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Southeastern Technical College is an Equal Opportunity Institution

## PETITION FOR CHANGE OF RESIDENCY

**NOTE: If a change in classification is approved, it will not affect prior terms.**

### Directions:

STEP 1: Complete Section 1.

STEP 2: Choose an option in Section 2.

STEP 3: Attach required documents for your specific status, either **dependent** or **independent**.

You are considered a dependent if any parent or guardian is claiming you on their tax returns.

STEP 4: Read reminders and sign the petition.

STEP 5: Submit this form along with any necessary documentation to the Admissions office.

**\*Note: If you are a Non-U.S. Citizen, you must provide proof of Permanent Residence Status or Asylum. Status to be considered for in-state or out-of-state status.**

### SECTION 1

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

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

I am submitting this petition for tuition purposes for \_\_\_\_\_ semester  
(Example: Spring 2018)

### SECTION 2 (Please check one)

\_\_\_ Requesting change from foreign to out-of-state residency status (Provide documentation of permanent residence status.)

\_\_\_ Requesting change from out-of-state to Georgia residency status (Refer to the Georgia residency status requirements on the reverse side as either a dependent or independent student.)

\_\_\_ Requesting change from foreign to in-state residency status (Provide documentation of permanent residence status **and** refer to the Georgia residency status requirements on reverse side.)

\_\_\_ Requesting change to in-state residency status based on TCSG policy as outlined in the [TCSG Policy Manual](#). Please cite the provision within the policy manual under section VI.E (Eligibility for In-State Tuition Waivers) and provide proof that you qualify for this provision.

Provision: \_\_\_\_\_

### OFFICE USE ONLY

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason \_\_\_\_\_

## SECTION 3

**Dependent Student (Georgia Residency Requirements)** For students under the age of 24 and your parent/guardian claimed you on their most recent tax return.

**Please attach to this form:**

- A. A copy of your parent's/legal guardian's most recent GA tax records showing that he/she claimed you on their taxes. (All information can be blacked out except the student's Social Security Number.)
- B. At least **two (2)** documents from the Residency Documents list below to prove GA residency for the past 12 consecutive months for your **parent or guardian**.

**Independent Student (Georgia Residency Requirements)** For students over the age of 24 or those under 24 not being claimed by a parent/guardian on their most recent tax return.

**Please attach to this form:**

- A. At least **two (2)** documents from the list below to prove GA residency for the past 12 consecutive months.

**Residency Documents:**

- Location of employment.
- Location of voter registration.
- Location of property, including home purchase, and taxes paid thereon.
- State for which the individual filed and paid state income taxes.
- Address and other information on federal and state income tax returns.
- State where the person's automobile title is registered and the payment of property taxes thereon.
- Address on driver's license and state of issuance.
- Address on the Georgia Driver's License Bureau ID.
- Reason for initially coming to Georgia.
- State of issuance of business, professional, or other licenses.
- Location of checking, savings, or other banking accounts.

**Please submit this form to the Admissions Office at Southeastern Technical College**

Submission of this form does not guarantee a change of residency status. **Per state policy:**

- Determining a student's residency status must be based on the existence of surrounding objective circumstances that indicate a student's intent to maintain a permanent residence, or domicile, in the State of Georgia.
- The decision to change residency is at the discretion of the college and its officers. Change of status in no way guarantees financial aid.

**SECTION 4 Reminders:**

- The above list of residency documents may be considered when documenting the domicile of an individual, but this is not an exhaustive list.
- Your petition will not be considered if you do not complete the entire form.
- This form is NOT for Financial Aid purposes.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_