

Part 2: Requested Basis for Reclassification

Note: if one of the following does not apply to your situation, please contact the Admissions Office before completing this application. For detailed information on requirements to establish residency for tuition and fees at HGTC, please see “Residency Classification for Tuition and Fee Purposes” brochure.

I believe that I am qualified for reclassification of residency based on the following: **(SELECT ONE)**

CHECK ONE	STATEMENT OF QUALIFICATION	PARTS TO COMPLETE
1A.	I am an independent person who has physically resided and established a permanent home in South Carolina (or in Horry or Georgetown County) for at least 12 months prior to the first day of classes for the term for which I am requesting the change be made effective.	3, 4, 5, 6, 9
1B.	I am the dependent of a person described in 1A.	4, 6, 7, 9
2A.	I am an independent person employed full time in South Carolina, although my legal residency in South Carolina (or in Horry or Georgetown County) is less than 12 months prior to the first day of classes for the term for which I am requesting the change be made effective.	3, 4, 5, 6, 9
2B.	I am the dependent of a person described in 2A.	4, 6, 7, 9
3A.	I am a member of the United States Armed Forces stationed on active duty in South Carolina.	4, 8, 9
3B.	I am the dependent of a person described in 3A.	7, 8, 9
4A.	I am a full-time faculty or administrative employee of a South Carolina state-supported college or university. Attach letter from employer certifying full-time employment.	9
4B.	I am the dependent of a person described in 4A. Attach letter from employer certifying full-time employment of person upon whom you are dependent.	4, 9
5A.	I am a retired person receiving a pension or annuity. I established legal residency in South Carolina (or in Horry or Georgetown County) less than 12 months prior to the term for which the change is requested. Attach documentation verifying retirement status and receipt of pension or annuity.	3, 9
5B.	I am the dependent of a person described in 5A. Attach documentation verifying retirement status and receipt of pension or annuity.	4, 6, 7, 9

The following two categories are only applicable for a South Carolina resident or a dependent of a South Carolina resident whose current residency classification is in-state/out-of-county and who is requesting a reclassification to in-state/in-county:

CHECK ONE	STATEMENT OF QUALIFICATION	PARTS TO COMPLETE
6A.	I am an independent person who is a legal resident of South Carolina who has owned property in Horry or Georgetown County for at least 12 months prior to the first day of classes for the term for which I am requesting the change to be made effective. Attach photocopy of most recent paid property tax receipt for Horry or Georgetown County.	9
6B.	I am the dependent of a person described in 6A. Attach photocopy of most recent paid property tax receipt for Horry or Georgetown County.	4, 7, 9

Part 3: Legal Residency Information

(A) Addresses where you have physically resided (not PO boxes) for the past two years:

Beginning Date	Ending Date	Address	County	City/State/Zip Code

(B) Do you own or rent your current residence? _____ If own, when did you purchase it? _____

(C) Are you a U.S. citizen? _____ If not, type of Visa _____
Note: a holder of one of the following visa classifications is eligible for consideration for S.C. In-state/out-of-county Residency classification if all other residency requirements/criteria are met: A-1, A-2, G-1, G-2, G-3, G-4, H-1B, H-2A, H-2B, H-3, H-4, K-1, K-2, L-1, L-2, N-8, N-9. Holders of other visa classifications are ineligible for S.C. in-state residency classification.

(D) Are all, or substantially all, of your possessions in South Carolina/Horry County/Georgetown County? _____
 If not, in what state/county are most of your possessions? _____

(E) Do you have a valid driver's license? _____ If yes, state of issue: _____ Date of issue: _____
Note: If you have a S.C. driver's license, attach photocopy. If you do not have a S.C. driver's license, you must submit a copy of your S.C. identification card.

(F) Are you currently registered to vote? _____ if yes, what state? _____
Note: if you are registered to vote in S.C., attach photocopy of voter's registration.

(G) Is the vehicle which you use registered in your name? _____ If yes, in what state? _____
 Date of current registration certificate: _____
Note: If motor vehicle is registered in S.C., attach photocopy of current vehicle registration certificate.

(H) Did you file state income tax returns in any state during the past 24 months? _____
If yes, please complete the portion below:

State where filed	Tax year	Date filed

(I) Will you file a state income tax return for the current tax year? _____
 a. If yes, in what state will you file the return? _____
b. Provide proof of state income tax and federal income tax return.

(J) Who last claimed you as a dependent or exemption for federal income tax purposes? _____
 a. Relation of this person to you. _____
 b. When did this person last claim you as a dependent or exemption? _____
 c. Will this person claim you as a dependent or exemption in the current tax year? _____
 d. Is this person a legal resident of South Carolina? _____
 e. If yes, how long has this person been a legal resident of South Carolina? _____
f. If you were claimed as a dependent, provide a copy of the front page and signature page of that person's federal and state income tax returns.

