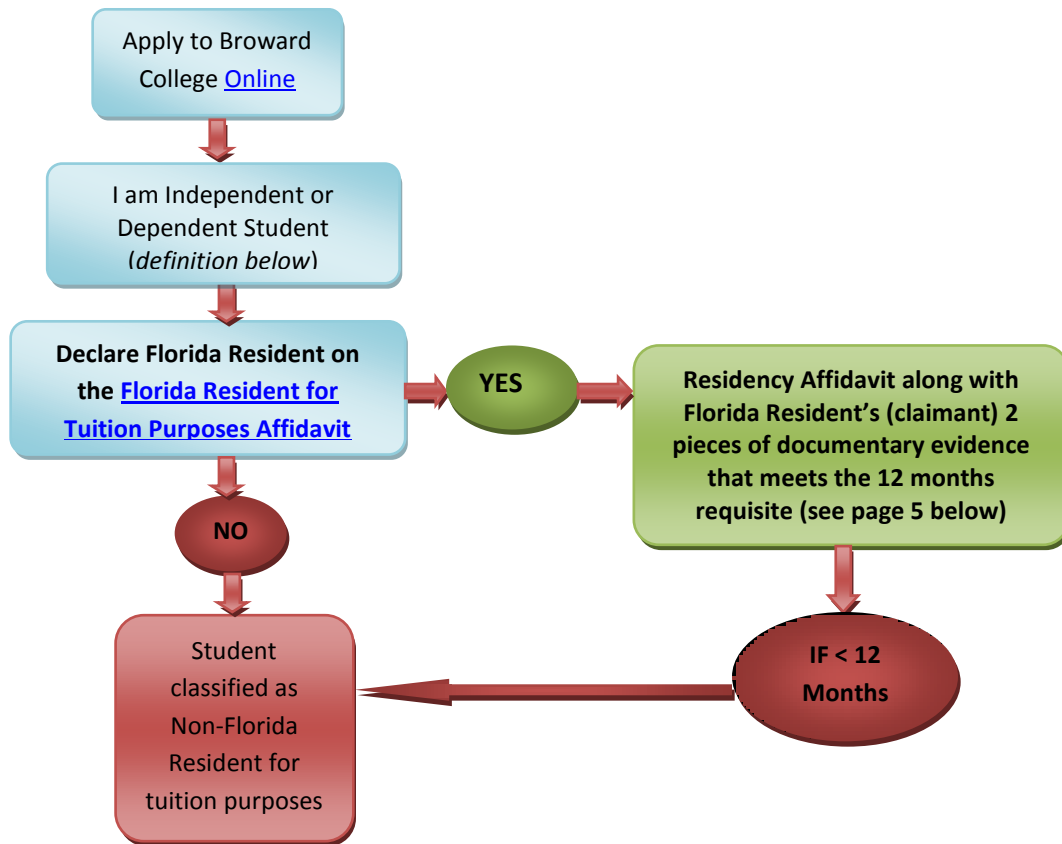


**DETERMINATION OF FLORIDA RESIDENCY FOR TUITION PURPOSES:  
DEPENDENT OR INDEPENDENT STATUS,  
THE RESIDENCY AFFIDAVIT AND DOCUMENTARY EVIDENCE**



***Independent or Dependent Status***

The determination of dependent or independent status is important because it is the basis for whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's or guardian's documentation of residency (as a dependent).

***I am an independent Student.***

I meet one of the following criteria to be classified as an independent student for the determination of residency for tuition purposes:

1. The student is 24 years of age or older by the first day of classes of the term for which residency status is sought.
2. The student is married.
3. The student has children who receive more than half of their support from the student;

4. The student has other dependents that live with and receive more than half of their support from the student.
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training.
6. Both of the student's parents are deceased, or the student is or was (until age 18) one of the following: (a) a ward/dependent of the court or (b) in foster care.
7. The student is determined an unaccompanied homeless by a school district homeless liaison, emergency shelter or transitional housing program. The student is working on a master's or doctoral degree during the term for which residency status is sought.

Evidence that the student meets one of these criteria will be requested by the college.

***I am a Dependent Student.***

I am eligible to be claimed by my parent under the federal income tax code, whether or not living with my parent and shall be classified as a dependent student because I meet the following six steps: (IRS requirements of a "qualifying child" or "dependent")

1. The child must be your son, daughter, or stepchild.
2. The child must be
  - (a) under age 19 at the end of the year and younger than you (or your spouse, if filing jointly),
  - (b) under age 24 at the end of the year and a full-time student and younger than you (or your spouse, if filing jointly), or
  - (c) any age if permanently and totally disabled.
3. The child must have lived with you for more than half of the year subject to IRS exceptions.
4. The child must not have provided more than half of his/her own support for the year.
5. The child is not filing a joint return for the year (unless that joint return is filed only as a claim for refund).
6. If the child meets the rules to be a qualifying child of more than one person, you must be the person entitled to claim the child as a qualifying child.

Some people cannot be claimed as your dependent. Generally, you may not claim a married person as a dependent if they file a joint return with their spouse. Also, to claim someone as a dependent, that person must be a U.S. citizen, U.S. resident alien, U.S. national or resident of Canada or Mexico for some part of the year. There is an exception to this rule for certain adopted children. See [IRS Publication 501](#), Exemptions, Standard Deduction, and Filing Information for additional tests to determine who can be claimed as a dependent.

### ***Process/Standards for Proving Dependent or Independent Status***

Dependent or independent status will be based on a copy of a student's or his/her parent's most recent tax return or other documentation as appropriate (submitted on or in conjunction with the Admissions Application, on the Residency Affidavit, or other supporting evidence collected by the college.) The college is not required to collect tax returns for those students who are under the age of 24 and claim to be dependent on the Residency Statement.

