

Horry-Georgetown Technical College's Office of Admissions is required to follow the residency requirements established by the South Carolina Commission on Higher Education when determining residency classification. The completion of this application in its entirety is required to determine the eligibility of students requesting a change in residency classification for tuition and fee purposes. Residency requirements may be found online at www.che.sc.gov. Typically, establishing domicile in South Carolina for tuition and fee purposes takes a minimum of 12 months (see exemptions). Certain steps must be taken by the resident to formally establish permanent domicile in order to qualify for in-state or in-county tuition and fee rates as an eligible South Carolina resident. The following checklists outline a general list of documents required to complete a Dependent South Carolina Residency Application.

A "dependent person" is defined as one whose predominant source of income or support is from payments from a parent/spouse/guardian who claims the dependent person on his/her Federal income tax returns. Your residency claim will be based upon that person's information.

IMPORTANT:

- **The deadline for Residency Reclassification is the first week of classes of each semester.**
- **Residency status will NOT be reviewed until all required documents are received. Additional documentation may be requested as needed.**



To qualify, ALL items listed on the following checklists should reflect 12 months immediately preceding the last day for add/drop for the term in which you are requesting South Carolina resident classification for tuition and fee purposes.

Married Parents of a Dependent Student	Divorced/Separated Parent of a Dependent Student
<ul style="list-style-type: none"> <input type="checkbox"/> Complete Dependent Residency Application <input type="checkbox"/> Both parents' South Carolina Driver's License or State Identification Card <input type="checkbox"/> South Carolina Vehicle Registration Card(s) – Must submit ALL vehicles registered solely or jointly in ANY state <input type="checkbox"/> Federal Income Tax Returns or IRS Tax Transcript for the most recent tax year reflecting joint filing and claiming the student as a dependent <input type="checkbox"/> South Carolina Tax Returns for the most recent tax year reflecting joint filing and claiming the student as a dependent <input type="checkbox"/> Proof of permanent domicile in South Carolina; i.e. copies of all leases during the 12 months prior to the term of application or proof of purchase of current residence (Student housing is NOT permanent domicile.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Dependent Residency Application <input type="checkbox"/> Legal separation or divorce decree <u>and</u> custody agreement <input type="checkbox"/> Qualifying parent's South Carolina Driver's License or Identification Card <input type="checkbox"/> Qualifying parent's South Carolina Vehicle Registration Card(s) – Must submit ALL vehicles registered solely or jointly in ANY state <input type="checkbox"/> Qualifying parent's Federal Income Tax Returns or IRS Tax Transcript for the most recent tax year claiming the student as a dependent <input type="checkbox"/> Qualifying parent's South Carolina Tax Returns for the most recent tax year claiming the student as a dependent <input type="checkbox"/> Qualifying parent's proof of permanent domicile in South Carolina; i.e. copies of all leases during the 12 months prior to the term of application or proof of purchase of current residence (Student housing is NOT permanent domicile.) <p><i>Please provide step-parent's supporting documents as well, if applicable.</i></p>

