



RESIDENCY DECLARATION FOR TUITION PURPOSES

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A Florida “resident for tuition purposes” is a person who has or, if that person is a dependent child, whose parent have established legal residence in this state and have maintained legal residence in this state for at least 12 consecutive months immediately prior to initial enrollment in an institution of higher education (s. 1009.21(2)(a)1., Florida Statutes).

- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education (s. 1009.21(2)(a)2., Florida Statutes). On-campus housing leases cannot be used as documentation to establish Florida residency, as such housing is considered temporary and directly connected to enrollment as a student.
- Pursuant to Rule 6A-10.044(1), F.A.C., Florida College System institutions are required to collect proof of United States citizenship or proof of lawful presence in the United States from students seeking to claim Florida residency for tuition purposes.
- A dependent child who is a United States citizen may not be denied classification as a resident for tuition purposes based solely upon the immigration status of his or her parent. (s. 1009.21(2)(d), Florida Statutes)
- The burden of providing clear and convincing documentation to justify a student’s residency classification for tuition purposes rests with the student or, if the student is a dependent, the student’s parent. Documentation is considered clear and convincing only if it is credible, precise, and sufficient to demonstrate the establishment of legal residency in Florida, pursuant to Rule 6A-10.044(3)(c).

THIS SECTION IS TO BE COMPLETED BY NON-FLORIDA RESIDENTS ONLY

TERM OF APPLICATION

Check one:

Fall ☐

Spring ☐

Summer ☐

Year _____

I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that should I qualify for a future term, it will be necessary for me to submit an updated Residency Declaration with supporting documentation to substantiate as “reclassification” of my status. I understand being classified as a non-Florida resident will not exclude me from the possibility of receiving a waiver or exemption to cover part or all of the out-of-state fee as defined in s. 1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the last day to declare eligibility for Florida residency for tuition purposes as outlined in the Operational Calendar of the term for which residency is sought. **I do not have to complete any further portion of this form, with the exception of signing below.**

Student Name: _____

Signature of **(Non-Florida Resident)** Student: _____ Date: _____

Student # _____

RESIDENCY TERM OF APPLICATIONCheck one: Fall ☐ Spring ☐ Summer ☐ Year _____

PERSONAL INFORMATION FOR STUDENTS SEEKING FLORIDA RESIDENCY FOR TUITION PURPOSES

Name of Student: _____

Date of Birth: _____ Student #: _____

Students seeking to claim Florida residency for tuition purposes must provide proof of U.S. citizenship or proof of lawful presence. Please choose one of the following:

☐ U.S. Citizen ☐ Permanent Resident ☐ Non-U.S. Citizen ☐ Other

MY STATUS

Please check one:

- ☐ Initial residency: I have not attended The College of the Florida Keys in the past 12 months.
- ☐ Residency reclassification: I attended The College of the Florida Key as a non-resident within the past 12 months.

TO BE COMPLETED BY STUDENT SEEKING FLORIDA RESIDENCY FOR TUITION PURPOSES

I qualify as a resident for tuition purposes, as defined by s. 1009.21, Florida Statutes, for the term for which this application is submitted. I understand that it will be necessary for me to present evidence of residency for tuition purposes, supporting my claim as a Florida resident for tuition purposes. I have read the residency information on qualifying as a dependent or independent student, and declare that (select one of the options below):

- ☐ I am a dependent student, as defined by s. 1009.21(1)(a), Florida Statutes, in that I am eligible to be claimed as a dependent under the federal income tax code by the claimant below. The claimant is my "parent" as defined by s.1009.21(1)(f), Florida Statutes, (i.e., either or both parents of the student, any guardian of a student, or any person in a parental relationship to the student provided the child has resided continuously with such relative for the 3 years immediately before the child's initial enrollment). My parent has maintained legal residence in Florida for at least the past 12 consecutive months. As defined by section 1009.21(1) (d), Florida Statutes, "legal resident" or "resident" means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17, Florida Statutes. A copy of your parent's tax return may be requested to establish dependence.
- ☐ I am an independent person who has maintained legal residence in Florida for at least the past 12 consecutive months. Pursuant to Rule 6A-10.044(2)(b), F.A.C., an independent student is defined as a person who meets one or more of the following criteria: being at least 24 years old by the first day of classes for the term for which residency status is sought, being married, being a graduate or professional student, actively serving in the United States Armed Forces or the National Guard, being a veteran, having dependents who live with the student and for whom the student provides more than half of the financial support, not being eligible to be claimed as a dependent by a parent for federal income tax purposes under Internal Revenue Services regulations, demonstrating ability to pay more than half of the tuition and required fees pursuant to s. 1009.23, Florida Statutes, or having both parents deceased. Documentation may be required to verify independent status.
- ☐ I meet residency requirements through one of the Qualifications by Exception on page 3 and page 4.

TO BE COMPLETED BY THE CLAIMANT

Note: If the student is a dependent, the parent is the claimant and will complete this section and provide evidence of residency supporting the claim. Additional documentation may be requested in some cases. All documentation provided is subject to verification. Evidence of ties to another state may result in denial of Florida residency for tuition purposes.