Part 4: Financial Information

1. Where do you receive your funds for living and school expenses? What percentage of support do they provide?

Parents _____%	Student Financial Aid _____%
Your Job _____%	Other sources (list them) _____%
VA Benefits _____%	_____%
Social Security _____%	_____%

Part 5: Employment Information

1. List all employment for the past 12 months

Beginning Date	Ending Date	Employer	Full or Part Time	City/State/Zip Code

2. If you are currently employed full time, do you expect any change in your employment during the next year? ____

3. If yes, explain: _____

4. **Note: if you are requesting in-state or in-county residency classification based on your full-time employment, attach a letter from your employer (on company letterhead stationery or notarized) that states the following:**

- (a) You are employed full-time in South Carolina/Horry County/Georgetown County.
- (b) The effective date of your employment in South Carolina/Horry County/Georgetown County.
- (c) The number of hours you work per week.
- (d) A person who is self-employed should provide a notarized statement certifying the foregoing information and submit a copy of his/her South Carolina business license.

5. If you are retired and receiving a pension or annuity, what was the effective date of your retirement?

Provide a copy of documentation confirming retirement and receipt of pension or annuity.

Part 6: Educational Information

1. List last high school attended:

Dates	High School	Location

2. List college or university attended:

Dates	University or College	Location	Full Time or Part Time	Residency Status

Part 7: Legal Residency of person upon whom you are Dependent

1. Name of the person upon whom you are dependent: _____
 a. Relationship of this person to you. _____
 b. When did this person last claim you as a dependent or exemption? _____
 c. Will this person claim you as a dependent or exemption this year? _____
 d. Is this person a legal resident of South Carolina? _____
 e. How long has this person been a legal resident of South Carolina? _____
 f. **If you were claimed as a dependent or exemption, provide a copy of the front page and signature page of that person's federal and state income tax returns.**

2. Is this person a United States citizen? _____ If not, what type of visa do they hold? _____
Note: a holder of one of the following visa classifications is eligible for consideration for S.C. in-state, out of county residency classification if all other residency requirements/criteria are met: A-1, A-2, G-1, G-2, G-3, G-4, H-1B, H-2A, H-2B, H-3, H-4, K-1, K-2, L-1, L-2, N-8, N-9. Holders of other visa classifications are ineligible for S.C. in-state residency classification.

3. Does this person have a valid driver's license? _____ If yes, what state? _____ Date of issue _____
Note: If person has S.C. Driver's license, attach photocopy of driver's license. If person does not have a S.C. driver's license, he/she must submit a copy of his/her S.C. identification card.

4. Is the person a registered voter? _____ If yes, in what state? _____ Date of registration: _____
Note: If person is a registered voter in S.C., attach photocopy of voter's registration.

5. Does the person own a vehicle? _____ If yes, in what state is the vehicle registered? _____ Date of current registration: _____
Note: if vehicle is registered in S.C., attach photocopy of current vehicle registration certificate.

6. Did this person file state tax returns in any state during the past 24 months? _____

Please complete the portion below.

State where filed	Tax Year	Date Filed

7. List all employment for this person during the last 12 months:

Beginning Date	Ending Date	Employer	Full or Part Time	City/State/Zip Code

8. If this person is currently employed full time, do they expect any change in employment during the next year?
 _____ If yes, explain: _____
Note: if you are requesting in-state or in-county residency classification based on your full-time employment, attach a letter (from employer on company letterhead stationery or notarized) which states the following:
 - (a) You are employed full-time in South Carolina/Horry County/Georgetown County.
 - (b) The effective date of your employment in South Carolina/Horry County/Georgetown County.
 - (c) The number of hours you work a week.
 - (d) A person who is self-employed should provide a notarized statement certifying the foregoing information and submit a copy of his/her South Carolina business license.

9. If the person who claims you as a dependent or exemption is retired and receiving a pension or annuity, what was the date of retirement? _____
Provide a copy of documentation confirming retirement and receipt of pension or annuity.

Part 8: United States Armed Forces

(A) Military installation to which (*circle one*) you/your spouse/your parent is stationed: _____
Date assignment began in South Carolina: _____ Expected length of assignment in South Carolina:
_____.

Note: attach photocopy of military orders assigning (*circle one*) you/your spouse/your parent to active military duty in South Carolina.

Part 9: Certification and Signature

IMPORTANT: Persons who are found to have made or presented willful misrepresentation of facts to improperly gain in-state or in-county residency classification will be charged tuition and fees past due and unpaid at the out-of-state or out-of-county rate, and, until these charges are paid, such persons will not be allowed to receive transcripts or graduate from Horry-Georgetown Technical College.

I hereby certify that the information I have provided is accurate and that I am making this application in good faith based on the belief that I am eligible to pay tuition and fees at the rate afforded legal residents of South Carolina and/or Horry County/Georgetown County.

Signature: _____ **Date:** _____

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