



FLORIDA RESIDENCY APPEAL PETITION

Residency decisions must be appealed in writing. Submit this form with all supporting documentation by the end of the drop period for the term you are disputing their residency classification to the Office of Enrollment Management. Appeals may not be submitted for prior attended terms and are not retroactive. The appeal will be reviewed and a response provided to the student's CFK e-mail account. The decision of the Residency Appeal Committee constitutes a final decision of The College of the Florida Keys.

STEP 1 – Appeal to Residency Appeal Committee

STUDENT INFORMATION

Student Name (please print)

Student ID Number

I request that my resident status be reviewed by the Resident Appeal Committee. My appeal is based on the following. (Note: Student must supply specific reasons why the current determination is incorrect and not in line with Florida residency statutes.)

Please state why you are petitioning and anything you would like the committee to consider:

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

APPEAL APPLICATION OF RESIDENT STATUS

Name: _____ Student ID # : _____
Full Address: _____
Phone: _____ DOB: _____ High school graduation date: _____
Applying for residency beginning: Fall Spring Summer Year: _____
Place of birth: _____

Chronological list of locations where you have resided during the past two years.

Street Address	City	State	Zip	Dates (From/To)
1.				
2.				
3.				
4.				

Are you a citizen of the United States? Yes No
If no, are you residing in the United States as a permanent resident alien? Yes No
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.

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 exemption categories. **Check the category that applies to you.**

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.)**

- 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)**

Active duty members of the armed services of the United States residing or stationed in this state, their spouses, and dependent children and active members of the Florida National Guard who qualify under **s.250.10(7) and (8)** for the tuition assistance program. **(Copy of military orders)**

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)**

I am a full-time instructional or administrative employee of a Florida public school, community college, or institution of higher education (or I am the employee's spouse or dependent child). **(Copy of employment verification required)**

I am married to a person who has maintained legal residence in Florida for at least twelve (12) months. **(Copy of marriage certificate required.)**

- I am part of the Latin American/Caribbean scholarship program. **(Copy of scholarship papers required.)**
- 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.)**
- 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).

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.)**

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

- I am a dependent person who has resided for three 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 three years w/ student claimed a dependent.)**

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

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
Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant (Copy of Homestead exemption)
Transcripts from a Florida high school for two or more 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)
Benefit histories from Florida agencies or public assistance programs

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

A Florida professional or occupational license
Florida incorporation
Documents evidencing family ties in Florida
Proof of membership in Florida-based charitable or professional organizations
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? If yes, who?
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 driver's 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)

Employer	Date of Hire-End Date	State	Full-time or Part-time
1.			
2.			
3.			
18. If you are classified as an out of state student and you attended CFK 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

Return form to the Office of Enrollment Management
The College of the Florida Keys
Attn: Manager of Enrollment Management
5901 College Rd
Key West, FL 33040
Email: admissions@cfk.edu

STEP 2 –Enrollment Management (EM) Comments:

New Reclassification
DAVID attached: Yes No Florida Residency Affidavit attached: Yes No
EM Representatives Name:
EM Representatives Title:
EM Representative Signature: _____ Date: _____

STEP 3 –Determination of Residency Appeal Committee

Comments:

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 :

Name/Title of Approver:

Date approved:

Student notified date:

Signature:

EM notified date: