

**Request for Residency Reclassification  
for Tuition Purposes (ion ) JETQ129**





# Request for Residency Reclassification for Tuition Purposes

## 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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## *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:**



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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: