

STATEMENT OF FLORIDA RESIDENCY FOR TUITION PURPOSES

To be considered a Florida resident you must have lived in the state of Florida for at least the previous 12 consecutive months; all documentation proving Florida residency must be at least 12 consecutive months old or older and must be current/valid (including Florida Driver's License, Florida Vehicle Registration, and Florida Voter Registration).

1 DEPENDENCY

When applying for college in the state of Florida we need to know if you are dependent or independent to establish Florida Residency for Tuition Purposes.

Are you?

Dependent Student:

If you are under age 24, you will be classified as a dependent student. A copy of your parent's or legal guardian's most recent federal income tax return may be required to establish dependency. In all cases, when the last names of the student and the claimant are different, proof of relationship is required.

- You have other dependents who live with you and receive their support from you (copy of most recent federal income tax return listing the person(s) as your dependent is required).
- You are a veteran of the United States Armed Forces or serving on active duty (copies of military documents are required; example: DD 214; DD 2058).
- Your parents are deceased and you are, or were until age 18, a ward of the court (copies of court documents are required).
- You can provide documentation that you are not claimed by your parent/legal guardian as a dependent under the federal income 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 College Financial Aid Office (copy of your most recent tax return, W2, and/or pay stubs are required as proof of income).
- You have been classified as independent for Financial Aid purposes at Valencia (verification from Financial Aid Office is required).

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 is required).
- You have a child who lives with you and receives their support from you (copy of most recent federal income tax return listing the child as your dependent and/or copy of child's birth certificate listing you as the parent is required).

NAME OF STUDENT

VALENCIA ID OR SOCIAL SECURITY NUMBER OF STUDENT

2 UNIQUE CIRCUMSTANCES

There are some unique circumstances that may affect your classification as a Florida resident.

Please check the circumstance that applies to you (one only). Once you have selected, move on to step 3.

None of the below circumstances apply to me (Continue to Step 3).

- I am requesting a reclassification to Florida Resident. 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. *Stop. You must complete the Reclassification to Florida Resident Form instead.
- 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 is required.)
- I am a member of the United States Armed Forces 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.)
- I am a dependent person who has resided for five (5) 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 letter from the adult relative stating that you are their dependent and that they "exercise day-to-day care, supervision, and control" of you, and copy of his/her most recent Federal income tax return showing you are their dependent; adult relative must complete the remaining steps.)
- I am a full-time student participating in an international linkage institute. (S.288.8175,F.S.) (Letter of verification is required.)
- A Florida public college/university declared me a resident for tuition purposes (Last enrollment must have been less than 12 months ago). Name of institution:

(Attach official verification from the institution. Student must complete the remaining steps.)
- 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 is required.)
- I am a qualified beneficiary under the terms of the Florida Pre-Paid Post-secondary Expense Program (S.240.551.F.S). (Copy of signed card is required; student must complete steps 2 and 3 only.)
- 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. (Attach official verification from the institution. Student must complete remaining steps.)
- 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 employment verification is required.)
- 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 is required. USCIS documentation is required for Permanent Residents. Student must provide a copy of his/her Florida Driver's License. Spouse must complete the remaining steps.)
- 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 is required; if spouse or child, copy of marriage certificate or proof of dependency also is required.)

*Because you were initially classified as a Non-Florida Resident for Tuition Purposes you must be able to show that living in Florida is/was not for the sole purpose of attending a Florida college or university. You must complete and submit the Reclassification to Florida Resident form.

Note: Students who apply to Valencia on or after July 1, 2009 should know that Florida statute will not allow reclassification to occur if the claimant (the person claiming Florida residency) was enrolled full-time in any higher education institution during the 12 consecutive months they were establishing Florida residency for tuition purposes.

3 CLAIMANT'S INFORMATION

Are you a resident of the State of Florida?

For tuition purposes we need to know how long you've lived in Florida. To be considered a Florida Resident you must show proof of residency in the state for 12 consecutive months. The person claiming Florida residency is called the claimant. The claimant is the student if independent. If you are a dependent student then your parent or legal guardian is the claimant. In all cases, when the last names of the student and the claimant are different, proof of relationship is required. The claimant must complete the following steps and also sign this document.

Please type or print clearly using blue or black ink.

NAME OF STUDENT
STUDENT'S SOCIAL SECURITY NUMBER OR VALENCIA ID NUMBER
STUDENT'S DATE OF BIRTH
NAME OF PERSON CLAIMING FLORIDA RESIDENCY
CLAIMANT'S RELATIONSHIP TO STUDENT
CLAIMANT'S TELEPHONE NUMBER

Claimant's Permanent Legal Address (A P.O. Box cannot be used)

STREET ADDRESS		APT. #
CITY	STATE	ZIP

Citizenship of person claiming residency (claimant and student must present original Permanent Resident card, or other approved USCIS documentation of status, in person, to any campus Answer Center):

Yes, U.S. Citizen

No.