Claimant Name: _____

Claimant's Relationship to Student: _____ Claimant's Date of Birth: _____

Claimant's Address _____

PROVISION OF DOCUMENTS TO SUPPORT CLAIM OF FLORIDA RESIDENCY

Per s. 1009.21(3)(c), Florida Statutes, the residency determination must be documented by the submission of written or electronic verification that includes **two or more** of the documents identified below, unless the document provided is proof of homestead exemption in Florida, which is deemed a single, conclusive piece of evidence proving residency.

Documents must be issued at least 12 months before the start of the term.

PART A — Claimant must provide at least one of the following:

- ☐ Florida voter registration card: _____
- ☐ Florida driver's license: _____
- ☐ Florida state identification card: _____
- ☐ Florida vehicle registration: _____
- ☐ Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (Required: Deed, homeowner's policy, or property tax payment)
- ☐ Proof of a homestead exemption in Florida.
- ☐ Official transcripts from a Florida high school for multiple years if the Florida high school diploma or high school equivalency diploma was earned within the last 12 months.
(Required: An official high school transcript showing your graduation date OR an official high school transcript along with your official GED transcript)
- ☐ Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period.
(Required: W-2 form, and/or pay stubs for past 12 consecutive months, and/or verification from employers, and/or Form-1099)

PART B — Claimant may provide one or more documents from the following:

- ☐ Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes.
- ☐ Florida professional or occupational license.
- ☐ Florida incorporation.
- ☐ Document evidencing family ties in Florida. (Required: Notarized affidavit; form available in Enrollment Management)
- ☐ Proof of membership in a Florida-based charitable or professional organization.
- ☐ Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

QUALIFICATION BY EXCEPTION

As provided in s. 1009.21, Florida Statutes, I, the student, qualify for residency based on the following permitted exception:

- ☐ I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s. 1009.98, F.S.). (Required: Copy of active Florida Prepaid Recipient card)
- ☐ I am married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home (s. 1009.21(5), F.S.). (Required: Copy of marriage certificate and proof that the spouse meets 12-month residency requirement under 1009.21(2), F.S., and is a legal resident of Florida)
- ☐ I was previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I am transferring to another Florida state postsecondary institution within 12 months of the previous enrollment (s. 1009.21(11), F.S.). (Required: Official transcript noting previous enrollment as a FL resident)
- ☐ I was previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence. This benefit shall not be accorded more than once to any one person (s. 1009.21(9), F.S.). (Required: Official transcript noting previous enrollment as a FL resident, proof that domicile was abandoned less than 12 months ago and proof of reestablished Florida residency)

- ☐ Active duty members of the Armed Services of the United States residing or stationed in this state and their spouses and dependent children, and active drilling members of the Florida National Guard (s. 1009.21(10)(a), F.S.). (Required: Copy of military orders or DD2058, if applicable birth certificate or marriage certificate)
- ☐ Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida (s. 1009.21(10)(b), F.S.). (Required: Copy of military orders or DD2058, if applicable birth certificate or marriage certificate)
- ☐ United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children (s. 1009.21(10)(c), F.S.). (Required: Proof of residence on the Isthmus of Panama and official transcript showing continuous enrollment for 12 months, if applicable marriage or birth certificate)
- ☐ Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children (s. 1009.21(10)(d), F.S.). (Required: Employment verification, if applicable birth certificate or marriage certificate)
- ☐ Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education (s. 1009.21(10)(e), F.S.). (Required: Proof of scholarship and Latin America or Caribbean residency)
- ☐ Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities (s. 1009.21(10)(f), F.S.). (Required: Certification letter from State Academic Common Market Coordinator)
- ☐ Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training (s. 1009.21(10)(g), F.S.). (Required: Employment verification and payment agreement)
- ☐ McKnight Doctoral Fellows and Finalists who are United States citizens (s. 1009.21(10)(h), F.S.). (Required: Verification from graduate studies and proof of U.S. citizenship)
- ☐ United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate (s. 1009.21(10)(i), F.S.). (Required: Employment verification and proof of enrollment in graduate program for FL teaching certificate and proof of U.S. citizenship)
- ☐ Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution within 50 miles of the military establishment where they are stationed (s. 1009.21(10)(j), F.S.). (Required: Proof of active duty membership for specified purpose, if applicable birth certificate or marriage certificate)
- ☐ Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System institution within 50 miles of the military establishment where the foreign liaison officer is stationed (s. 1009.21(10)(k), F.S.). (Required: Proof of active duty membership for specified purpose, if applicable birth certificate or marriage certificate)

RESIDENCY DECLARATION

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 Declaration. I understand that intentional fraud or misrepresentation of residency status may result in penalties and may make me, as the claimant, eligible for prosecution under Chapters 817 and 831, Florida Statute. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my claim as a Florida resident for tuition purposes.

Student Name (Please Print): _____

Claimant Name (if not the Student): _____

Signature of Claimant: _____ Date: _____