

## PROOF OF RESIDENCY

The burden of proof rests with you, the student, to establish and prove Florida residency. All documents must be submitted to the college prior to the Proof of Florida Residency Deadline. All documents supporting the establishment of legal residency must be dated, issued, or filed 12 months before the Proof of Florida Residency Deadline for the term for which a Florida Resident classification is sought. A copy of your most recent tax return and/or your parent's or legal guardian's tax return or documentation may be required to establish dependence/independence. Please note that a step-parent cannot be the claimant unless he or she has legally adopted or has legal guardianship of the student (copy of court papers required).

To qualify as a Resident for Tuition Purposes, you must be a U.S. citizen, legal Permanent Resident, or hold a visa status approved by the Florida Legislature. Living in or attending school in Florida does 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.

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 preceding their first enrollment at Valencia Community College. If the student was initially classified as a non-Florida Resident for Tuition Purposes (for example: the student was previously enrolled in a Florida institution of higher education as a non-Florida Resident and paid non-Florida Resident tuition and fees; or, upon admission to Valencia Community College the student signed the statement indicating they were a non-Florida Resident) the student, or a dependent student's parent or legal guardian, must have established and maintained legal residence in Florida for at least 12 consecutive months immediately preceding the Proof of Florida Residency Deadline of the term for which reclassification to Florida Resident for Tuition Purposes is sought. Students who have not registered for classes for two years or more and who are therefore considered Inactive are required to submit new documentation to prove Florida Residency.

### Definitions:

(A) **DEPENDENT STUDENT:** If you are under age 24 and 50% or more of your support is provided by another as defined by the Internal Revenue Service, you will be classified as a dependent student. A copy of your parent's or legal guardian's most recent federal tax return may be required to establish dependency.

(B) **INDEPENDENT STUDENT:** If you meet any one of the following criteria, you will be classified as an independent student.

- You are 24 years of age or older prior to the Proof of Florida Residency Deadline.
- You are married (copy of marriage certificate required).
- You have a child who lives with you and receives their support from you (copy of most recent federal tax return listing the child as your dependent required).
- You have other dependents who live with you and receive their support from you (copy of most recent federal tax return listing the person(s) as your dependent required).
- You are a veteran of the United States Armed Forces (copies of military documents required).
- Your parents are deceased and you are, or were until age 18, a ward of the court (copies of court documents required).
- You can provide documentation that you are not claimed by your parent/legal guardian as a dependent under the federal tax code and can document that you provide at least 50% of your own support for the cost of attendance as defined by the Valencia Community College Financial Aid Office (copy of your most recent tax return required).

The claimant must provide two forms of evidence from the following lists: at least one document MUST be from Tier One; ONE document from Tier Two may be used in conjunction with one document from Tier One. ALL documents supporting the establishment of legal residence (whether from Tier One and/or Tier Two) must be dated, issued, or filed 12 consecutive months before the Proof of Florida Residency Deadline date established for the term for which Florida Resident classification is sought.

### TIER ONE (at least ONE document MUST be from the following list):

1. Florida Driver's License OR Florida Identification Card
2. Florida Voter Registration
3. Florida Vehicle Registration
4. Declaration of Domicile (must be certified by a Clerk of the Court at least 12 consecutive months prior to the Proof of Florida Residency Deadline).
5. Proof of purchase of a permanent home that is occupied as a primary residence of the claimant (mortgage, deed, or Homestead Exemption; contracts/agreements must be dated 12 consecutive months prior to the Proof of Florida Residency Deadline).
6. Transcript from a Florida high school for multiple years or a Florida GED and score report (only if high school diploma or GED was earned within the last 12 consecutive months); if transcript or Florida GED is the student's, the claimant must be listed as the student's parent or legal guardian.
7. Proof of permanent full-time employment (letters from current and past employers on letterhead stating the date of hire and that claimant has been employed as a permanent full-time employee for the last 12 consecutive months).
8. Benefit histories from Florida agencies or public assistance programs.

**TIER TWO** (ONE document from the following list may be used if claimant has only one document from Tier One above):

1. Utility bill and proof of 12 consecutive months of payments (cable/satellite TV, electric, gas, water, telephone (cell/mobile phones cannot be used); service must be current; only one utility may be used).
2. Lease agreement and proof of 12 consecutive months of payments (lease must be current; copies of prior leases may be used to establish 12 consecutive months).
3. A Florida professional or occupational license (must be current and show at least 12 consecutive months).
4. Documents evidencing family ties (Example: adoption or legal guardianship papers or other official court documents).
5. Proof of membership in Florida-based charitable or professional organizations (NOTE: membership in a church does not constitute membership in a Florida-based charitable organization).

