

APPLICATION

Bachelor of Applied Science in
Supervision and Management



**Florida Keys
Community College**

Island Living, Island Learning

5901 College Road, Key West, Florida 33040

Telephone: 305.296.9081 Fax: 305.292.5163

Email: admissions@fkcc.edu

Visit us online: fkcc.edu

Application for Admission

Complete **ALL** sections of the application including the Residency Affidavit. Sign both the Application and the Residency Affidavit. Please refer to page 10 for all steps of admissions process. There is a one-time application fee of \$30. You may pay in-person, by mail or by credit/debit card by calling 305.809.3186. If “Yes” to any below, update your application. There is no fee.

Have you ever completed an application to FKCC?

Yes No

Are you a returning student after a one or more year absence and updating your application?

Yes No

Are you a former Dual Enrollment student who took courses at FKCC while in high school?

Yes No

Identification Information

Social Security Number _____

Full Legal Name _____
(Last) (First) (Middle)

List any previous name(s) under which transcripts or other records may have been received:

Email Address: _____

Present Mailing Address

Street _____ City, State, Zip _____

Home Phone _____ Daytime Phone _____

Cell Phone _____

Date of Birth (MM/DD/YYYY) _____ Gender: Male Female

Citizenship

US Citizen Tourist Permanent Resident Alien Other (specify) _____

Ethnicity

Are you Hispanic or Latino?..... Yes No

Race

Are you? (Check all that apply):

American Indian or Alaskan Native..... Yes No

Asian..... Yes No

Black or African American..... Yes No

Native Hawaiian or Other Pacific Islander..... Yes No

White..... Yes No

Confidentiality Indicator

Do you object to the college releasing directory information concerning you? Yes No

Highest Level of Education Completed by Parent 1 or Guardian 1

Regardless of age, please indicate the highest education level completed by the first parent and/or guardian who played the largest role in raising you. Choose only one box.

- Less than High School, no diploma
- High school diploma or equivalent/GED
- Credit certificate-business trade school, or technical
- Some college, no degree
- Associate degree or two-year degree
- Bachelor degree or four-year degree
- Graduate degree (e.g. masters, doctorate, etc.) or professional degree (e.g. law, psychology, medicine, pharmacy, etc.)
- Unknown

Highest Level of Education Completed by Parent 2 or Guardian 2

Regardless of age, please indicate the highest education level completed by the second parent and/or guardian who played the largest role in raising you. Choose only one box.

- Less than High School, no diploma
- High school diploma or equivalent/GED
- Credit certificate-business trade school, or technical
- Some college, no degree
- Associate degree or two-year degree
- Bachelor degree or four-year degree
- Graduate degree (e.g. masters, doctorate, etc.) or professional degree (e.g. law, psychology, medicine, pharmacy, etc.)
- No second parent or guardian raised student
- Unknown

US Military Status

Please indicate below which box best describes your current or prior service in the United States Armed Forces. Choose only one box.

- Active Duty Personnel
- Eligible Dependent (spouse/child)
- Active Member of the National Guard
- Active Member of the Reserves
- Veteran (Prior Service, Service prior to 9/11/2001)
- Veteran (Prior Service, Service on or after 9/11/2001)
- Veteran (Prior Service, Service Dates Unknown)
- No Military History

Additional Information

Country of Birth

Do you wish to receive text notices from FKCC? Yes No

Primary Language Spoken: English Spanish French German Other (specify):

Emergency Contact Information

Name of Emergency Contact Person _____

Street Address _____ City, State, Zip _____

Phone Number _____ Relationship to you _____

When do you plan to enroll?

Term 1 Fall (August-December) Term 2 Spring (January-May) Term 3 Summer (May-August)

I will be entering FKCC as: an Alumnus, returning after one or more years a transfer student

Language Requirement Status

I have completed two years of the same foreign language in high school (official transcript req.)

I have completed two semesters of the same foreign language in college (official transcript req.)

I have met the foreign language requirement with satisfactory scores on a CLEP exam, a credit by institutional examination or other approved external testing (score report required)

I did not meet the foreign language requirement in high school or college and will be taking my foreign language courses at FKCC.

