



Request for Residency Reclassification for Tuition Purposes

Submit completed form and supporting documents to registrar@scf.edu.

Student Information

SCF ID (G#)	Last Name	First Name	MI
Date of Birth	Cell/Phone Number	SCF Email	
Student's First Term at SCF (Term/Year)		Term Seeking Residency Reclassification	

Dependent/Independent Status (Check category that applies to student)
By the first day of the term for this request, I am:

Under 24 years of age AND

My parent(s)/legal guardian claim me for tax purposes, and 50% or more financial support is provided by another individual to me. (**DEPENDENT** - parent/legal guardian is claimant)

OR

I provide 51% of my financial support at the IN-STATE cost of attendance. (**INDEPENDENT** - student is claimant)
Required: financial independence worksheet must be completed; copy of tax transcripts from parent(s) and student from prior year to verify independence.

OR

I am enrolled in graduate school, married, on active-duty military, a legally emancipated person, or an unaccompanied homeless youth determined by a school district or homeless liaison, or have a dependent which receives more than half his/her support from me (**INDEPENDENT** - student is claimant)
Required: provide relevant documentation for all except graduate school.

24 years of age or older (**INDEPENDENT**)

I meet residency requirements through one of the qualifications by exception (select on page 4)

Claimant Information

Below pertains to the claimant. The "claimant" is the person claiming Florida residency. If the student is a dependent, the spouse/parent(s)/legal guardian is the claimant, and all documentation must support the spouse/parent(s)/legal guardian information. If the student is independent, the student is the claimant, and all documentation must support the student as the claimant.

Name of Claimant _____

The Claimant is: Student Parent Legal Guardian* Spouse** Other***

***If other, please elaborate _____

*Provide court ordered documentation indicating guardianship.

**Copies of legal documentation including proof of marriage or court documents must be submitted with this residency request form.

***Other = Dependent student living with an adult relative other than the student's parent. The student may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in Florida for at least 12 consecutive months immediately before the student's initial enrollment in an institution of higher education, provided the student has resided continuously with such relative for the 3 years immediately before the student's initial enrollment in an institution of higher education, during which time the adult relative has engaged in day- to-day care, supervision, and control of the student. Provide past 3 years of tax transcripts.

Date claimant began establishing legal Florida residence and domicile _____

Claimant's Permanent Legal Address _____ City _____ State _____ ZIP Code _____



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Intent for Independent Students (Only complete this section if **student** is categorized as independent)

Why did the claimant move to Florida? State statute is very specific about who is eligible to receive in-state tuition. If the primary reason you moved to Florida was to pursue an education, you are NOT eligible to receive in-state tuition. (As stipulated in Section 1009.21(2)(a)2, F.S., "it is imperative that the required 12-month qualifying period be for the purpose of maintaining a bona fide domicile rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education." In other words, if you moved to Florida to earn a degree from State College of Florida, Manatee-Sarasota (SCF), you are not eligible to receive in-state tuition.)

Please keep in mind that your reason cannot be for educational purposes, or you will automatically be ineligible to receive in-state tuition. It is also difficult to justify your move for other than educational reasons, if you immediately start school as a full-time student upon moving to the state.

Provide compelling evidence for residency for tuition purposes at SCF. (Examples: employment opportunity, family ties, etc.)

Citizenship

The student and claimant (if not the student) must be eligible to apply for Florida residency for tuition purposes. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, a foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, or a legal alien granted indefinite stay by the U.S. C.I.S. Please note that F1 and J1 visas are not eligible visa categories. Please review the Florida Tuition Residency Guidelines for more information on eligible visa categories. Copies of visa/immigration documents for student and claimant are required.

Is the STUDENT a U.S. Citizen? Yes No If no, status/visa category _____

Resident Immigrant Number (Non-U.S. Citizen only) _____ Issue Date _____ Exp. Date _____

If the student is NOT the claimant:

Is the CLAIMANT a U.S. Citizen? Yes No If no, status/visa category _____

Resident Immigrant Number (Non-U.S. Citizen only) _____ Issue Date _____ Exp. Date _____



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Documentation for Claimant

Claimant Name: _____

Relationship to Student: _____

1. Physical Presence - Required. Provide one (1) of the following ties to the State of Florida for the domicile year.

- Warranty Deed Homestead Exemption Lease of multiple years' duration
- Lease for apartment/house for domicile year. **Required:** provide proof of payment (ex: ledger) for all 12 months.
- Utility bills. **Required:** proof of 12 consecutive months of payment. *Note: Water & power bills are acceptable. Cable, internet, cell phone bills, and bank statements are not acceptable.*
- Employment Verification - Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period. **Required:** A letter of employment verification on letterhead or 12 consecutive months of paystubs. *Note: Offer letter not accepted as proof of employment. Full time work is an average of 30 hours a week.*

2. Additional Ties - Required. Provide two (2) additional ties to the State of Florida (may not duplicate the physical presence document). One document must come from Tier 1. One additional tie may come from Tier 2. Ties must be dated by the first day of the domicile year or prior.

