Florida Residency Classification for Tuition Purposes

Information and Instructions for Residency Classification

To qualify as a Florida resident for tuition purposes, you must be a US citizen, legal permanent resident alien, or hold a visa status approved by the Florida legislature. Living in or attending school in Florida does not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. A Florida resident “for tuition purposes” is a person who has, or a dependent person whose parent or guardian has, established and maintained legal residence in Florida for at least 12 consecutive months immediately preceding their enrollment. Residence in Florida must be for the purpose of establishing a permanent home and not merely incidental to enrollment at an institution of higher education. Other persons not meeting the twelve-month legal residency requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature. Florida Keys Community College (FKCC) will award Florida residency status for in-state tuition in accordance with state laws, rules and guidelines. The following guidelines summarize FKCC’s procedure for compliance.

- A student’s residency classification is determined at the time of admission. A non-resident may request reclassification after establishing residency in Florida as determined by the law.
- The law allows a US citizen or eligible non-US citizen may be classified as a Florida resident if the student, or dependent student’s parent or legal guardian, has been a legal resident of the state of Florida for at least 12 consecutive months immediately preceding the first day of classes for the term in which classification as a Florida resident for tuition purposes is desired.
- Living in Florida, attending school in Florida, or property ownership in Florida does not, in and of itself, establish residency for tuition purposes.
- All students must complete the Residency Affidavit. It must be signed by the person claiming residency.
- The affidavit form and all supporting documentation must be filed no later than the last day of Add/Drop for the term which classification or reclassification is sought.
- Residency will not be accepted until the affidavit is completed in its entirety and all documents are submitted.

Required Documentation

Two pieces of supporting documentation are required with issue dates that evidence the 12-month qualifying period. At least one of the documents must be from Tier 1 such as a Florida issued driver’s license or ID, voter’s registration or vehicle registration (unless qualified under special category indicated by statute). The other document may be from Tier 2 below.

**Tier 1**
- Florida Driver’s License or FL State ID
- Florida Vehicle Registration
- Florida Voter’s Registration
- Proof of Florida Homestead Exemption
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period preceding the start of the desired term. Must be on letterhead, signed and dated and state the date employment began, that you are currently working and include supervisor contact information.
- Transcripts from a FL high school for multiple years (2 or more years) if the FL high school diploma or GED was earned within the last 12 months.

**Tier 2**
- A Florida professional or occupational license
- Florida incorporation
- Proof of membership in a Florida-based charitable or professional organization
- Declaration of Domicile (obtain from Clerk of Court)
- Utility bills and proof of 12 consecutive months of payments preceding the start of the desired term.
- Lease agreement and proof of 12 consecutive months of payments preceding the start of the desired term.

**Not Acceptable:** Hunting/fishing licenses, shopping club/rental cards, passport, library card, birth certificate, concealed weapons permit

**Proof of US Citizenship:** Persons who were born outside of the US but are claiming US citizenship for Florida residency must provide proof of citizenship or naturalization. Dependents must provide citizenship for parent and student.

A STUDENT UNDER THE AGE OF 24 is assumed to be a dependent: Parent or legal guardian must complete the affidavit and provide appropriate documentation.

- A Dependent Student is any person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.

A STUDENT UNDER THE AGE OF 24 who claims to be independent must sign the affidavit and provide documents supporting residency AND independent status. A copy of student and/or parent’s tax return may be required to document independent status.

- An Independent Student is any person who submits documentation that he or she provides fifty (50) percent or more of the cost of attendance for independent, in-state students as defined by the Financial Aid Office at the institution (exclusive of federal, state and institutional aid or scholarships).
The State of Florida recognizes the following exceptions for Florida residency. If you qualify for one of these exceptions, please provide the required documentation to Enrollment Services.