High School Education

High School Name _____ City, State _____

Diploma earned: Standard High School Diploma GED Certificate of Completion

Special Diploma Did not graduate high school

High School Graduation Date (MM/DD/YYYY) _____

Previous Postsecondary Education

Institution	City, State	Dates Attended	Degree Earned
-------------	-------------	----------------	---------------

Institution	City, State	Dates Attended	Degree Earned
-------------	-------------	----------------	---------------

Institution	City, State	Dates Attended	Degree Earned
-------------	-------------	----------------	---------------

If you attended additional colleges, please list on a separate page.

I understand and agree that FKCC students are bound by the college's regulations as published in the College Catalog and the Student Handbook. I declare under penalty of perjury punishable by law that all information given in this application is complete and accurate. I understand that any misrepresentation of facts may result in the immediate cancellation of registration and credits earned. I agree to the release of any test scores to Florida Keys Community College, including any score reports that Florida Keys Community College may request from the College Board or ACT.

Signature of Applicant (if 18 years or older)
(Parent or guardian if the applicant is a minor)

Date (MM/DD/YYYY)

Florida Residency Declaration for Tuition Purposes

A Florida “resident for tuition purposes” is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought.

- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.
- To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, a foreign national in a non-immigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, parolee, asylee, Cuban-Haitian entrant, legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services, or other qualified alien as defined under federal law. Other persons not meeting the twelve-month legal residence requirements 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 pursuant to section 1009.21, Florida Statutes (see “Qualification by Exception” below). All other persons are ineligible for classification as a Florida “resident for tuition purposes.”
- Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents.
- Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

Name of Student _____ Date of Birth _____
Student is a: US Citizen Non-US Citizen Permanent Resident Other: _____
Alien Registration Number _____ Issue Date _____ Visa Category _____

All non-US citizen students seeking classification as a Florida resident for tuition purposes are required to submit documentation of their legal status in the United States as issued by the United States Citizenship and Immigration Services office.

Non-Florida Resident

I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that should I qualify for a future term, it will be necessary for me to submit an updated Residency Declaration while providing prescribed, supporting documentation to substantiate as “reclassification” of my status. I understand being classified as a non-Florida resident will not exclude me from the possibility of receiving a waiver to cover part of all of the out-of-state fees as defined in s. 1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the beginning of the term for which residency is sought. I do not have to complete any further portion of this form, with the exception of signing below.

Student Name: _____

Signature of Student _____ Date _____

If you are a Florida Resident, continue to the next page.

To be Completed by the Student Seeking Florida Residency for Tuition Purposes

I qualify as a resident for tuition purposes, as defined by s. 1009.21, Florida Statutes, for the term for which this application is submitted. I understand that it will be necessary for me to present evidence of residency for tuition purposes, supporting my claim as a Florida resident for tuition purposes. I have read the residency information on qualifying as a dependent or independent student, and declare that: (select one of the options below):

I am a dependent student, as defined by s. 1009.21(1)(a), Florida Statutes, in that I am eligible to be claimed as a dependent under the federal income tax code by the claimant below. The claimant is my "parent" as defined by s. 1009.21(1)(f), Florida Statutes, (i.e., either or both parents of the student, any guardian of a student, or any person in a parental relationship to the student). My parent has maintained legal residence in Florida for at least the past 12 consecutive months. As defined by section 1009.21(1)(d), Florida Statutes, "legal resident" or "resident" means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17." A copy of your parent's tax return may be requested to establish dependence.

I am an independent person who has maintained legal residence in Florida for at least the past 12 consecutive months. I provide more than 50% of my own support. An independent student generally includes a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, a ward of the court, or someone with legal dependents other than a spouse, pursuant to the United States Department of Education for the purposes of federal financial aid eligibility. There may be limited cases where a person under the age of 24 years old may qualify as an independent student. Such students will be required to verify independence (including financial independence.) A copy of your tax return may be requested to establish independence.

I meet residency requirements through one of the Qualifications by Exception below (check appropriate exception):

Term of Application: Fall Spring Summer Year: _____

Qualification by Exception (to be completed by the student)

As provided in s. 1009.21, Florida Statutes, I qualify for residency based on the following permitted exception (documentation required):

I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s. 1009.98, Florida Statutes.) (Required: Copy of Florida Prepaid Recipient card.)

I am married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home. (Required: copy of marriage certificate and/or other documents required to establish residency.)

I was previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I am transferring to another Florida state postsecondary institution within 12 months of the previous enrollment. (Required: Evidence of previous enrollment as a FL resident)

I was previously enrolled at a Florida state postsecondary 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.

Active duty members of the Armed Services of the United States residing in this state and their spouses and dependent children, and active drilling members of the Florida National Guard. (Required: Copy of military orders or DD2058 showing home of record.)

Qualification by Exception (to be completed by the student), continued

Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution or state university within 50 miles of the military establishment (Copy of military orders.)

United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children. (Required: Copy of marriage certificate or proof of dependency.)

Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children. (Required: Employment Verification) [] Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education. (Required: proof of scholarship and Latin America or Caribbean residency.) [] Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities. (Required: Certification letter from State Academic Common Market Coordinator.)

Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Required: Employment verification/payment agreement).

McKnight Doctoral Fellows and Finalists who are United States citizens. (Required: Verification from graduate studies.)

United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate. (Required: Proof of enrollment in graduate program for FL teaching certificate.)

Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed. (Required: Proof of active duty membership for specified purpose.)

Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where the foreign liaison officer is stationed. (Required: Proof of active duty membership for specified purpose.)

To be Completed by the Claimant/Person Claiming Florida Residency

Note: If the student is a dependent, the parent is the claimant and will complete this section and provide evidence of residency supporting the claim. If the student is independent, the student is the claimant and will complete this section and provide evidence of residency supporting the claim. No single document shall be conclusive in establishing residency. Additional documentation, other than what is prescribed, may be requested in some cases. All documentation provided is subject to verification. Evidence of ties to another state may result in denial of Florida residency for tuition purposes.

Claimant/Name of Person Claiming Florida Residency: _____

Claimant's Relationship to Student: _____ Claimant's Telephone Number: _____

Claimant's Address (Street, City, State, Zip): _____

Date Claimant Began Establishing Legal Florida Residence (if upon birth, enter birth date) _____

Provision of Documents to Support Claim of Florida Residency

Per s. 1009.21(3)(c), Florida Statutes, the residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified below. No single piece of evidence shall be conclusive.

A. Claimant must provide at least one of the following of his/her personal documentation:

- Florida Voter's Registration Card. Number: _____ Issue Date: _____
- Florida Driver's License. Number: _____ Original Issue Date: _____ Current Issue Date: _____
- Florida State ID card. Number: _____ Original Issue Date: _____ Current Issue Date: _____
- Florida Vehicle Registration. Number: _____ Original Issue Date: _____ Current Issue Date: _____
- Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (Required: document such as a deed or other evidence of title to property used as primary residence, a homeowners policy, a title insurance policy, evidence of a property tax payment on the primary residence, multiple leases reflecting a Florida address, or a lease of multiple years' duration.)
- Proof of a homestead exemption in Florida. (Required: document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)
- Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months.
Dates of Attendance: _____ Graduation Date: _____ (Required: transcript)
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period. (Required: pay stubs or W-2 form for past 12 consecutive months and/or verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer.)

B. Claimant may provide one or more documents from the following categories to demonstrate residency in Florida (to be used in conjunction with one document from above):

- Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes.
- Florida professional or occupational license.
- Florida incorporation.
- Document evidencing family ties in Florida
- Proof of membership in a Florida-based charitable or professional organization.
- Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

Residency Declaration

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on all pages of this Residency Declaration. I understand that any false or misleading information on this Residency Declaration, or provided in support of this Residency Declaration, will subject me to penalties pursuant to section 837.06, Florida Statutes, for making a false statement. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my claim as a Florida resident for tuition purposes.

Student Name (Please Print): _____

Claimant Name (if not the student): _____

Signature of Claimant: _____ Date: _____

Student Financial Responsibility

Terms and Conditions

Registration and Registration Changes

I am responsible for knowing and complying with any and all registration deadline dates. Any activity I conduct through my college student account indicates my agreement to the applicable terms and conditions. I am responsible for all requests to change, add, drop, or withdraw course registration made through MyFKCC account or by an FKCC employee on my behalf. I understand that I am responsible for reviewing my registration and academic record each term for accuracy.

Financial Liability Statement

I agree to pay all FKCC student account balances and charges pursuant to FKCC policies. I understand that the college is advancing value to me in the form of education services, and that my right to register is expressly conditioned upon my agreement to pay institutional costs including, but not limited to, tuition, fees, books, and any additional costs, when those charges become due. It is my responsibility to view and pay fees by established fee due deadlines posted on FKCC website and catalog. It is my responsibility to pay my student account balance in FKCC's student portal referred to as "MyFKCC", by credit (debit) card over the phone, or at the office of Business Services located at Key West main campus, Upper Keys Center, or Lower Keys Center.

I understand that a past due student account balance will result in a financial "hold," which prevents future registrations as well as other services being offered in accordance with college policy. A delinquent student account balance may be reported to a credit bureau and/or referred to collection. I agree to pay any cost associated with the collection of unpaid charges, including collection fees up to 30.0% of the total past due balance or reasonable attorney fees and court costs associated with the collection, including those incurred upon appeal. This agreement shall be governed by the laws of the state of Florida, and I hereby stipulate, agree, and consent to any court of competent jurisdiction in Monroe County, Florida exercising personal jurisdiction over me in any lawsuit brought by FKCC, or its agents, to collect any and all unpaid fees and other charges and assessments, regardless of my domicile at the time of such action.

Financial Aid, Third Party, and Scholarships

I agree to pay FKCC remaining student account balances due after financial aid awards, third party payments, and scholarship awards have been applied to my account by established fees due deadlines posted on FKCC website and catalog. Even though a third party is paying my tuition, I am responsible for making sure my tuition is paid by established deadlines. I understand that by submitting requests for financial aid, third party payments, and scholarships do not automatically extend established fees due deadline. If payments are not received by fees due deadline, a formal request to Business Services at business.services@fkcc.edu is required for extension approval. Approval of extension of fees due deadline is contingent upon proper completion of paperwork and other extenuating circumstances.

Suspension of Services

I understand and agree that FKCC will withhold grade reports, transcripts, diplomas, and other services if I fail to pay tuition, fees, books, and any additional costs or otherwise fail to abide by the provisions of this agreement. FKCC will prevent me from further registration activity until all outstanding balances on my student account and/or to third party vendors have been satisfied in full.

Signature: _____ Date: _____

Student Financial Responsibility

Terms and Conditions, continued

Change in Name, Address, or Phone Number

I am responsible for updating my FKCC records with any changes in my name, address, or phone number within seven (7) days of any such change. Personal information should be updated in person at Key West main campus, Upper Keys Center, or Lower Keys Center.

Communications

I understand that emails from MyFKCC account are FKCC's primary and official means of communication, and serve to provide the means for delivering the College's official notices. I am responsible for reading the information and notices that are sent to me through my assigned FKCC email.

I further acknowledge and understand that FKCC and/or third parties may contact me regarding outstanding debt via my FKCC email, regular mail, home and mobile phones. By accepting and agreeing below, I consent to FKCC and/or third parties doing so.

Course Add/Drop and Withdrawal Procedures

I understand that emails from MyFKCC account are FKCC's primary and official means of communication, and serve to provide the means for delivering the College's official notices. I am responsible for reading the information and notices that are sent to me through my assigned FKCC email.

I further acknowledge and understand that FKCC and/or third parties may contact me regarding outstanding debt via my FKCC email, regular mail, home and mobile phones. By accepting and agreeing below, I consent to FKCC and/or third parties doing so.

Void for Non Payment

I understand if I do not pay my student account balance by posted fees due deadline I may be dropped from course(s). By being dropped from course(s) I understand I may not be able to re-register for the same courses unless there is a seat available. I am responsible for paying a reinstatement fee and agree to pay fees due the day I reinstatement my course registration(s).