If no, country of citizenship:

Date claimant began establishing legal Florida residence and domicile:

4 DOCUMENTS OF PROOF

You must provide two forms of proof from the following list:

(mark the box for documents you will be submitting)

Tier 1 (You must have at least one item from this list.)

Preferred Documents

Show originals for these documents; photocopies only won't be accepted. (Each document must be current and at least 12 consecutive months old or older.)

- Florida Driver's License or Florida Identification card*.
 Florida Vehicle Registration. Florida Voter Registration.

Also accepted

- Transcripts from a Florida high school or a Florida GED and score report (only if high school diploma or GED was earned within the last 12 months). If high school transcript is used, the claimant must be listed as the student's parent or legal guardian. GED may be used if claimant is the student. (Copy of high school transcript or Florida GED score report required).
- Proof of purchase of a permanent home that is occupied as a primary residence of the claimant (copy of mortgage, deed, proof from Florida property appraiser website, or Homestead Exemption required; contracts/agreements must be dated 12 consecutive months prior to the Proof of Florida Residency deadline).

 (Please include name of document)

- Proof of permanent full-time employment (30 or more hours per week) (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 required).

Please type or print very clearly. Illegible information will result in Florida Residency documentation being returned to the student.

Your Florida Driver's License or Florida Identification Card*:

LICENSE NUMBER	EXPIRATION DATE
DATE OF BIRTH	ORIGINAL ISSUE DATE

Your Florida Vehicle Registration:

NAME(S) ON REGISTRATION	EXPIRATION DATE
VEHICLE ID NUMBER (VID) OR TITLE NUMBER	ORIGINAL ISSUE DATE

Your Florida Voter Registration:

NUMBER	
COUNTY	ORIGINAL ISSUE DATE

*Florida ID card can be used only if there is no evidence of ties to another state; i.e. the claimant cannot possess a valid driver's license from another state.

4 DOCUMENTS OF PROOF

Continued

Tier 2

Alternative Document

If claimant has only one document from Tier 1, one document from Tier 2 may be used.

- Florida Incorporation
(Proof of Florida incorporation must be printed from www.sunbiz.org and must be current and issued at least 12 consecutive months ago).
- Utility bill and proof of 12 consecutive months of payments (cell/mobile phones cannot be used) (Service must be current. Letter from service provider or copies of billing statements covering 12 consecutive months required).
- Copy of 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. Letter from leasing agent/landlord or copies of rent payment receipts as proof of payment required).
- A Florida professional or occupational license (Must be current and issued at least 12 consecutive months ago; copy of license required).
- Documents evidencing family ties (Example: adoption or legal guardianship papers or other official court documents).
- 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). (Membership must be current and must be at least 12 consecutive months old. Copy of membership card or letter from charitable organization is required).
- Declaration of Domicile (Copy required; must be certified by a Clerk of the Court at least 12 consecutive months prior to the Proof of Florida Residency deadline).

- Benefit histories from Florida agencies or public assistance programs (For example: Department of Juvenile Justice Address Verification form, Road to Independence). (Letter from agency/program or statement/summary of benefits showing 12 consecutive months required).

Unacceptable Documents

- Passport
- Shopping/Rental Club Card
- Birth Certificate
- Hunting/Fishing Licenses
- Library Card
- Concealed Weapon/Gun Permit
- Bank Statements

Please print, sign, and mail this entire document with your other documents of proof. Or, you may submit all of your documentation in person on any campus Answer Center. Documentation may be mailed to:

Valencia College, P.O. Box 3028, Orlando, FL 32802-3028

Please be advised that residency will not be adjusted until all documents are received. Incomplete and/or illegible residency documentation will be returned to the student.

All documentation provided to prove Florida Residency must be current and must show 12 consecutive months in Florida.

Questions? Visit our Web site at www.valenciacollege.edu or call the Valencia Connection: 407-299-5000, ext. 2535.

5 SIGNATURE OF CERTIFICATION

This information is required.

Photocopies of Florida Driver's License, Florida Vehicle Registration, and/or Florida Voter Registration are not required. Copies of all other documents used to prove residency are required and must be submitted with this form to Valencia. All documentation is subject to verification. Additional documentation may be requested.

This statement and any copies of required 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.

I do hereby swear and affirm that the below named student is a U.S. Citizen/Adjudicated Permanent Resident who meets all requirements for classification as a Florida Resident for Tuition Purposes (if person claiming Florida residency is a lawful Permanent Resident or in another approved USCIS status, original Permanent Resident card or other proof of approved USCIS status is required). My residence in Florida has been for the purpose of establishing a permanent home and is not 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.

PRINT NAME OF STUDENT

STUDENT VID OR SOCIAL SECURITY NUMBER

SIGNATURE OF PERSON CLAIMING FLORIDA RESIDENCY
(ORIGINAL SIGNATURE IS REQUIRED)

DATE

SIGNATURE OF STUDENT
(ORIGINAL SIGNATURE IS REQUIRED)

DATE

Mail Florida residency documentation to:

**Valencia College
P.O. Box 3028
Orlando, FL 32802-3028**