

A student who is classified as a non-resident for tuition purposes may become eligible for reclassification as a resident for tuition purposes if the student or claimant on behalf of the student presents clear and convincing documentation that supports permanent legal residence in Florida for at least 12 consecutive months immediately prior to the term requested.

STUDENT INFORMATION

Term requested: _____

Student's Name: _____ Student ID Number: _____

Permanent Address _____

City _____ State _____ Zip _____ Telephone _____

To qualify as a Florida resident for tuition purposes, the student and claimant (if not the student) must be a: U.S. citizen, foreign national in a nonimmigrant visa classification that grants the person the legal ability to establish and maintain a bona fide domicile in the U.S., a permanent resident alien, parolee, asylee, Cuban-Haitian entrant, or other qualified alien. Eligible visa categories: A, E, G, H-1B, H-1C, I, K, L, N, NATO 1-7, O-1, R, S, T, U, and V.

Citizenship: U.S. citizen Permanent Resident Alien Asylee or Refugee Other: _____

Visa category: _____ Resident Alien Number: _____ Date Card Issued: _____
(copy of both sides of card required)

GENERAL INSTRUCTIONS

A residency reclassification request must be made at least one business day prior to the first day of the semester/term for which residency reclassification is sought. A student requesting residency reclassification for a mini term/session cannot be enrolled in the parent term of that session. All residency reclassification determinations are made based on documentation received and its compliance with the Florida State Statute 1009.21 and Florida Administrative Code 6A-10.044.

Residency reclassification requests must include the following in order to be considered for review by the college:

1. A completed Florida Residency Reclassification for Tuition Purposes form.
2. Typed student statement explaining purpose for moving to the state of Florida, including details of intent to maintain a permanent residence in the state of Florida for reasons other than pursuing an education.
3. A minimum of three documents (from the Document Required column on page 3) that establish **physical presence in the state of Florida for the preceding 12 months, as well as permanent residency in the state for reasons other than education. At least one document must come from Tier 1.**
4. Documentation to prove dependency status, as applicable.

The reclassification process is individualized and document-intensive. No single document will be used to determine residency for tuition purposes. 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.

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. 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, spouse, or if the student is a dependent, his or her parent or legal guardian.

Residency reclassification cannot be applied retroactively to previous terms. **NOTE:** It is the student's responsibility to pay fees due by the fees due date noted on the student's schedule. Fees will be adjusted to in-state only if a reclassification request or appeal is approved. Residency reclassification packets should not exceed 40 pages total.

DEPENDENCY STATUS

Florida law specifies requirements for determining the person responsible for proving Florida residency. This person is known as the claimant, e.g. the applicant (if independent), parent, spouse or legal guardian. Choose the category that best describes you to determine who will be the claimant and the required documents to prove your dependency status. You must choose only one.

| | |
|--|---|
| <input type="checkbox"/> I am a student under the age of 24 and my parent or legal guardian has maintained legal residence in Florida for the past 12 months. Did your parents claim you in their most recent income tax return? ___ yes ___ no | <p><i>A student who is under the age of 24 by the first day of class of the requested term is automatically considered dependent.</i> [REDACTED]</p> <p><i>If you have a different last name than your parent, you will need to supply additional documentation to prove the relationship.</i></p> <p><i>Students who depend on out-of-state parents are presumed to be legal residents of the same state as their parents.</i></p> |
| <input type="checkbox"/> I am a student 24 years or older and have maintained legal residence in Florida for the past 12 months. | <p><i>A student who is 24 years or older by the first day of class of the requested term is automatically classified as independent and does not need to provide proof of independence.</i> [REDACTED]</p> |
| <input type="checkbox"/> I am an independent student under the age of 24, and I have maintained legal residence in Florida for the past 12 months. Reason for claiming independent status: ___ I am married or divorced. ___ I provide 51% or more of the cost of attendance based on my federal income taxes. This amount varies each year based on the Financial Aid cost of attendance calculation for a single resident (lower division courses). ___ I provide 51% or more of support for a child or another person as a dependent based on my federal income taxes. ___ I am a veteran or am currently serving the US Armed Forces on active duty. ___ Other: _____ (Students whose parents are incarcerated or deceased; or classified as homeless) | <p><i>A student under the age of 24 upon the first day of classes claiming to be independent must provide documentation to prove this status. Required documentation, as applicable:</i></p> <ul style="list-style-type: none"> - Student's most recent tax transcripts - Parent's or legal guardian's most recent tax transcripts - Marriage license or legal proof of divorce - Current military orders or separation documents (DD214) - Other documentation regarding independent status <p><i>The student is the claimant.</i></p> |
| <input type="checkbox"/> I am married to a person who has maintained legal residence in the state of Florida for the past 12 months. | <p><i>A student who is married to a Florida resident may use Required document: marriage certificate.</i> [REDACTED]</p> |

CLAIMANT INFORMATION - All of the questions below pertain to the claimant.