☐ I am a dependent person who has resided continuously for five consecutive years with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in Florida for at least 12 consecutive months immediately prior to the initial enrollment. *(Required: Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency such as a notarized verification letter from the adult relative; adult relative must also complete the Residency Affidavit for Tuition Purposes.)*

☐ I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence. This benefit only applies one time. *(Required: Official verification from institution and complete the Residency Affidavit for Tuition Purposes.)*

☐ I am married to a person who has maintained legal residence in Florida for at least 12 consecutive months prior to the start of the term. I have now established legal residency. I intend to make Florida my permanent home and have relinquished legal ties to any other state. *(Required: Copy of marriage certificate and student’s driver’s license or related residency document required. USCIS documentation required for permanent resident aliens. Spouse must also complete the Residency Affidavit for Tuition Purposes.)*

☐ I am an active duty member of the armed services of the United States residing or stationed in Florida (and spouse/dependent children), an active duty member of the Florida National Guard who qualifies under 250.10(7) and (8), or military personnel not stationed in Florida whose home of record or legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children). *(Required: Copy of military orders or DD2058 showing home of record and dependent’s name on orders.)*

☐ I am a full-time instructional or administrative employee employed by a Florida public school or institution of higher education or I am the employee’s spouse or dependent child. *(Required: Copy of employment verification.)*

☐ I am part of the Latin American/Caribbean Scholarship program. *(Required: Copy of scholarship papers.)*

☐ I am a qualified beneficiary under the terms of the Florida Prepaid Postsecondary Expense Program (s.240.551, F.S.) *(Required: copy of signed Florida pre-paid recipient card.)*

☐ I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch, or I am the student’s spouse or dependent child. *(Required: College transcript; if spouse or child, copy of marriage certificate or proof of dependency.)*

☐ I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid for by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. *(Required: Letter of Intent from State agency.)*

☐ I am an active duty member (or spouse/dependent child of the member) of a foreign nation’s military who is serving as a liaison officer. I am residing or stationed in Florida and attending a community college or state university within 50 miles of the military establishment where I am stationed. *(Required: Official letter to document active status as a liaison officer.)*
Residency Affidavit for Tuition Purposes

• This section must be completed in full if you claim Florida residency for tuition purposes.
• Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought. All documentation is subject to verification.
• Additional documentation other than what is required above may be requested in some cases.
• Please fax required proof of residency documents to 305-292-5163 or scan and email to Admissions@FKCC.edu or mail to the Office of Enrollment Services, Florida Keys Community College, 5901 College Road, Key West, FL 33040.
• A notarized copy of your and/or your parents' most recent tax return or other documentation may be requested to establish dependence/independence.

Florida Residents

☐ I am eligible to be classified as a Florida resident for tuition purposes. (Complete items 1 and 2 below.)

1. Please check one of the following that applies to you.

☐ I am an independent person and have maintained legal residence in Florida for at least 12 consecutive months prior to the first day of classes for which I am seeking residency. I provide at least 51% of my living expenses. (Students under the age of 24 who wish to declare independent status may be required to submit copies of their parent/legal guardian’s tax return as well as their own to document status. Complete item 2 below.)

☐ I am a dependent person eligible to be claimed by my parent/legal guardian under the US tax code as providing a minimum of 51% of my support. My parent or legal guardian has maintained legal residency in Florida for at least 12 consecutive months prior to the first day of classes for which I am seeking residency. (Parent or guardian must complete item 2 below.)

2. Person claiming Florida residency MUST complete this section in full.

Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought. All documentation is subject to verification. A minimum of two documents is required with dates that evidence the 12-month qualifying period. A copy of your US citizenship documentation is required to complete your Florida residency requirement if you were born outside of the US.

Please Print:

1. Print Name of Student: ___________________________ 2. Social Security Number: ____/_____/____

3. Print Name of person claiming Florida residency: ________________________________________________

4. Claimant's relationship to student: ______________________________________________________________

5. Claimant's permanent legal address:

<table>
<thead>
<tr>
<th>Street / P.O. Box</th>
<th>Apt. No.</th>
<th>City/State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

6. Claimant's telephone number: (_____) __________________

I do hereby swear or affirm that the above named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes.

Signature of person claiming Florida residency (as listed in Item #3 above) __________________ Date ____________
Non-Florida Residents

☐ I am not eligible to be classified as a Florida resident for student tuition purposes. I am a resident of ______________.

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and if I should qualify for some future term, it will be necessary for me to file the required documentation prior to the beginning of the term to be considered for Florida residency classification.

Print Student Name in Ink: ________________________________ . Social Security Number: ____ / ____ / ____

Student Signature in Ink: __________________________________ Date: ____________

Florida Residency Signature Page 2/6/12 CA