### RECLASSIFICATION TO FLORIDA RESIDENT

An individual who is initially classified as a non-resident for tuition purposes (for example: you were previously enrolled in a Florida institution of higher education as a non-Florida Resident and paid non-Florida Resident tuition and fees; or, upon your admission to Valencia Community College, you signed the statement indicating that you were a non-Florida resident) may become eligible for reclassification to a Florida Resident for Tuition Purposes only if that individual, or his or her parent if that individual is a dependent, supports permanent residency in Florida by presenting documentation of establishment of a bona fide domicile in this state for at least 12 consecutive months. The burden of proof is on the student and/or the claimant to show both of the following:

1. Proof of residency in Florida for the requisite 12-month period; and
2. That residency in the state of Florida is/was not merely temporary or incident to enrolling in a college or university located in Florida (the claimant's signature on the Statement of Florida Residency certifies that the claimant satisfies this requirement in one of the eight ways listed below; additional evidence or documentation may be required by Valencia Community College).

### Required Documentation

To satisfy item number 1 above, the student, or his or her parent if that student is a dependent, must provide photocopies of two (2) of the following three (3) documents dated at least 12 consecutive months prior to the Proof of Florida Residency Deadline (photocopies must be attached to and submitted with the Statement of Florida Residency form):

- Florida Driver's License OR Florida Identification Card (required)
- Florida Vehicle Registration
- Florida Voter Registration

If the claimant does not have two of the three above documents, consideration may be given on a case-by-case basis for utilizing other documents that prove Florida residency; however, **in all cases** the claimant must have a Florida Driver's License or Identification Card.

To satisfy item number 2 above, the student, or his or her parent if that student is a dependent child, certifies with their signature on the Statement of Florida Residency form that they meet at least one of the following criteria (additional evidence or documentation may be required for meeting this requirement of reclassification):

1. The claimant was not enrolled full time in a Florida higher education institution during the previous 12 months (Full-time during the fall, spring, and summer terms is defined as 12 credits per term).
2. The claimant has maintained a full-time permanent job in Florida during the previous 12 months. Full-time employment is considered one or more permanent jobs for a minimum of 30 hours a week.
3. The claimant was transferred to a full-time permanent job in Florida prior to initial enrollment as confirmed on corporate or organizational letterhead.
4. The claimant has an immediate relative (i.e. parent or child) who is currently living in Florida and who has resided in this state for the previous 12 months.
5. The claimant has purchased a home in Florida as primary residence (evidenced by a homestead exemption) prior to initial enrollment.
6. The claimant has received a military discharge and established residency in Florida prior to initial enrollment.
7. The claimant received social service benefits (e.g. disability) from the State of Florida during the previous 12 months.
8. The claimant lost their house or other domicile in another state due to a severe natural disaster or crisis resulting in a state of emergency (e.g. hurricane or earthquake) that occurred prior to initial enrollment.

# Statement of Florida Residency for Tuition Purposes

Read the information on the reverse side of this form carefully. This form must be filled out completely and in blue or black ink; changes or corrections made on the form must be initialed by the claimant. Do not use correction tape or fluid.

PHOTOCOPIES OF ALL SUPPORTING DOCUMENTS MUST BE ATTACHED.

**PLEASE CHECK (✓) ONE OF THE FOLLOWING THAT APPLIES TO YOU.**

- I am an independent person and have maintained legal residence in Florida for at least 12 consecutive months prior to the Proof of Florida Residency Deadline of the term for which I am seeking Florida Residency. I provide 50% or more of my own support. (Students under the age of 24 who wish to declare independent status based on their income are required to submit copies of their parent's/legal guardian's tax return as well as their own to document status.)
- I am a dependent person eligible to be claimed by my parent/legal guardian under the United States tax code as providing 50% or more of my support. My parent or legal guardian has maintained legal residence in Florida for at least 12 consecutive months prior to the Proof of Florida Residency Deadline of the term for which I am seeking Florida Residency. (Copy of parent's/legal guardian's most recent federal tax return may be required to confirm dependency. If applicable, attach documentation of court-appointed guardianship.)

