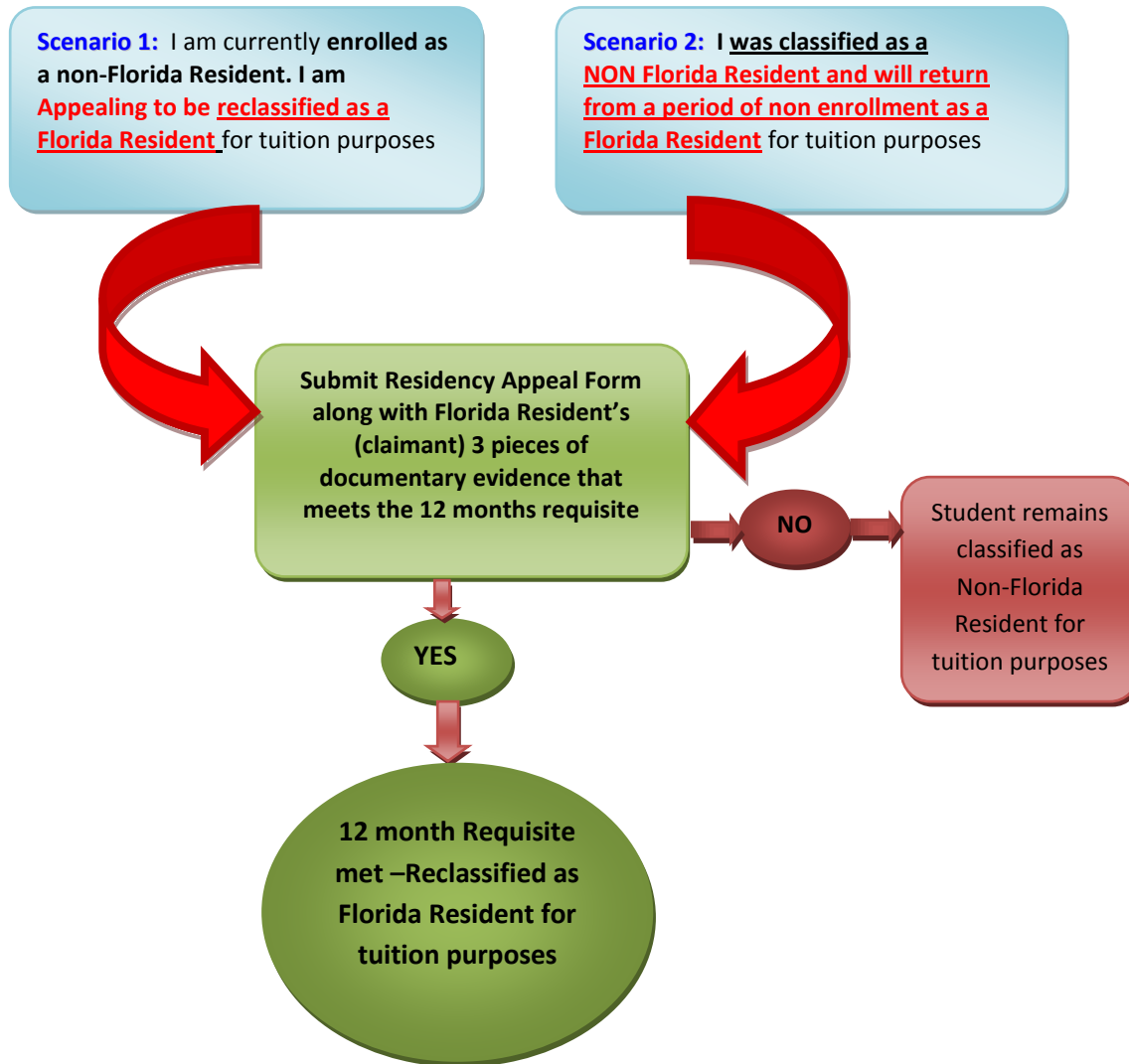


RECLASSIFICATION OF FLORIDA RESIDENCY FOR TUITION PURPOSES:

THE RESIDENCY APPEAL AND DOCUMENTARY EVIDENCE



PROCEDURES FOR FLORIDA RESIDENCY RECLASSIFICATION

Who may seek Residency Reclassification?

