

RESIDENCY AFFIDAVIT

Submit affidavit and documents to the Admissions Office on the campus or center of your choice.

SECTION I: APPLICANT/STUDENT INFORMATION

Term for which residency is requested: Fall ___ Spring ___ Summer ___ Year: _____

Name: _____ Banner ID: _____

Date of Birth: _____ Phone Number: _____ Email: _____

U.S. Citizen: Yes ___ No ___ (If no, attach resident alien card, visa, passport, etc.)

SECTION II: CLAIMANT INFORMATION: Independent student, parent, or legal guardian (Court documents showing guardianship or tax returns from the last 5 years showing the student was claimed as a dependent must be provided)

Name: _____ Relationship to Applicant: _____

(If last name is different from applicant/student, birth certificate, marriage license, divorce decree, etc. must be provided to prove relationship)

SECTION III: DOCUMENTS TO PROVE FLORIDA RESIDENCY (as outlined by section 1009.21, F.S.): Must provide at least 2 documents. Documents must have been issued at least 12 months prior to the first day of classes. Copies of documents must be submitted with this form.

First Tier (at least one of 2 documents must be from this list)

- Florida Driver's License/State ID: Number: _____ Issue Date: _____
- Florida Vehicle registration: Tag Number: _____ Issue Date: _____
- Florida voter's registration card: Number: _____ Issue Date: _____
- Proof of homestead exemption in Florida
- 2 or more years of FL high school transcripts if diploma/GED was earned within last 12 months prior to the first day of classes
- Proof of permanent full-time employment in FL (30 hours/ week for last 12 consecutive months prior to the first day of classes of the semester applied for.) Employment letter must be on letterhead with evidence of a business address within the state of Florida.

Second Tier (may be used in conjunction with one document from First Tier)

- Florida professional or occupational license Number: _____ Issue Date: _____
- Declaration of domicile in Florida (12 months from sworn and subscribed date)
- Florida incorporation
- Lease agreement, with proof of 12 consecutive months of payments
- Utility bills and proof of 12 consecutive months of payments
- Proof of membership in a Florida-based charitable or professional organization

SECTION IV: SIGNATURES

I am the claimant and I have met all requirements 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, F.S. I understand that all supporting documents must be submitted prior to the first day of the full term.

Student Signature: _____ Date: _____

Claimant Signature (if different than student): _____ Date: _____

Office Use Only

Approved ___ Denied/Incomplete: ___ Reason: _____

Initials _____ Date: _____

RESIDENCY INFORMATION

GENERAL INFORMATION:

A “Florida Resident for Tuition Purposes” is a person who (or a dependent person whose parent or legal guardian) has established and maintained legal residence in Florida for at least 12 consecutive months immediately prior to the first day of classes for the term that the student plans to enroll. To qualify as a “Florida Resident for Tuition Purposes” you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. Please note that residency guidelines may be subject to change and that the State of Florida Statute is the final determining factor governing residency for tuition purposes.

The Residency Affidavit, along with copies of the supporting documents, must be submitted to the Admissions Office on the campus or center of your choice no later than the published “Last day to apply for change of Florida residency status” for the term in which the residency is requested. Please allow 24-72 hours for processing during business days.

DEPENDENT/INDEPENDENT:

INDEPENDENT STUDENT CRITERIA: Documents must be submitted for proof of independence.

- Student is at least 24 years old by the first day of classes
- Student is married (marriage certificate required)
- Student has children or other dependents who receive more than half of their support from the student (IRS transcript required)
- Student is a veteran of the US Armed Forces or is currently serving on active duty in the US Armed Forces for purposes other than training (DD-214 or military orders required)
- Student’s parents are deceased, or the student is/was (until age 18) a ward of the court or in foster care (death certificates or court order/letter from DCF required)
- Student is determined an unaccompanied homeless by a school district homeless liaison, emergency shelter, or transitional housing program
- Student has income of at least \$9,350 (Copy of IRS transcript required)

DEPENDENT STUDENT: Student who is under the age of 24 and does not meet the criteria to be classified as independent.

APPEALING RESIDENCY DETERMINATION:

If your application for residency is denied and you choose to appeal the decision, you must submit an Appeal of Resident Status within 10 calendar days prior to the first day of classes to the Admissions Office. The designated Residency Appeal Committee will review the appeal and inform the applicant of the final residency determination in writing via email. Please note that the Residency Appeal Committee cannot override Florida statutes which govern residency for tuition purposes. The decision of the Residency Appeal Committee is considered the final decision of Florida SouthWestern State College.

RESIDENCY RECLASSIFICATION:

A student who is initially classified as a non-resident for tuition purposes and paid the out-of-state fees may become eligible for reclassification to a Florida Resident for Tuition Purposes if the student (if independent) or claimant (if dependent) can provide **3 qualifying documents** to show residency 12 consecutive months prior to the first day of classes for the term in which residency is being sought. At least one of the documents must be a **First Tier** document.