By signing below, I am entering into a legal and binding contract with Florida Keys Community College and I hereby acknowledge that I have read and understand the Terms and Conditions of this registration agreement.

Signature: _____ Date: _____

Information About the Admissions Process

All applicants must have an Associate in Arts (AA), an Associate in Science (AS), or earned credit in no fewer than 60 semester hours from a regionally-accredited institution. All applicants must have an all-college grade point average of 2.0 or higher.

Steps from Application to Registration

I. Apply

This application is required for all new students and returning students after a break in enrollment of one or more years. New students must submit a completed application with a \$30 non-refundable application fee to the Office of Enrollment Services, FKCC, 5901 College Road, Key West, Florida 33040. FKCC Graduates returning to the college after a break of one year or more must complete this application, but no application fee will be assessed.

To use a credit or debit card to pay the application fee and subsequent tuition, lab, or other fees, contact the FKCC Business Office at 305.809.3186

International Students: In addition to completing this application form, you must complete the International Student Packet (available on FKCC.edu) if you plan to attend under an F-1 international student visa.

II. Submit Residency Documents

See Florida Residency Declaration (FRD-1) for information and requirements.

III. Submit Transcripts

For admission to the bachelor's degree program, you must arrange for submission of official transcripts from all post-secondary institutions demonstrating a documented earned associate degree or earned credit in no fewer than 60 semester hours from regionally-accredited institutions. All foreign college-equivalent transcripts must be course-by-course translated and evaluation by FKCC's preferred provider, World Education Services (WES) WES.org. Contact Enrollment Services at 305.809.3188 for more information.

Official transcripts from each college or university attended must be mailed directly from the institution to FKCC. Faxed, emailed, or hand delivered transcripts are not considered official. It is the student's responsibility to have all official transcripts forwarded to the Office of Enrollment Services. Admission will not be finalized until all transcripts are evaluated.

IV. Contact Your Student Advisor

Upon acceptance, you will receive an email containing your student advisor contact information. Contact your advisor for assistance with academic planning and course selection.

V. Access Your Online Student Account

Upon acceptance, you will receive an email containing your student information. Log into your myFKCC student account via luminis1.fkcc.edu to access your email account, student records and to register for classes. Use your college email address to communicate with the College for all student matters; always reference your student ID in the emails. College administration and faculty use the email system as the official method of communication.

Additional Information

Statement of Accreditation

Florida Keys Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Keys Community College.

Social Security Number

Florida Statute 119.071(5)(a) authorizes the collection and usage of your Social Security Number (SSN) by FKCC. The College collects and uses your SSN for state and federal reporting as required by Section 6050S of the Internal Revenue Code. To protect your identity, the College will secure your SSN from unauthorized access and will not release your SSN to unauthorized parties. FKCC assigns each student a unique student identification number that is used for all transactions. For additional information, see the Social Security Number Collection and Usage Statement document on FKCC.edu.

Disability Services

Students with disabilities are encouraged to contact the Disability Services Coordinator at 305.809.3196.

Veteran Benefits

The College is approved for the training of entitled veterans who can qualify for such training under current federal laws. For information about how to use veteran benefits, contact the Financial Aid Department at 305.809.3523.

Gender, Ethnicity and Race

Providing gender, ethnicity and race information is not required but assists the College in meeting federal reporting in compliance with Title VI of the Civil Rights Act. The information shall not be used in determining admission to the college.

Notice of Non-Discrimination

The College does not discriminate on the basis of race, color, national origin, ethnicity, age, sex marital status, military status, genetic information, sexual orientation, pregnancy, religion or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies.

Equity Officer: Kathleen Daniel, Director, Human Resources
(305) 809-3248 or kathleen.daniel@fkcc.edu

Title IX Coordinator: Naomi Walsh, Assistant to the Vice President of Advancement
(305) 809-3198 or naomi.walsh@fkcc.edu

Disability Services: John Rouge, Assistant Director of Student Success
(305) 809-3181 or john.rouge@fkcc.edu

Mailing Address: Florida Keys Community College,
5901 College Road, Key West, FL 33040