

Checklist for Residency Reclassification

More information can be found at www.flvc.org Tuition is determined, prior to the Fall semester each year, by the Florida Legislature and Florida Gulf Coast University. Check <http://www.fgcu.edu/Cashiers/tuition-and-fees.html> for the most current fee information.

The Residency Reclassification Application will need to be submitted with the following documents:

You are required to submit three documents. All documents from this group need to be 12 months old by the term in which you are planning to reclassify.

- Florida Drivers License
- Voter Registration
- Vehicle Registration
- Florida ID card
- Declaration of Domicile
- Homestead Exemption-Proof of purchase of a primary residence
- Transcript from Florida High School
- Benefit history from Florida Agencies or public assistance
- Employment offer letter of proof

Depending under which category the student meets the criteria, will depend on the documents the Office of the Registrar will be required to collect to accurately make a final decision.

THERE ARE TWO CATEGORIES AND THEY ARE AS FOLLOWS:

CATEGORY 1: If the student is not the claimant (If parent or Spouse, please refer to Exceptions/Special Category Section on the residency Reclassification Application for more information), the following documents will be required as suggested by the Exception/Special Categories section:

- If parent or spouse is the claimant, they must provide 3 Florida State issued Documents, as listed above.
- For claimant spouses, please provide a copy of the marriage license as required under the Exception/Special Categories.
- Please be prepared to provide documents as required under the Exception/Special Categories. Please ask for clarification, if needed.
- Student must provide a personal statement (even if the parent or spouse is the claimant) stating why Florida is their primary residence. Mentioning moving here for Educational purposes automatically disqualifies the application.

CATEGORY 2: For the student under the age of 24 who is the claimant and is not being claimed as a dependent by parents or legal guardian they will be required to provide the following documents:

- To establish proof of financial independence, you will need to provide FGCU with a Letter from your employer stating you have worked 30 hours or more a week on company letterhead. (A paystub may be requested of you as evidence of hours stated on employer's letter.)
- You must provide your most recent tax return to show proof of income Please refer to "half the cost of attendance for students living away from parents" found on Financial Aid & Scholarship's website under Cost of Attendance as this changes every year. *For example: Academic Year 2016-17 Half the Cost of Attendance is \$10,195.00.* Your earned income in combination with any loans, grants and scholarships awarded to you should add up to half the cost of attendance. (Parental Plus Loans are excluded).
- You must provide Your Parents' Most recent Tax Return (pages 1 and 2, you may blank out SSN and income) as proof that you are not being claimed as a "DEPENDENT".
- You must provide a personal statement stating why Florida is your primary residence.

IF you are under the age of 24 and have been admitted to a Graduate Degree program, you will just need 3 Florida State issued documents as listed above and a personal statement.

For further assistance, please contact Gail Hintz at ghintz@fgcu.edu

Information for Residency Reclassification

Residency reclassification requests are subject to Florida statute 1009.21, Florida Gulf Coast University and State Board of Education rule 6A-10.044. The instructions below do not comprise a comprehensive statement regarding residency reclassification. Refer to www.flvc.org From the homepage, click on the tab titled Apply and then click on Residency Guidelines for more information on residency. The burden of proof is on the student. No single piece of documentation will be considered conclusive.

The deadline to submit applications for residency reclassification is no later than 5:00 p.m. on the day that tuition is due for the term you are requesting reclassification. **NO EXCEPTIONS.**

Who should complete the Residency Reclassification Application and Affidavit?

An individual who is initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if that individual (or the parents of that individual, if that individual is a dependent) supports permanent residency in this state for 12 consecutive months. The Individual (or his/her parents, if that Individual is a dependent) must present documentation that substantiates residency in this state.

To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. Other persons not meeting the 12-month legal residence requirement may be classified as Florida resident for tuition purposes only if they fall within one of the limited "Special Categories" by the Florida Legislature and State Board of Education. All other persons are ineligible for reclassification as a Florida resident for tuition purposes.

Instructions for reclassification:

1. Please make sure you fill out this application and submit proof of documentation completely. Any incomplete applications or missing documents will not be considered for reclassification.
2. The Office of the Registrar may require additional documentation and will not complete its review of residency until both the student and the claimant have submitted all requested documentation.
3. The presentation of documents in itself does not qualify the student for Florida Residency for tuition purposes. The Office of the Registrar will evaluate the submitted **RECLASSIFICATION** documents and all available information and will render an eligibility determination.
4. Florida Gulf Coast University is authorized to make discretionary judgments as to residency reclassification with the bounds of the law and in reaching this professional judgment will evaluate all documents submitted and information available.
5. All determinative documents must be dated at least 12 months before the Friday of the first week of classes for the term in which residency is sought.
6. **The deadline to turn in residency reclassification applications and all required documentation is the Friday of the first week of classes before 5:00 p.m. NO EXCEPTIONS.**
7. Notifications regarding decisions will be made in person, regular US postal mail or via Eagle email only.

Application Process

- I. **Section I, Student's personal information:** This section is for the student who is attempting to reclassify as a resident of Florida. Do not forget to fill this information out completely.
- II. **Section II, Claimant's information:** A claimant is the person claiming Florida Residency. If the student's parent or legal guardian is the claimant. If the student is married to a Florida resident, then the spouse may be the claimant. All questions in this section pertain to the claimant. A student who is under the age of 24 at the start of the term for which he/she is applying for reclassification shall be considered Dependent. To be considered as Independent, the student must be able to show that he/she provides more than 50% of the cost of attendance by earned income.
- III. **Section III, Special categories:** If you believe you may qualify for one of these special categories, please check the one that may apply, complete the application and provide **DETAILED** documentation to support your claim (i.e. Military Orders). If you do not qualify for one of these special circumstances please leave this section blank
- IV. **Section IV, Verifying documentation:** You must submit with this application **THREE** of the following documents with date that evidence the 12-month qualifying period:
 - Florida Driver's License
 - Florida Identification Card
 - Florida Voter Registration Card
 - Homestead Exemption (Purchase of a permanent home in Florida, recorded as a primary residence by the claimant through their county property appraiser)
 - Florida Vehicle Registration
 - Transcripts from a Florida high school for multiple years
 - Florida professional or occupational license
 - Declaration of Domicile (12 months from the date the document was sworn and subscribed as noted by the Clerk of Courts)
- V. **Section V, Proof of physical appearance in Florida:** This documentation is required to prove that you are a resident of Florida for reasons other than attending school. For examples of documents that can be used to satisfy this requirement, please refer to Section 5.2, "Documentary Evidence," in the Residency Guidelines section at www.flvc.org
- VI. **Section VI, Florida statues statements:** The person claiming residency is the claimant. In this section there is a statement and signature required for both the claimant and the student.



Residency Reclassification Application

Section I: Student's Personal Information

Student's UIN: _____ Student's Name: _____

Student's Telephone Number: _____ Student's Email: _____ @eagle.fgcu.edu

Student's Permanent Address: _____
Street Address Apt. # City State Zip Code

Term for which Reclassification is requested (circle one): FALL SPRING SUMMER Year: _____

Section II: Claimant Information. *The "claimant" is the person claiming Florida residency. Please refer to the instructions for details on claimant.*

Claimant's Name: _____ Claimant's Relationship to Student: _____

Claimant's Permanent Legal Address: _____
Street Address Apt. # City State Zip Code

Date the Claimant began establishing legal Florida residence and domicile: _____
(MM/DD/YYYY)

You must provide the information of three documents that must be 12 months or older. All copies of documentation must be submitted with this application. Additional may be required in some cases.

Claimant's voter registration: State: _____ County: _____ Number: _____ Date of Issue: _____

Claimant's driver's license: State: _____ Number: _____ Date of Issue: _____

Claimant's vehicle registration: State: _____ Tag #: _____ Date of Issue: _____

Claimant's declaration of domicile: State: _____ County: _____ Date of Issue: _____

Non-U.S. Citizen Only: Resident Alien Number: _____ Date of Issue: _____

Note: *To determine Residency Eligibility for the **Exception/Special Categories** list and documentation required, please see the reverse side of this form. If you fall under one of these Exception Categories, you must submit the documentation required.*

I am the claimant and I have met all requirements for classification as a Florida resident for tuition purposes. I understand that a false statement can subject me to penalties for making a false or fraudulent statement pursuant to 837.06, Florida Statutes, and to FBOG Rule 6A-10.044 and 6A-20.003 F.A.C.

Claimant's Signature _____ Date _____

For Office Use Only

Processed by: _____ Date: _____

Confirmation provided on: _____

The law allows some applicants who do not meet the 12 month requirement to be classified as a Florida resident.

Please check any exception applicable in your case and attach copies of full documentation and be prepared to provide originals for review:

_____ I am married to a person who has maintained legal residence in Florida for at least 12 months. I have now established legal residence and intend to make Florida my permanent home. **(copy of marriage certificate required along with your spouses' Florida driver's license issued 12 months or older and a vehicle or voter's registration)**

_____ I am a member of the armed services of the United States and I am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am a member's spouse or dependent child. **(copy of military orders or military document showing home of record required)**

_____ According to the United States Immigration and Naturalization Service (INS), I am a permanent resident alien or other legal alien granted indefinite stay and I have maintained a domicile in Florida for at least 12 months. **(copy of resident alien card, Florida driver's license issued 12 months or older and a vehicle registration)**

_____ 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 part of the Latin American/Caribbean Scholarship program. **(copy of scholarships papers required)**

_____ I am a qualified beneficiary under the terms of the Florida Pre-Paid Post-Secondary Expense Program. **(copy of your benefit letter)**

_____ I am a dependent person who has resided for five years with an adult relative other than my parent/legal guardian and my relative has maintained legal residence in Florida for at least 12 months. **(copy of most recent tax return on which you were claimed as a dependent or other proof of dependency required)**

_____ 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 months ago and I am now re-establishing Florida legal residence.

_____ I am living on the Isthmus of Panama and have completed 12 consecutive months of college at the FSU Panama Canal Branch or I am the student's spouse or dependent child.

_____ I am a Southern Regional Education Board's Academic Common Market graduate student.

_____ 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 correction training. **(copy of employment verification required)**

_____ I am a McKnight Fellowship recipient.

_____ I am an active member of the Florida National Guard who qualifies under Florida Statutes s.250.10(7) and (8) for tuition assistance.

I am the claimant and I have met all requirements for classification as a Florida resident for tuition purposes. I understand that a false statement can subject me to penalties for making a false or fraudulent statement pursuant to 837.06, Florida Statutes, and to FBOG Rule 6A-10.044 and 6A-20.003 F.A.C.

Claimant's Signature _____ Date _____