

- Initial
- Reclassification

APPEAL OF RESIDENT STATUS DETERMINATION

STEP 1 – Appeal to Residency Appeal Committee

STUDENT INFORMATION

Student Name (please print)

Student Banner Number

I request that my resident status be reviewed by the Resident Appeal Committee. Please state the reasons for the appeal below; be specific and identify the type and date of issuance for each document submitted as proof of Florida residency for tuition purposes. Attach additional pages if necessary. The Florida Residency Guidelines can be reviewed [here](#).

By signing below, I request that all prior paperwork and documentation involved in my residency determination be forwarded to the Residency Appeal Committee. **I have attached to this form any additional documentation I would like the Committee to include in its deliberations.**

Student's Signature

Date

STEP 2 – APPEAL APPLICATION OF RESIDENT STATUS

Name _____ Student ID # _____

Address _____

Phone _____ DOB _____

High school graduation date _____ Applying for residency beginning: Term/Year _____

Place of birth _____

Are you a citizen of the United States? Yes No

If no, are you residing in the United States as a permanent resident alien?

If yes, date of issuance of resident alien card: _____

Definition of Resident for Tuition Purposes

A Florida “**resident for tuition purposes**” is a person who has maintained, or a dependent person whose parent or legal guardian has established and maintained, legal residence in Florida for at least 12 months. **Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.** Other persons not meeting the twelve month legal residency may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and Board of Regents. **All others are ineligible for classification as a Florida “resident for tuition purposes.”**

To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. **Documents supporting the establishment of legal residency must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought. A copy of your recent tax return or other documentation may be requested to establish dependence/independence.**

The complete Florida residency guidelines can be found at <http://www.fsw.edu/admissions/>

PART I. Please check the scenario (1 or 2 below) that best fits your situation for claiming resident status. **Attach photocopies of all documentation requested.**

- 1.** I do not meet the 12-month residency requirement because I belong in one of the following exception categories. **Check the category that applies to you.**
- | | |
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| <p><input type="checkbox"/> A. I am a member of the armed services of the United States and am stationed in Florida on active military orders or whose home of record is Florida (or I am the member’s spouse or dependent child). Copy of military orders (DD2058) or military document showing home of record required.)</p> <p><input type="checkbox"/> B. Active duty members of the armed services of the United States and their spouses attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida. (Copy of military orders)</p> <p><input type="checkbox"/> C. Active duty members of the armed services of the United States residing or stationed in this state, their spouses, and dependent children <u>and active members of the Florida National Guard</u> who qualify under s.250.10(7) and (8) for the tuition assistance program. (Copy of military orders)</p> <p><input type="checkbox"/> D. Active duty member of the Canadian military residing or stationed in Florida under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed. (Copy of military orders)</p> <p><input type="checkbox"/> E. I am a full-time instructional or administrative employee of a Florida public school, community college, or</p> | <p>institution of higher education (or I am the employee’s spouse or dependent child). (Copy of employment verification required)</p> <p><input type="checkbox"/> F. I am part of the Latin American/Caribbean scholarship program. (Copy of scholarship papers required.)</p> <p><input type="checkbox"/> G. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program. (S.240.551.F.S.) (Copy of Pre-Paid papers required.)</p> <p><input type="checkbox"/> H. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch (or I am the student’s spouse or dependent child).</p> |
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I. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. **(Employment verification required.)**

J. I am a full-time student participating in a linkage institute. (S.240.137.F.S.) **(Institute documentation required.)**

K. I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 months. **(Income tax returns for last five years w/ student claimed as dependent.)**

L. I am a ward of the courts of Florida and the state of Florida will be paying my tuition. **(Copy of state eligibility document)**

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2. I am eligible for resident status on the basis of 12 consecutive month's residence in the state of Florida immediately preceding the first scheduled day of classes of the semester that I am applying for resident status. **At least two of the following documents must be submitted with dates that evidence the 12-month qualifying period.**

First Tier (at least one of the two documents submitted must be from this list)

- Florida Driver's license (if known to be held in another state previously, must have relinquished) **OR** a State of Florida identification card (if evidence of no ties to another state)
- Florida voter registration card
- Florida vehicle registration
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant (Copy of Homestead exemption required)
- Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within last 12 months)
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period)

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

- A Florida professional or occupational license
- Florida incorporation
- A declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
- Documents evidencing family ties in Florida
- Proof of membership in Florida-based charitable or professional organizations (Membership in a church does not constitute membership in a Florida-based charitable organization).
- Any other documentation that supports the student's request for resident status
- Examples of "other" documentation:
 - Utility bills **and** proof of 12 consecutive months of payments
 - Lease agreement **and** proof of 12 consecutive months of payments
 - State or court documents evidencing legal ties to Florida

PART II. Please answer the following questions and provide documentation as requested.

1. Did you graduate from a Florida high school and if so, when?

2. When did you move to Florida?
3. Why did you move to Florida?
4. When did you start attending classes at a Florida institution?
5. Are you attending full-time or part-time this semester?
6. Do you have a parent or legal guardian who resides in Florida?
7. What is your source of income?
8. What address did you use when filing your last federal income tax return? (Attach copy of most recent tax year return)
9. Do you pay property taxes? If yes, in what state(s) is that property located?
10. Have you maintained a home in Florida for the last 12-months? (Attach copy lease agreement **and** proof of 12 consecutive payments; mortgage **and** homestead exemption. **NOTE:** Maintenance of a vacation home in the state of Florida cannot be considered for residency purposes.)
11. Do you own a motor vehicle? In what state is the vehicle registered? When did you first register it in the above state? If your vehicle is not registered in Florida, why not? (Attach copy of vehicle registration)
12. Do you have a driver's license? If yes, in what state? What date was the license issued? If not a Florida license, why not? (Attach copy of drivers license)
13. In what state are you registered to vote? (Attach copy of voter's registration card)
14. Are you married to a resident of Florida? (Attach copy of marriage license)
15. Do you maintain a professional occupational license in Florida? (Attach copy of license)
16. Are you a member of a Florida based charitable or professional organization? If so, what are they? (Attach copy of membership documents)

17. Have you been employed during the past 12 consecutive months in Florida? If yes, list names of employers, dates and places of employment **and** indicate if employment was fulltime or part-time. (Attach letter of employment verification on company letterhead)

<u>Employer</u>	<u>Date of Hire-End Date</u>	<u>State</u>	<u>Full-time or Part-time</u>
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18. You are classified as an out of state student and you attended Florida SouthWestern State College as a full-time student. Do you have additional evidence or documentation to support that you came to Florida for purposes other than education. See section 5.2 of Florida Residency Guidelines for documentary evidence.

19. Any other documentation to support this appeal.

I do hereby swear or affirm that the above named student meets all requirements indicated in the checked category 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 Signature

Date

Determination of Residency Appeal Committee

(To be completed by the Committee and a copy returned to the student with determination letter)

Upon review of documentation, the Committee has decided:

- Retain the current resident status
- Change the resident status to Florida resident
 - Change is effective: __ Fall __ Spring __ Summer Year _____

Appeals Committee Chairman Signature

Date