Tier 1 Documents

- Florida Driver's License or ID Number _____ Issue Date _____
- Vehicle Registration Number (VIN) _____ Issue Date _____
- Florida Voter Registration Number _____ Issue Date _____
- Warranty Deed Homestead Exemption Lease of multiple years' duration
- Transcripts from a Florida high school for multiple years (2 or more years) if the Florida high school diploma or high school equivalency diploma (GED) was earned within the last 12 months.
- Employment Verification - Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period. **Required:** A letter of employment verification on letterhead or 12 consecutive months of pay stubs. *Note: Offer letter not accepted as proof of employment. Full time work is an average of 30 hours a week.*

Tier 2 Documents

- Florida professional/occupational license. **Required:** copy of documentation (Ex: FL Department of Health, FL Department of Business & Professional Regulation).
- Florida incorporation. **Required:** corporate verification.
- Membership in Florida charitable or professional organization. **Required:** proof of membership.
- Documentation of family ties in Florida. **Required:** notarized letter from a relative indicating relationship and a copy of the relative's Florida ID
- Declaration of domicile. (Obtained from the Clerk of Circuit Court in the County Court of Florida in which you claim permanent domicile dated 1 year prior to the first day of term for reclassification.)
- Lease for apartment/house for domicile year. **Required:** provide proof of payment (ledger) for all 12 months.
- Utility bills. **Required:** proof of 12 consecutive months of payment. *Note: Water & power bills are acceptable. Cable, internet, cell phone bills, and bank statements are not acceptable.*
- Any other documentation that supports your request status, including, but not limited to, an official state, federal, or court document providing evidence of legal ties to Florida.



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Qualifications by Exception

If you meet the requirements for one of the following exceptions, please check the box next to the exception and attach the required documentation listed below.

I am a(n):

- Florida resident for tuition purposes at a Florida public institution of higher education, but abandoned Florida domicile, and then re-enrolled in Florida within 12 months of the abandonment, and will maintain the re-established domicile during the period of my enrollment. (This benefit only applies one time.) **Required:** Copy of enrollment verification or official transcript during absence from Florida.
- Student previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes at that institution and I am transferring to another Florida state postsecondary institution within 12 months of the previous enrollment. **Required:** Transcript from previous school.
- Active-duty member of the U.S. Armed Forces residing or stationed in Florida (or a spouse or a dependent); or an active drilling member of the Florida National Guard; or military personnel not stationed in Florida whose home of record or state of legal residence certificate is Florida (or dependent). **Required:** Form DD-2058.
- Active-duty member of the U.S. Armed Forces (or a spouse or a dependent) attending public college or university within 50 miles of the military establishment where the service member is currently stationed, if such military establishment is within a county contiguous to Florida. **Required:** Copy of military orders.
- United States citizen living on the Isthmus of Panama, who has completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, or a spouse and dependent child. **Required:** Copy of enrollment certification and marriage certificate or proof of dependency.
- Full-time instructional and administrative employee of Florida public school system or institutions of higher education as defined in [s.1009.21(10)(d), F.S.] or spouse/dependent child. **Required:** Copy of employment verification and marriage certificate or proof of dependency.
- Student from Latin America and the Caribbean who receives a scholarship from the federal or State of Florida and is enrolled in a full-time basis. **Required:** Copy of scholarship papers and proof of Latin America or Caribbean residency.
- Southern Regional Education Board's Academic Common Market graduate student. **Required:** Certification letter from state coordinator.
- Full-time employee of a State of Florida agency or political subdivision whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. **Required:** Copy of employment verification.
- McKnight Doctoral Fellow and Finalist and a U.S. citizen. **Required:** Verification from Graduate Studies.
- U. S. Citizen living outside the U.S. who is teaching at a Department of Defense Dependent School or in an American International School and is enrolled in a graduate level education program that leads to a Florida teaching certificate. **Required:** Employment Verification.
- Active-duty member of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, (or a spouse/dependent) attending a Florida Colleges and Schools (FLCS) or state university within 50 miles of the military establishment where the service member is stationed. **Required:** Proof of active-duty membership for specified purpose.
- Active-duty member of a foreign nation's military who is serving as a liaison officer (or a spouse/dependent) and residing or stationed in this state within 50 miles of the military establishment where the foreign liaison officer is stationed and is attending a Florida Colleges and Schools (FLCS) or state university. **Required:** Copy of military orders.
- Qualified beneficiary under the terms of the Florida Prepaid College Program. **Required:** Copy of Florida prepaid ID card.
- Spouse married to a person who has maintained legal residence in Florida for the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home. **Required:** Copy of marriage certificate and/or other documents required to establish residency.



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Financial Independence Worksheet

Only students under the age of 24 claiming independent status should complete this financial statement to support their claim of independent status. Attach additional financial documentation as necessary.

Were you claimed as a dependent on your parent or legal guardian's Federal and/or state (if applicable) taxes for the preceding calendar year?

Yes No (Copies of your tax transcript and your parents' tax transcript are required).

If you answered yes, you DO NOT qualify for independent status; file residency request form as a dependent.

Please complete the following section regarding your sources of support/income for the previous 12 months/domicile year:

Employment income: Identify name of each employer, dates of employment, rate of pay, and number of hours per week. Submit paystubs for proof of employment.

Name of Employer	Employment Dates	Rate of Pay	Hours Per Week

Other sources of support for the previous 12 months/domicile year:

Source	Amount	Method of Payment (lump sum, monthly payments)
Trust fund/inheritance		
Parental/Legal Guardian support		
Other (indicate source)		
Other (indicate source)		

Summary of your income/assets for the previous 12 months/domicile year:

Income Sources	Amount
Employment	
Other sources of support	
TOTAL	



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Residency Declaration

The claimant must read and initial that they acknowledge the following points:

Residency requirements are established by Florida Statutes and the Florida Department of Education administrative code, not SCF. There is a difference between being a "Florida resident" and a "Florida resident for tuition purposes" pursuant to Florida Statutes. Residing in Florida for a year or longer or maintaining Florida documents for 12 months does not automatically qualify a claimant as a Florida resident for tuition purposes. To be considered a "Florida Resident for Tuition Purposes," the claimant has the burden of proof, through the submission of official and/or legal documents, that there are sufficient permanent ties to Florida, and when the student is the claimant that enrollment at SCF is "incidental." If the student is the claimant, he/she will not normally meet this requirement once they are consecutively enrolled at SCF. Students may not use relatives other than parents, legal guardians or spouses to declare Florida residency, except under very specific circumstances.

Claimants may apply for residency reclassification for for any term; however, the documentation provided will determine when and if the claimant is qualified. Florida residency for tuition purposes determinations are based on multiple criteria, including: arrival in Florida; documentation with established permanent ties to Florida; identity of claimant; if the claimant is a student; domicile; the status of the claimant (independent/dependent) during the qualifying period; and the duration the claimant can demonstrate they have lived in Florida while not attending school unless they meet an exception. Eligible documentation must support 12 months prior to the first day of classes for the term requested unless the claimant meets an exception.

All claimants must show proof of a bona fide domicile, rather than a mere temporary residence incidental to a student's enrollment in an institution of higher education, particularly during the requisite 12-month qualifying period. The claimant must support where they reside full-time; any SCF affiliated housing and temporary housing will not qualify as a bona fide domicile. Owning a home in Florida does not in itself establish residency for tuition purposes.

SCF does not solicit any particular documentation to prove residency. However, all documents must support the claimant's physical presence in Florida and a bona fide domicile. There must be an absence of any documents representing legal ties to any other country or state during the qualifying period. Official and or legal documents establishing Florida residency are listed in this residency request form. No single document will qualify a claimant for residency for tuition purposes. Determinations are made based on multiple variables stated in this residency request form.

A claimant under age 24 who claims to be "independent" and is not married must demonstrate that he/she is financially and legally independent from any out-of-state residency through documents requested in this residency request form. Financial "independence" is only one aspect of the residency request process – meeting the minimum income requirement and documentation does not guarantee that a claimant will qualify for Florida residency.

I understand that this request for residency reclassification will be reviewed and cross-checked with information in the student's permanent record for the term requested and that I will be informed of a decision once all documentation is received and reviewed. The process may take up to four weeks to process. If approved, the student's status will be updated; if denied, I have the option to appeal and have the decision reviewed by the SCF Residency Appeals Committee by submitting a written request or applying for residency for tuition purposes for any subsequent term. I understand that the Committee's decision is final. I understand that while this list addresses significant and common criteria that relate to residency for tuition purposes, it is not exhaustive.

This request for residency reclassification for tuition purposes form and all additional documentation must be submitted to the Office of the Registrar no later than the fifth day of term for which the adjustment is sought. There are no exceptions to this mandated deadline. Requests received after the published deadline are considered only for future terms. Tuition will be assessed at the non-resident rate for that term. Until a decision has been made, the student should consider themselves a non-Florida resident. It is the student's responsibility to adhere to all fee payment deadlines for the term. If approved for in-state residency after payment is made, the student will be refunded the out-of-state portion of fees.

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on all pages of this residency request form. I understand that any false or misleading information on this Residency Declaration, or provided in support of this residency request form, will subject me to penalties pursuant to section 837.06, Florida Statutes, and to FBOE Rule 6C-7.005 F.A.C., for making a false statement. I give permission for the institution to review or examine all documents and records which may assist in support of my status as a Florida resident for tuition purposes.

Signature of student _____ Date _____

Signature of claimant _____ Date _____