Name of Claimant _____ Relationship to Student _____

Permanent Address _____

City _____ State _____ Zip _____ Telephone _____

Date claimant began establishing legal residence in the state of Florida _____

Citizenship: U.S. citizen Permanent Resident Alien Asylee or Refugee Other: _____ (mm/dd/yy)

Visa category: _____ Resident Alien Number: _____ Date Card Issued: _____ (copy of both sides of card required)

SUPPORTING DOCUMENTS

All Florida Residency Reclassification for Tuition Purposes forms must be submitted with a minimum of three documents (from the Document Required column below) that establish the **claimant's** physical presence in the state of Florida for the 12 months prior to the requested term, as well as permanent residency in the state for reasons other than education. **All supporting documents must be current and dated 12 months prior to the first day of classes for the requested term of reclassification.** At least one document must come from Tier 1. Only clear, legible copies will be accepted.

All of the questions below pertain to the **claimant**. For each **yes** response, provide additional information and required document.

| | YES | NO | ADDITIONAL INFORMATION | DOCUMENT REQUIRED | |
|--|-----|----|--|---|---------------------------------------|
| Do you have a valid driver's license or valid state ID? | | | State: ___ Issue date: _____ Number: _____ | <i>Copy of valid driver's license or state ID</i> | T I E R 1 |
| Have you been employed in Florida for at least 30 hours per week for the last 12-month period? | | | Employer: _____ Hours per week: _____ Date hired: _____ | <i>Letter from each employer on letterhead and signed.</i> | |
| Do you have a valid vehicle registration? | | | State: ___ Issue date: _____ Plate Number: _____ | <i>Copy of valid vehicle registration</i> | |
| Are you registered to vote? | | | State: ___ Number: _____ Issue date: _____ | <i>Copy of voter's registration card</i> | |
| Do you have a Florida homestead exemption on a home that you own? | | | Issue date: _____ | <i>Copy of Florida homestead exemption</i> | |
| Did you attend a Florida public high school for two or more consecutive years immediately preceding your college enrollment? Or Did you complete a GED program in the 12 months immediately preceding your college enrollment? | | | Date of graduation or GED completion: _____ | <i>Transcripts or diploma</i> | |
| Have you filed a declaration of domicile in the state of Florida? | | | Date filed: _____ | <i>Copy of declaration of domicile</i> | T I E R 2 |
| Do you have a valid Florida professional or occupational license? | | | Issue date: _____ | <i>Copy of license</i> | |
| Do you have an incorporated business in the state of Florida? | | | Issue date: _____ | <i>Florida incorporation documents</i> | |
| Do you have family ties in the state of Florida? | | | Name of family member: _____ Relationship to student: _____ | <i>Notarized statement and copies of two documents to prove family member's Florida residency. At least one must come from Tier 1.</i> | |
| Are you an active member of a Florida based charitable or professional organization? | | | Name of organization: _____ Membership status: _____ | <i>Letter from organization outlining tax status, charitable endeavors and member's activities.</i> | |
| Are there other documents that you can provide to support your residency reclassification request? | | | List additional documents included: _____ _____ | <i>Current copy of lease agreement with 12 months payments, 12 months of utility payments, or an official state, federal or court document evidencing legal ties to the state of Florida, etc.</i> | |

The following documents cannot be used to prove Florida residency:

| | | | |
|-------------------|-------------------------|---------------------------|-----------------------------|
| Birth certificate | Auto insurance | Passport | Medical bills |
| Library card | Bank statements | Social Security card | Standard mail |
| Gym membership | Hunting/fishing license | Shopping club/Rental card | Cell phone/cable statements |

SIGNATURE

I do hereby swear or affirm that the above-named applicant meets all requirements indicated in the category checked above 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 in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

Student’s Name

Student’s Signature

Date

Claimant’s Name

Claimant’s Signature

Date

HOW TO SUBMIT YOUR FORM

The residency reclassification committee reviews **complete** submissions every other Tuesday (approximately twice per month). The submission deadline for each scheduled meeting is the preceding Tuesday. All decisions will be sent via the college’s official notification system. There are three ways to submit your reclassification request:

In person
Office of the Registrar
Northwest Campus
Building R, room 112

U.S. Mail
Office of the Registrar
3000 NW 83rd Street
Building R, Room 112
Gainesville, FL 32606

Email
residencyreclassification@sfcollge.edu

APPEALS PROCESS

A student has the right to appeal a denied decision within 10 business days from the date of notification. Appeals will be considered by the Residency and Waiver Appeals Committee. The appeal must include a new typed statement and any new documentation the student wants the committee to consider. For more information on the appeals process, please contact the Office of the Registrar at 352-395-5443.

OFFICIAL USE

___ Approved ___ Denied (Code: ___) Authorization: _____ Date: _____

Notes: _____

Appeal (if applicable)

Appeal received: _____ Notification sent: _____ Decision: ___ Reversed ___ Upheld

Authorization: _____ Date: _____

Notes: _____

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public. Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to SF’s Equity Officer and Title IX Coordinator, 3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606, 352-395-5950, equity.officer@sfcollge.edu.
Rev. 10/15/18