



STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA

Name of Student _____

SCF Student ID _____

Term Requesting Reclassification _____

STATEMENT OF FLORIDA RESIDENCY FOR TUITION PURPOSES

Reclassification to Florida Resident

PHOTOCOPIES OF ALL SUPPORTING DOCUMENTS MUST BE ATTACHED

A student initially classified as a *non-Florida resident for tuition purposes* may become eligible for reclassification as a *Florida resident for tuition purposes* if clear and convincing documentation demonstrates the criteria for reclassification has been met in accordance with Florida School code (SB 20-E) Section 1009.21 Florida Statutes.

The burden of proof is on the claimant to:

- Provide proof of residency in Florida for the previous 12-month period and
- Prove that residency in the state of Florida is/was not merely temporary or incidental to enrolling in a Florida higher education institution.

OFFICE USE ONLY:

_____ Approved

_____ Denied

_____ Incomplete

_____ Initials _____ Initials

_____ Date _____ Date

STEP 1

DEPENDENT STUDENT

If you are under age 24, you will be classified as a dependent student. A copy of your parent's or legal guardian's recent federal income tax return may be required to establish dependency. If the last names of the student and the claimant are different, proof of relationship is required. (Copy of a marriage certificate and/or birth certificate or other document showing proof of relationship.)

INDEPENDENT STUDENT

You must meet at least ONE of the following criteria to be classified as an independent student.

- You are 24 years of age or older prior to the deadline for submission of residency documentation for the term for which you are applying.
- You are married (copy of marriage certificate required).
- You have a child who lives with you and receives support from you (copy of most recent federal income tax return listing the child as your dependent and/or copy of child's birth certificate listing you as a parent).
- You have other dependents living with you who receive support from you (copy of most recent federal income tax return listing the person(s) as your dependent required).
- You are a veteran of the United States Armed Forces or serving on active duty (copies of military documents required; e.g. DD 214; DD 2058).
- Your parents are deceased and you are, or were until age 18, a ward of the court (copies of court documents required).
- You provide documentation that you **are not** claimed by your parent/legal guardian as a dependent under the federal income tax code and can document that you provide at least 50 percent of the cost of attendance as defined by SCF financial aid office (copy of your most recent tax return, W2, and/or pay stubs as proof of income required).

Note: Student using a spouse as the claimant must provide a copy of their marriage certificate. The claimant must complete this form and provide copies of the supporting documentation as outlined in this document. Student also must provide a copy of his/her Florida driver license or Florida identification card (even if card was obtained less than 12 consecutive months ago).

STEP 2 REQUIRED DOCUMENTATION

TIER 1

The claimant must provide photocopies of **two or more of the following five documents**, dated at least 12 consecutive months prior to the deadline for submission of residency documentation for the term for which they are applying. NO EXCEPTIONS to this requirement will be made. Photocopies must be attached and submitted with the Statement of Florida Residency form.

- 1 Florida driver license OR Florida identification card (required)*
- 2 Florida vehicle registration
- 3 Florida voter registration
- 4 Proof of purchase of a permanent home that is occupied as a primary residence of the claimant (mortgage, deed, proof from Florida property appraiser website, or homestead exemption; contracts/agreements must be dated 12 consecutive months prior to the deadline for submission of residency documentation).
- 5 Proof of permanent full-time employment in Florida for the previous 12 consecutive months or proof of transfer to a full-time, permanent job in Florida (30 or more hours per week). Letter from current employer stating date of hire, that the position is permanent (not seasonal) and that the claimant works full time and/or 30 or more hours per week required.

**Florida identification card can be used only if there is no evidence of ties to another state (i.e. the claimant cannot possess a valid driver license from another state).*

AND

TIER 2

Claimant may provide proof of **one of the following**. NO EXCEPTIONS to this requirement will be made. Photocopies must be attached and submitted with the Statement of Florida Residency form.

- 1 Declaration of Domicile certified by a Clerk of the Court at least 12 consecutive months prior to the deadline for submission of residency documentation.
- 2 Transcript from a Florida high school for multiple years or a Florida GED score report (only if high school diploma or GED was earned within the last 12 months). If high school transcript is used, claimant must be listed as the parent or legal guardian. GED may be used if claimant is the student.
- 3 Benefit histories from Florida agencies or public assistance programs for the previous 12 consecutive months. Letter from agency/program or statement/summary of benefits showing 12 consecutive months required.
- 4 Current utility bill and proof of 12 consecutive months of payments. Cell/mobile phones cannot be used. Only one utility may be used. Letter from service provider or copies of service/billing for the prior 12 consecutive months required.
- 5 Current lease agreement and proof of prior 12 consecutive months of payments; copies of prior leases may be used to establish 12 consecutive months. Letter from leasing agent/landlord as proof of payment or other acceptable proof of payment such as copies of rent payment receipts required.
- 6 Current Florida professional or occupational license issued at least 12 consecutive months prior to deadline for submission of residency documentation. Copy of license required.
- 7 Claimant has an immediate relative (i.e. parent or child) currently living in Florida, who has resided in Florida for the previous 12 consecutive months. Proof of relationship and immediate relative's residency in Florida for the previous 12 consecutive months required.
- 8 Proof of current membership in Florida-based charitable or professional organizations, must show membership for the previous 12 consecutive months. Copy of membership card or letter from charitable organization showing date claimant joined required.
NOTE: Membership in a church does not constitute membership in a Florida-based charitable organization.
- 9 Claimant is currently serving in the United States military on active duty in Florida. Copy of military orders required.
- 10 Claimant has received a discharge from the United States military and established residency in Florida prior to initial enrollment. Copy of DD 214 required.
- 11 Claimant lost their home in another state due to a natural disaster or crisis resulting in a state of emergency (e.g. hurricane or earthquake) that occurred prior to initial enrollment. Copies of supporting documents required (e.g. FEMA documentation or insurance claims).

Please print, sign and mail this entire document with your other documents of proof. You may submit all of your documentation in person to the Office of the Registrar at SCF Bradenton. **Please be advised that residency will not be adjusted until all documents are received.** Incomplete residency documentation may be returned to the student. *Questions? Visit our website at SCF.edu/ResidencyReclass or email us at Registrar@SCF.edu.*

STEP 3

I do hereby swear and affirm that the below named student is a United States citizen/adjudicated permanent resident or other approved USCIS status that meets all requirements for classification as a Florida resident for tuition purposes (if person claiming Florida residency is a lawful permanent resident or is in another approved USCIS status, original permanent resident card or USCIS documentation status is required). My residence in Florida has been for the purpose of establishing a permanent home and is not primarily incidental to enrollment at a Florida higher education institution. I understand that if false or fraudulent statements are submitted in connection with documentation to establish residency, tuition and fees will be recalculated at the non-resident rate and the student will be responsible for paying the additional monies due.

Signature of person claiming Florida residency (Original signature is required)

Date

Claimant relationship to student

Print name of student

Claimant printed name

Student's ID or Social Security Number

Signature of student (if not claimant) (Original signature is required)

Date

Mail Florida residency documentation to:
State College of Florida, Manatee-Sarasota
Attn: Office of the Registrar
P.O. Box 1849
Bradenton, FL 34206-7046