documents with the petition. Each petitioner must provide enough documentation to prove continuous domicile in the state for the past 12 months. Therefore, the tuition classification officer may require the student to turn in additional supporting documents based on the information provided through the student’s admissions application and petition. Some students not eligible to be classified as in state for tuition purposes may be eligible for an out-of-state tuition waiver. For more information on the available out-of-state tuition waivers, students should review Section 7.3.4.1,

Please note:

1. All required supporting documents are listed on each waiver and must be present in order to be considered for the waiver.
2. Approval of a waiver does not change the student’s classification status to in state; it only waives the cost of out-of-state tuition.
3. In addition to submitting the required documents, all students must show proof of lawful presence in order to receive a waiver.
4. Waivers will post approximately one month prior to the start of the term (late July for fall term, early January for spring term, and late April for summer term).

Please submit all petitions/waivers and supporting documentation to:

**Brian Dawsey**

**3219 College Street**

**Box 20209**

**Savannah, Georgia 31404**

**Fax: 912-358-4530**

**Email:** **dawseyb@savannahstate.edu**

The process of reclassification takes approximately 3-4 weeks. Once the documentation has been received and reviewed by the tuition classification officer, the status of the petition/waiver will be communicated via email.

**FAQ Sheet**

1. **Why was I flagged as out-of-state?** Students are classified as residents or non-residents based on the Savannah State University application for admission. Any information indicating ties to another state (out-of-state address, out-of-state school, out-of-state driver’s license, etc.) will result in an out-of-state classification.
2. **Why do we have out-of-state tuition?** A difference in fee amounts for in-state and out-of-state students exists because the tuition paid by an in-state student covers only about 25% of the total cost of the student’s education in the University System. The taxpayers of Georgia contribute a substantial portion of the remaining costs through the state income tax.
3. **Do I have to go through this process even if my classification status is a mistake?** As a state-supported institution, Savannah State University requires students to submit documented proof of residency in order to qualify for in-state tuition. Residency classification guidelines are set by the University System of Georgia and can be found online [here](http://www.usg.edu/policymanual/section4/policy/4.3_student_residency/).
4. **How many supporting documents do I need to submit?** There is no set formula or number of supporting documents that meet the needs of every petitioning student or circumstance. The residency team reviews each petition individually and assesses the need for supporting documents based on each student’s unique circumstance. The following are the four most frequently requested supporting documents:
	1. A copy of the student’s Georgia driver’s license issued on or after January 1, 2008, or a current U.S. Passport.
	2. A copy of valid vehicle registration for the State of Georgia.
	3. A copy of the most recent state income tax return (GA 500).
		* Dependent students will be required to provide their parent’s or U.S. court-appointed legal guardian’s GA 500; Independent students will be required to provide their own GA 500.
		* If taxes are hand written, a certified copy will be required. A certified copy may be obtained online through the [Georgia Department of Revenue](https://etax.dor.ga.gov/) or by calling 1-877-423-6711/ (404) 417-6760).
	4. A copy of a current lease or deed to a home or residence in Georgia.
		* Dependent students will be required to provide their parent’s lease or deed and a copy of their birth certificate or legal guardianship paperwork to link the student to the parent or legal guardian.
		* Independent students will be required to provide a copy of their lease or deed.
5. **How long will it take for my petition/waiver to be approved/denied?** The process of reclassification takes approximately 3-4 weeks after all supporting documents have been received by the tuition classification officer.
6. **If I am truly an out-of-state student, am I required to petition?** No. Only students who meet the requirements and wish to be classified as an in-state student for tuition purposes need to petition.