

INFORMATION FOR RESIDENCE CLASSIFICATION

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 residence in Florida for at least 12 months. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. Living in or attending school in Florida will 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. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.

The instructions below do not comprise a comprehensive statement regarding residency classification. Refer to the "Florida Residency for Tuition Purposes" and "Residency Reclassification" sections of the current CCTC catalog. This Residency Application and Affidavit along with copies of documentary evidence must be submitted to the admissions office.

DEPENDENT OR INDEPENDENT

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

Independent Student Criteria (Must meet at least one criterion to be considered independent.)

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 at a Florida institution.
2. The student is married. (Copy of marriage license or, if appropriate, divorce decree is required.)
3. The student has children who receive more than half of their support from the student. (Copy of most recent federal income tax return listing children as dependents is required.)
4. The student has other dependents who live with and receive more than half of their support from the student. (Copy of most recent tax return listing dependents is required.)
5. The student is a veteran of the U.S. Armed Forces or is currently serving on active duty in the U.S. Armed Forces for purposes other than training. (Copy of DD214 or military orders is required.)
6. Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court. (Copy of parents' death certificates or a court order or letter from Children and Family Services is required.)
7. The student has established independent annual financial resources of at least \$9,396 per year. (Copy of most recent federal income tax return and W2 form(s) required.)

Dependent Student: If you are under the age of 24 and 51% or more of your support is provided by another as defined by the IRS, you will be classified as a dependent student and your parents or legal guardian will need to provide proof of residency.

Documentary Evidence

The claimant must provide two forms of evidence from the following lists: at least one document MUST be from Tier One. ONE document from Tier Two may be used in conjunction with ONE document from Tier One. ALL documents supporting the establishment of legal residence (whether from Tier One and/or Tier Two) must be dated, issued or filed 12 consecutive months before the Proof of Florida Residency Deadline date established for the term for which Florida Resident classification is sought.

First Tier (at least ONE of the two documents submitted must be from the following list)

Florida Driver's license (if known to be held in another state previously, must have relinquished)

OR a State of Florida identification card (if evidence of no ties to another state)

Florida voter registration card

Florida vehicle registration (must show 12 consecutive months, two consecutive years of vehicle registrations may be required)

Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Courts

Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within the last 12 months)

Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12 months period) Letter required.

Benefit histories from Florida agencies or public assistance programs.

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

A Florida professional or occupational license

Florida incorporation

Documents evidencing family ties in Florida (legal guardianship papers or other official court documents)

Proof of membership in Florida-based charitable or professional organizations

(Note: membership in a church does not constitute membership in a Florida-based charitable organization)

Any other documentation that supports the student's request for resident status

Examples of "other" documentation:

Utility bills and proof of 12 consecutive months of payments, service must be current with no outstanding balance

Satellite TV, cell/mobile phones cannot be used

Lease agreement and proof of 12 consecutive months of payments

State or court documents evidencing legal ties to Florida

Unacceptable Documents (may not be used)

Hunting/fishing licenses, library cards, shopping club/rental cards, birth certifi-



RESIDENCY APPLICATION AND AFFIDAVIT

SECTION I: MUST BE COMPLETED BY THE APPLICANT/STUDENT

Term for which residency is requested: Fall Spring Summer Year: _____

Name: _____ Date of Birth: _____

Telephone Number: () _____ Email: _____

SECTION II: MUST BE COMPLETED BY THE CLAIMANT (i.e. the applicant/student, if independent, or the natural/adoptive parent or legal guardian or the spouse, if dependent). If your last name is different from that of the applicant/student listed in Section I, you must also attach documentation to prove the relationship, i.e. marriage license, divorce decree, birth certificate, etc., in addition to your documentary evidence.

Name: _____

Relationship to student: _____

Permanent legal address: _____

Street address

Apt #

City

State

Zip code

Telephone Number: () _____ Email: _____

Date claimant began establishing legal Florida residence and domicile: _____

mm/dd/yyyy

Are you a U.S. citizen? Yes No

If your answer is no, please attach proof of immigration status, i.e. passport, visa, resident alien card, etc.

You must have at least two documents that prove you have maintained legal residence in Florida for at least the past 12 months. You must have at least one document from Tier One: the second document may be from either Tier One or Tier Two. Florida Driver's License; Florida Vehicle Registration, and/or Florida Voter Registration are preferred documents for proving Florida residency but are not required. **COPIES OF ALL DOCUMENTATION USED TO PROVE RESIDENCY ARE REQUIRED AND MUST BE ATTACHED TO AND SUBMITTED WITH THIS FORM.**

Tier One Document(s) (Claimant MUST have at least ONE)

Claimant's FLORIDA Driver's License: Number: _____ Original Issue Date: _____

Claimant's FLORIDA Vehicle Registration: Tag Number: _____ Original Issue Date: _____

Claimant's FLORIDA Voter Registration: Number: _____ County: _____ Original Issue Date: _____

Other Tier One Document: _____

Other Tier One Document: _____

Tier Two Document (If Claimant does not have two documents from Tier One) _____

ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY CCIT.

I am the Claimant and I have met all requirements 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, and that a false statement can also subject me to penalties for making a false or fraudulent statement pursuant to BOR Rule 6C6307(6), F.A.C.

Signature of applicant/student

Date

Signature of Claimant

Date

CCTC is authorized to make discretionary judgments as to residency within the bounds of the law and in reaching this professional judgment will evaluate all documents submitted and information available.

REMEMBER TO ATTACH DOCUMENTARY EVIDENCE!

OFFICE USE ONLY – Registrar or Designee: _____