**PLEASE CHECK any of numbers 1 - 13 that apply to you.**

- 1. I am a dependent person who has resided for five years with an adult relative other than my parents or legal guardian and my relative has maintained legal residence in Florida for at least 12 consecutive months. (Attach a notarized verification letter from the adult relative and a copy of his/her most recent tax return showing you are their dependent; adult relative must complete the residency information.)
- 2. A Florida public college/university declared me a Florida Resident for Tuition Purposes. (Last enrollment must have been less than 12 consecutive months ago)  
Name of Institution: .....  
(Attach official verification from the institution. Student must complete residency information below.)
- 3. I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 consecutive months ago, and I am now re-establishing Florida legal residence.
- 4. I am married to a person who has maintained legal residence in Florida for at least 12 consecutive months. I have established legal residence and intend to make Florida my permanent home. **(Copy of marriage certificate required. USCIS documentation required for permanent residents.)** Student must provide copy of his/her Florida Driver's License, spouse must complete residency information below.
- 5. According to the United States Citizenship and Immigration Services (USCIS), I am a permanent resident or other status granted indefinite stay and have maintained a domicile in Florida for at least 12 consecutive months. **(USCIS documentation and proof of Florida residency status required).**
- 6. I am a member of the United States armed services stationed in Florida on active military duty or whose home of record is Florida, or I am the member's spouse or dependent child. **(Copy of military orders or discharge is required.)**
- 7. I am a full-time instructional or administrative employee employed by a Florida public school, community college, or institution of higher education, or I am the employee's spouse or dependent child. Letter of full-time employment verification and proof of Florida Residency status required.)
- 8. I am part of the Latin American/Caribbean scholarship program. **(Copy of scholarship required.)**
- 9. I am a qualified beneficiary under the terms of the Florida Pre-Paid Post-Secondary Expense Program (S.240.551,FS). (Copy of student's signed Pre-Paid card and photo I.D. required; student must complete residency information below.)
- 10. 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). **(College transcript required; if spouse or child, copy of marriage certificate or proof of dependency also required)**
- 11. 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. **(Letter of verification required)**
- 12. I am a full-time student participating in an international linkage institute. (S.240.137,FS.) **(Letter of verification required)**
- 13. I am requesting reclassification to Florida Resident for Tuition Purposes; I was initially classified as a non-Florida Resident because I had not lived in Florida for the 12 consecutive months immediately preceding my admission or enrollment at a Florida institution of higher education. NOTE: Because you were initially classified as a non-Florida Resident for Tuition Purposes you must also be able to show that living in Florida is/was not for the sole purpose of attending a Florida college or university.

**COPIES OF DOCUMENTATION ARE REQUIRED.**

THE CLAIMANT MUST COMPLETE THE CLAIMANT INFORMATION. The claimant is the person who is claiming Florida residency, e.g., the student if independent. If you are a dependent student, your parent, spouse, or legal guardian is the claimant. Photocopies of claimant's Florida Driver's License, Florida Voter Registration, Florida Vehicle Registration, tax return(s), and any other supporting documents proving Florida residency are required by Valencia. ALL DOCUMENTATION IS SUBJECT TO VERIFICATION; ADDITIONAL DOCUMENTATION MAY BE REQUESTED.

Items 4-12 below pertain to the claimant. Complete the following only if the claimant qualifies as a Florida Resident. This Statement and all supporting documentation must be submitted together prior to the Proof of Florida Residency Deadline for the term for which Florida residency is being sought. RESIDENCY WILL NOT BE ADJUSTED FOR TUITION PURPOSES AFTER THE STATED DEADLINES.

- 1. Name of student: .....
- 2. Student's Social Security Number/VID#: .....
- 3. Student's Date of Birth .....
- 4. Name of Claimant: .....
- 5. Claimant's Relationship to Student: .....
- 6. Claimant's telephone number: .....
- 7. Claimant's permanent legal address (cannot be a Post Office Box): .....

STREET ADDRESS ..... APT. NO. .... CITY ..... STATE ..... ZIP .....

8. Citizenship of person claiming residency: U.S. Citizen Yes ..... No ..... If no, country of citizenship .....

9. Date claimant began establishing legal Florida residence and domicile: .....

**You must have at least two documents that prove Florida Residency.** You must have at least one document from Tier One; the second document may be from either Tier One or Tier Two. Florida Driver's License, Florida Vehicle Registration, and/or Florida Voter Registration are preferred documents for proving Florida residency but are not required (NOTE: Florida Driver's License IS REQUIRED for students/claimants who are reclassifying to Florida Resident—see reverse side for more information on reclassification to Florida Resident). COPIES OF ALL DOCUMENTATION USED TO PROVE RESIDENCY ARE REQUIRED AND MUST BE ATTACHED TO AND SUBMITTED WITH THIS FORM. ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION.

**10. Tier One Document(s) (Claimant MUST have at least ONE):**

- Claimant's Florida Driver's License: State: ..... Number: ..... Original Issue Date: \_\_\_/\_\_\_/\_\_\_
- Claimant's Florida Vehicle Registration: State: ..... Tag Number: ..... Original Issue Date: \_\_\_/\_\_\_/\_\_\_
- Claimant's Florida Voter Registration: State: ..... Number: ..... County: ..... Original Issue Date: \_\_\_/\_\_\_/\_\_\_
- Other Tier One Document:.....
- Other Tier One Document:.....

**11. Tier Two Document (if claimant does not have two documents from Tier One):**

Tier Two Document: .....

I do hereby swear and affirm that the above named student is a U.S. citizen/adjudicated Permanent Resident that meets all requirements indicated in the checked category above for classification as a Florida Resident for Tuition Purposes (if person claiming Florida Residency is a lawful Permanent Resident, original Permanent Resident card or other proof of Permanent Resident status is required). My residence in Florida has been for the purpose of establishing a permanent home and is not primarily incidental to enrollment at an institution of higher learning. I understand that if false or fraudulent statements are submitted in connection with documentation to establish residency, Tuition and Fees will be recalculated at the non-residency rate and the student will be responsible for paying the additional monies due.

12. Signature of person claiming Florida Residency: \_\_\_\_\_ Date: \_\_\_\_\_  
*Original Signature Required*

13. Signature of student (if not claimant): \_\_\_\_\_ Date: \_\_\_\_\_  
*Original Signature Required*