**The following documents are examples of evidence that must be provided to the college to prove the student's status as an independent if the student is under the age of 24 by the first day of classes of the term:**

- \* Marriage certificate, insurance information showing marital status, most recent tax return showing marital status;
- \* Tax returns showing support of children or other dependents that live with and receive more than half of their support from the student;
- \* Military discharge documents;
- \* Legal documents showing student is a ward/dependent of the courts; or
- \* Documentation showing that the student provides more than fifty (50) percent of his/her support for the year (examples may include: tax return, W-2 form, pay stubs, employer earnings verification).

When tax returns are collected for the purpose of proving independent status by virtue of providing support to others, the social security numbers and income figures should be blacked out as the only relevant information on this form relates to whether or not an exemption has been claimed for the student.

When tax returns are collected for the purpose of proving independent status by virtue of providing more than fifty (50) percent of his/her support for the year, the social security number should be blacked out. However, the income information must be provided to show that this requirement has been met.

## **PROCEDURES FOR INITIAL CLASSIFICATION**

**Initial classification** applies to the following individuals:

1. Those submitting an application for first-time enrollment at a higher education institution;
2. Those submitting an application which is considered a “new” application and results in a change in status (e.g., undergraduate); and
3. Those submitting an application for readmission after a period of non-enrollment. [Note: A student previously classified as a non-resident at the college may be required to request reclassification as part of the re-admission process.]

### **Residency Affidavit**

The Residency Affidavit is required as part of the college admissions application, regardless of program (e.g., degree or non-degree seeking). The Residency Affidavit should be completed upon admission to determine residency for tuition purposes. Students who provide incomplete documentation will not be classified as a resident for tuition purposes.

### **Non-Resident Claim**

Non-resident for tuition purposes is defined as a person who does not qualify for the in-state tuition rate. If a student indicates “non-resident” on the Residency Affidavit, the student is automatically considered out-of-state for tuition purposes.

### **Resident Claim – Evaluation of Evidence Required**

Many Residency Affidavits and associated documentation will require evaluation even though the student has claimed to be a Florida resident.

## **Documentary Evidence**

If an applicant claims Florida residency, he/she will have to prove that he/she (or a parent or legal guardian if a dependent) has been a Florida resident for at least 12 consecutive months prior to the first day of classes for which the student is enrolling. At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive.

### **First Tier (at least one of the two documents submitted must be from this list)**

1. A Florida voter's registration card.
2. A Florida driver's license.
3. A State of Florida identification card.
4. A Florida vehicle registration.
5. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
6. Proof of a homestead exemption in Florida.
7. 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.
8. Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period.

### **Second Tier (may be used in conjunction with one document from First Tier)**

1. A declaration of domicile in Florida.
2. A Florida professional or occupational license.
3. Florida incorporation.
4. A document evidencing family ties in Florida.
5. Proof of membership in a Florida-based charitable or professional organization.
6. Any other documentation that supports the student's 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.

**Examples of documents that may not be used**

- Hunting/fishing licenses
- Library cards
- Shopping club/rental cards
- Birth certificate
- Passport

**Other Approved Processes for Documentation**

For students in state custody, the Department of Juvenile Justice (DJJ) may facilitate residency determinations by providing the college with documentation evidencing parental or legal guardian residence in Florida for the qualifying period. The DJJ Address Verification Form is acceptable documentation for residency determinations in conjunction with additional information that demonstrates the parent or legal guardian has maintained legal residence in this state for at least 12 consecutive months prior to the first day of classes of the term for which residency status is sought.

Students who have tuition and fees waived or exempted according to the following sections of Florida Statutes shall be classified as Florida residents and shall not be required to submit additional residency documentation for tuition purposes for the duration of the exemption or waiver eligibility period:

1009.25(2)(c) and (d): **Custody of Department of Children and Families**, in the care of a relative or adopted from the Department of Children and Families,

1009.25(2)(f): **Homeless**,

961.06(1)(b): **Wrongful incarceration**,

112.191(3): **Dependents or spouses of firefighters killed in the line of duty**, and

112.19(3): **Dependents or spouses of law enforcement, correctional, or correctional probation officers killed in the line of duty**

After eligibility for the waiver or exemption has expired, the student must prove Florida residency for tuition purposes to continue receiving the in-state tuition benefits.

## ***Residency Determinations***

***Residency Denied: Insufficient Information or Evidence.*** This determination is reached in the following situations:

- \* Student indicates resident but does not provide information or documentation to evidence their eligibility or their residency status for the requisite 12-month qualifying period prior to the first day of classes of the term for which the residency status is sought.
- \* Student indicates resident but information or documentation is inconsistent with other areas of the application (e.g., has been living and/or working out of the state for a period of 12 consecutive months or more, driver's license or transcripts indicate residency status in another state).
- \* Student does not meet any of the exceptions or requirements for resident or for non-U.S. citizens demonstrating lawful presence in the United States.

When residency is denied, the student should be assessed out-of-state tuition and/or contacted with information about requirement to provide additional documentation.

***Residency Approved.*** This determination is reached in the following situations:

- \* Student provides information or documentation to evidence their bona fide residency in Florida (or bona fide residency of a parent or legal guardian if dependent) for the requisite 12 consecutive month qualifying period prior to the first day of classes of the term for which the residency status is sought.
- \* Student meets one of the statutory exceptions or qualifications for resident or for non-U.S. citizens demonstrating lawful presence in the United States and submits any required information or documentation to verify such eligibility.