Single (Never Married) or Widowed Parent of a Dependent Student	Legal Guardian of a Dependent Student
<input type="checkbox"/> Complete Dependent Residency Application <input type="checkbox"/> Parent's South Carolina Driver's License or Identification Card <input type="checkbox"/> Parent's South Carolina Vehicle Registration Card(s) – Must submit ALL vehicles registered solely or jointly in ANY state <input type="checkbox"/> Parent's Federal Income Tax Returns or IRS Tax Transcript for the most recent tax year claiming the student as a dependent <input type="checkbox"/> Parent's South Carolina Tax Returns for the most recent tax year claiming the student as a dependent <input type="checkbox"/> Parent's proof of permanent domicile in South Carolina; i.e. copies of all leases during the 12 months prior to the term of application or proof of purchase of current residence <i>(Student housing is NOT permanent domicile.)</i>	<input type="checkbox"/> Complete Dependent Residency Application <input type="checkbox"/> Court documents verifying legal guardianship or custody (Contact residency officer if court documents are unavailable) <input type="checkbox"/> Guardian's South Carolina Driver's License or Identification Card <input type="checkbox"/> Guardian's South Carolina Vehicle Registration Card(s) – Must submit ALL vehicles registered solely or jointly in ANY state <input type="checkbox"/> Guardian's Federal Income Tax Returns or IRS Tax Transcript for the most recent tax year claiming the student as a dependent <input type="checkbox"/> Guardian's South Carolina Tax Returns for the most recent tax year claiming the student as a dependent <input type="checkbox"/> Guardian's proof of permanent domicile in South Carolina; i.e. copies of all leases during the 12 months prior to the term of application or proof of purchase of current residence <i>(Student housing is NOT permanent domicile.)</i>

Spouse of a Dependent Student
<input type="checkbox"/> Complete Dependent Residency Application <input type="checkbox"/> Marriage license <input type="checkbox"/> Spouse's South Carolina Driver's License or Identification Card <input type="checkbox"/> Spouse's South Carolina Vehicle Registration Card(s) – Must submit ALL vehicles registered solely or jointly in ANY state <input type="checkbox"/> Jointly filed Federal Income Tax Returns or IRS Tax Transcript for the most recent tax year <input type="checkbox"/> Jointly filed South Carolina Tax Returns for the most recent tax year <input type="checkbox"/> Spouse's proof of permanent domicile in South Carolina; i.e. copies of all leases during the 12 months prior to the term of application or proof of purchase of current residence. <i>(Student housing is NOT permanent domicile.)</i>

EXEMPTIONS TO 12 MONTH REQUIREMENT (In addition to required documents on other appropriate checklist)
<p>Full-time employment in South Carolina:</p> <input type="checkbox"/> Recent pay stub supporting full-time employment <input type="checkbox"/> A letter of full-time employment verification on employer's letterhead including that the individual is employed full-time at a South Carolina company, the effective date of employment, the number of hours worked per week, and eligibility to receive full-time employee benefits.
<p>A person who is self-employed should provide a signed statement certifying the foregoing information and submit a copy of his/her South Carolina business license.</p> <p><i>If using the full-time employment exemption, we will continue to verify employment status until the student meets 12 months.</i></p> <p>Retirement in South Carolina:</p> <input type="checkbox"/> A copy of retirement statement or employer letter verifying retirement in South Carolina <input type="checkbox"/> Proof of pension or annuity payment



DEPENDENT RESIDENCY APPLICATION

This application must be completed by the student and the parent(s)/guardian/spouse in which the student is dependent upon. Please note that each section header will specify whether the student or parent/guardian/spouse should be completing that section.

STUDENTS HAVE ONE ATTEMPT TO COMPLETE THIS APPLICATION. INCOMPLETE INFORMATION WILL BE ASSESSED AS OUT-OF-STATE.

Instructions:

- **Complete all sections in their entirety**
- Please use a blue or black pen
- Provide all supporting documentation as required (See Residency Checklist)
- Return the form to the Admissions Office or residency@hgtc.edu

STUDENT/APPLICANT INFORMATION

Legal Last Name: _____ Legal First Name: _____

Legal Middle Name: _____ Student H Number: _____

Any other name on record: _____ Date of Birth (mm/dd/yy): ____ / ____ / ____

Present Address: _____ Apt/Unit: _____

City: _____ State: _____ Zip: _____ County (within SC): _____

Permanent phone: (____) _____ Present daytime/work phone: (____) _____

E-mail Address: _____

What residency classification is desired? ☐ In-State/In-County ☐ In-State/Out-of-County

For which semester is being requested for the desired residency classification to begin? _____

Sources and percentages of your support for the 12 months immediately prior to the term for which you are requesting in-state or in-county residency classification:

Parents/Spouse	_____ %	Student Financial Aid	_____ %
Employment	_____ %	VA Benefits	_____ %
Social Security	_____ %	Other Sources (specify)	_____ %

Did you attend high school in South Carolina? ☐ Yes ☐ No

If yes, which high school did/will you graduate from? _____

Have you previously attended any college/university? (Including HGTC) ☐ Yes ☐ No

If yes, which college/university? _____ City/State: _____

Only answer the following question if applying for one of the 12 month requirement exemptions:

I'm requesting a residency classification review on the basis that I'm a dependent student upon a person who is:

☐ Full-Time Employed in South Carolina ☐ Retired in South Carolina

PARENT(S), SPOUSE, OR LEGAL GUARDIAN INFORMATION

DOMICILE:

Name of person applicant is dependent upon: _____

Relationship to applicant: _____

Do you reside in South Carolina? ☐ Yes ☐ No Date present stay began: ____/____/____

Do you reside in Horry/Georgetown County? ☐ Yes ☐ No Date present stay began: ____/____/____

Physical addresses where you have lived during the past 24 months (Do not use P.O. Boxes.)

From Date	To Date	Street Address	City/State/Zip	County

Do you rent or own the current residence? ☐ Rent ☐ Own

What is your citizenship status? ☐ US Citizen ☐ Permanent Resident ☐ Other (Specify): _____
(Provide copy of card) (Additional information may be needed)

INCOME TAX:

Did the student qualify as a tax dependent on the most recent Federal Income Tax Return you filed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the student qualify as a tax dependent on the Federal Income Tax Return that you will file in the future?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you file South Carolina taxes as a South Carolina resident on your most recent taxes?	<input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT:

What is your employment status? ☐ Full-Time ☐ Part-Time ☐ Unemployed ☐ Retired ☐ Disabled

Employer Name: _____ Hire Date: ____/____/____

DRIVER'S LICENSE OR STATE ID:

Do you have a driver's license, state identification card, or beginner's permit? ☐ Yes ☐ No

State: _____ Issue Date: ____/____/____

- ☐ Renewed
- ☐ First issuance/Reinstatement
- ☐ Transferred from another state

VEHICLE REGISTRATION:

Do you have a vehicle registered in your name? ☐ Yes ☐ No

State: _____ Issue Date: ____/____/____

- ☐ Renewed
- ☐ New registration due to recent purchase
- ☐ Transferred from another state

Do you have any vehicles registered in another state? ☐ Yes ☐ No

APPLICANT CERTIFICATION

Regulations regarding the establishment of legal residency in South Carolina for tuition and fee purposes at Horry-Georgetown Technical College are governed by the Code of Laws of South Carolina, Section 59-112-10 to 59-112-150 and are not governed by the college. Regulations regarding the establishment of in-county (Horry or Georgetown County) residency for tuition and fee purposes are governed by college policy and procedures, which closely mirrors the code of laws of South Carolina.

Failure to complete all required parts of this application or to submit required documentation with the application will stop the review of your residency status. After submission of the Application for Review of Residency Classification to the Admissions Office, an applicant will be notified of the decision regarding his/her residency classification within five business days. The deadline for submission of this application is the last day of drop/add for the full term for which residency reclassification is requested. There is no provision for retroactive-non-resident fee adjustment except in instances of error by the college. An applicant may appeal a residency decision to the Residency Review Committee.

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. 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 South Carolina/Horry County/Georgetown.

Student Signature _____ Date ____/____/____

Parent/Guardian/Spouse Signature _____ Date ____/____/____

Horry-Georgetown Technical College prohibits discrimination against students and employees. Please direct discrimination and accessibility issues to the Office of Student Affairs at (843) 349-5228.

PO Box 261966 Conway, SC 29528 • (PH) 843-349-7120 • residency@hgtc.edu • www.hgtc.edu/residency