Scenario 1

I am currently enrolled as a non-Florida Resident. I am Appealing to be reclassified as a Florida Resident for tuition purposes.

Scenario 2

I was classified as a NON Florida Resident and will return from a period of non enrollment as a Florida Resident for tuition purposes.

Florida Residency Reclassification Process

1. A student who is **classified as out-of-state and wants to request “reclassification” to in-state status** must complete and submit the Residency Appeal [Application](#), along with a minimum of three (3) pieces of documentary evidence (noted on page 3) that meets the 12 months requisite prior to the term in which the reclassification is sought. One of the three documents must come from Tier 1.

The reclassification request and all documentary evidence must be presented to the Admission Office on Campus.

2. The Florida Residency Reclassification Petition will be reviewed and a decision rendered based on the strength of the 3 or more documentary evidence provided.
3. Documentary evidence that meets the 12 month requisite requirement will result in an approval of reclassification. In this case, the student will be reclassified as a Resident for Tuition Purposes and an approval notification mailed to the student.
4. The documentary evidence that DOES NOT meet the 12 month requisite requirement will result in the reclassification being denied. In this case, the student will remain classified as a NON-Florida Resident for Tuition Purposes. The student will receive the decision by mail.

Acceptable Documentary Evidence

The burden of providing clear and convincing documentation that justifies the institution's classification of a student as a resident for tuition purposes rests with the student, or if the student is a dependent, his or her parent. For documentation to be "clear and convincing" it must be credible, trustworthy, and sufficient to persuade the institution that the student or, if that student is a dependent, his or her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for a minimum of 12 consecutive months prior to classification.

An individual who is classified as a non-resident for tuition purposes and who marries a legal resident of the state and later becomes a legal resident may become eligible for reclassification by submitting proof of his/her legal residency, evidence of his/her marriage to a legal resident, and evidence of his/her spouse's legal residence in Florida for at least 12 consecutive months immediately preceding the application for reclassification. The individual does not have to satisfy the requisite 12-month qualifying period. [s. 1009.21(6)(d), FS]

The **evidentiary requirement for reclassification goes beyond that for an initial classification, because these individuals have previously been determined to be out-of-state residents.** An individual who is initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if that individual, or his or her parent if that individual is a dependent, presents clear and convincing documentation that supports permanent legal residency in this state for 12 consecutive months.

If an applicant claims Florida residency, the residency of self as an independent applicant or the parent, if a dependent applicant, must be proven. In either case, the independent applicant or the parent of the dependent applicant must show clear and convincing documentation of Florida residency for at least 12 consecutive months prior to the first day of classes for the semester/term that the student is seeking enrollment.

At least three of the following documents must be submitted, with dates that validate 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.

Florida Residency Determinations

Reclassification of Florida 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 reclassification of status is sought.

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

Reclassification of Florida Residency Appeal

A student whose petition for reclassification was denied may appeal the determination by submitting a Florida Residency Appeal form along with all supporting documentary evidence to the Appeal Committee. The appeal will be reviewed for consideration prior to the term for which reclassification is sought. Residency determinations will be mailed to the student.

Florida Residency Reclassification Questions & Answers:

When can an out-of-state high school transfer be eligible for reclassification?

If a student graduates from a Florida high school, then the student may be reclassified when the parent is able to provide documentation from s. 1009.21(3)(c)(1) & (2) evidencing 12 months in Florida.

When can a dependent student be eligible for reclassification?

If a dependent (definition on page 6) student's parent moves to Florida and maintains residence for 12 months, the student may be reclassified subsequent to verification of 2 or more documents identified in s. 1009.21(3)(c)(1) and (2), F.S.

If a student marries a Florida resident, are they eligible for reclassification?

Yes. A student classified as a non-resident may become eligible for reclassification if they establish legal residence and marry a Florida resident who has maintained residency for at least 12 consecutive months. The student must present evidence of his/her own legal residency in Florida, evidence of his/her marriage to a person who is a legal resident of Florida, and evidence of the spouse's legal residence in Florida for a least 12 consecutive months immediately preceding the application for reclassification.