



ADMISSIONS CHECKLIST

Please review this list carefully. **ALL** documents must be presented in order to proceed with enrollment.

Admissions Process – What do you need with you?

- Official high school/GED® transcripts** -- We can verify Lee County graduates!
- Official college transcripts**, if applicable.
- Complete the Basic Skills Assessment** – See exemptions below.
- Residency requirements** – see more information on the back form.
- \$40 Application fee** (non-refundable)

****Note:** Health science programs have additional requirements needed for enrollment.

Basic Skills Assessment Information

You may be exempt from taking the basic skills assessment, if you qualify for one of the following:

- Have graduated from a public FL high school after 2007 with a standard high school diploma.
- Earned a GED® within 2 years of the program start date.
- Earned an AAS degree or higher from an accredited institution

****Must provide official transcripts in order to be exempt.**

If you are not considered exempt or not sure – please call 239-574-4440 or stop by the front office to schedule!

Note: Cost of test is \$30 and bring your ID on the day of the test.

If Requesting Financial Aid

- You must submit a copy of an official high school or GED® transcript to be eligible.
- Complete the www.FAFSA.ed.gov application for the appropriate year. The school code is **031583**.
- Contact the financial aid office 3 days after successfully submitting your application to determine if additional verification documents are required.

Admissions Office is available Monday through Friday from 8am to 2:30pm!

RESIDENCY 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 residence in Florida for at least the last consecutive 12 months. To qualify as a Florida resident for tuition purposes you must be a U. S. citizen, permanent resident alien, or legal alien with qualifying immigration status as evidenced by INS documents. Students who depend on out-of-state parents for support are presumed to be residents of the same state as their parents.

Step 1: Are you independent or dependent? You are INDEPENDENT if you can answer yes to any of these. You will need to provide 2 documents in your own name that are at least 12 months old by your first day of class.

1. You are 24 years of age or older by the first day of class.
2. You are married. (Copy of marriage license is required.)
3. You have children or other dependents who receive more than half of their support from you. (Copy of most recent federal income tax return listing dependents is required.)
4. You are a veteran of the U.S. Armed Forces or are currently serving for purposes other than training. (Copy of DD214 or military orders is required.)
5. Both of your parents are deceased or you are or were a ward/dependent of the court. (Copy of parents' death certificates or a court order or letter from Children and Family Services is required.)

You are DEPENDENT if you answered no to everything above. If you are DEPENDENT, your parent or legal guardian will need to provide proof of residency.

Step 2: Are you a US citizen? If you are not a US citizen, you or your parent/guardian must provide the relevant INS documents explaining your status, i.e. Resident Alien Card or Work Authorization Card.

Step 3: Provide **two** acceptable documents. To qualify for in-state tuition you or your parent/guardian must provide two 12 month-old documents. One document must be from Tier One. The second document may be from Tier One or Tier Two. Both documents must be dated or issued at least 12 months prior to the first day of your first term of enrollment.

TIER ONE (You must have one of these.)

- Florida Driver's License
- State of Florida Identification Card
- Florida Voter Registration Card
- Florida Vehicle Registration
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12 month period — letter from employer or pay stubs required) • Proof of a permanent home that is occupied as the primary residence (copy of Homestead Exemption or property appraiser website documents required)

In-State Tuition is **\$2.90** per clock hour
Out-of-State Tuition is **\$11.17** per clock hour

TIER TWO

- Florida incorporation
- Utility bill and proof of 12 consecutive months of payments. Service must be current. No cell/mobile phone bills, cable/satellite bills, and internet bills. • Lease agreement and proof of 12 consecutive months of payments (Lease must be current and payment must be verified for 12 consecutive months.) • Florida professional or occupational license • Declaration of Domicile certified by a Clerk of Courts at least 12 months prior. • Benefit histories from Florida agencies or public assistance programs.