

RESIDENCY AFFIDAVIT

PLEASE FOLLOW EACH STEP TO DETERMINE YOUR RESIDENCY STATUS.

STUDENT NAME	
STUDENT POLK STATE COLLEGE ID	

READ CAREFULLY – FOLLOW EACH SHADED BOX IN THE ORDER IT APPEARS ON THE FORM

A Florida “resident for tuition purposes” is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve months preceding the first day of classes of the term for which Florida residency is sought.

Step 1

Determine the Claimant.

The *claimant* is the person whose documents are used to qualify the student for Florida residency. Answer the questions as the **STUDENT** unless noted otherwise.

<input checked="" type="checkbox"/>	<i>Check One</i>
	You (the student) are 24 or older and a U.S. citizen or holder of a current permanent resident card. You are the claimant. (You will need to provide your permanent resident card.)
	You (the student) are under 24, a U.S. citizen, and one of your parents is a Florida resident. Your parent is the claimant.
	You (the student) are under 24, holder of a current permanent resident card and one of your parents is also a holder of a current permanent resident card. Your parent is the claimant. (You will need to provide yours and your parent’s permanent resident card.)
	If you checked one of the above statements, go to Step 5. If you have more complicated circumstances, are under 24 and want to be the claimant, or do not have a clear answer, go to Step 2.

Step 2

Determine the Student’s International Status.

<input checked="" type="checkbox"/>	<i>Check One</i>
	I am a US citizen. Go to Step 3.
	I have my permanent alien card. Go to Step 3.
	I am NOT a US citizen and I do not have a permanent alien card. I have a Visa. Complete Step 2. Then go to Step 3

INTERNATIONAL/NON U.S. CITIZENS MUST SEE AN INTERNATIONAL ADVISOR WHO WILL VERIFY WHETHER OR NOT YOUR VISA STATUS QUALIFIES YOU TO REQUEST IN-STATE TUITION. THE STUDENT AND ONE PARENT MUST HAVE VALID VISAS.

_____ (Student Name) Qualifies Does not qualify
to apply for Florida Residency. *Counselor Initials Required.*

Visa type _____ Expiration Date _____ Other _____

Signed: _____ (Polk State College International Advisor)

✓	<i>Check One</i>	
	I (the student) am 24 or older before the first day of the term.	Go to Step 5.
	I (the student) am under 24 but want to be the claimant.	Complete Step 3.
	I (the student) am under 24 but want my parent /guardian to be the claimant.	Go to Step 5.

Are you independent?

Answer the questions below to see if the state considers you independent. You ***must*** provide documentation to prove you are independent. Documentation proving independence is required ***in addition to*** documentation proving Florida residency.

Can you prove independence by answering yes to ***all*** of the statements in Section A or ***one*** of the statements in Section B?

Y/N	SECTION A	Documentation
	The student earned more than \$7,500.	Student's most current tax form with income listed.
	The student claimed self on taxes and his/her parents or guardians did not.	Student's most current tax form claiming self.
	The student can prove that he/she currently has a sustainable job or income.	Letter from employer showing dates of employment <i>and</i> hours or proof of income stipend.
	Did you answer [Y] to all three of the above? You qualify to be the claimant. Go to Step 5. If not, continue with Section B to see if you qualify as the claimant based on other circumstances.	

Y/N	SECTION B	Documentation
	The parents of the dependent student moved out of state, but the student has resided in Florida for 5+ years as evidenced by Florida schools. Student graduated from high school within the last year. The student <i>is not living with an adult relative.</i>	H.S. transcript showing 4 years of Florida H.S. attendance.
	The student is married.	Marriage license.
	The student has children who receive more than half of their support from the student.	Student's tax return.
	The student has other dependents that live with and receive more than half of their support from the student.	Student's tax return.
	The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training.	DD214 or current duty station orders.
	Both of the student's parents are deceased.	Death certificates of both parents and birth certificate of student.
	The student is/was (until age 18) a ward/dependent of the court.	Court order.
	The student is determined an unaccompanied homeless person by a school district liaison or shelter.	Letter from high school, PCSB district office, or shelter where student is staying.
	The student was classified as an Independent by the Financial Aid Office at Polk State College.	Financial aid award basis.
	Did you , the student, answer [Y] to one of the above? You qualify to be the claimant. Go to Step 5. If not, your parent or legal guardian is the claimant. Go to Step 5. If you have other special circumstances that may qualify you, go to Step 4.	

The following situations are sufficient with documentation as noted and you need ***no*** further documentation to be classified a Florida resident for tuition purposes. Polk State requires the student to provide a Florida Driver's license or identification card unless the special status specifically states it is not needed.

✓	<i>Check One</i>
	The student was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. The student abandoned his/her Florida domicile less than 12 months ago and is now re-establishing Florida legal residence.
	Self, spouse, or dependent child of an active duty member of the armed services of the United States stationed in Florida or drilling member of the Florida National Guard or Claimant's home of record is Florida. (Requires Form DD2058 or military document showing home of record.) (<i>Florida ID or driver's license not required.</i>)
	Self, spouse, or dependent child of a full-time instructional or administrative employee employed by a Florida public school or institution of higher education.
	Student from Latin America and the Caribbean who has received a scholarship from the federal or state government. (1009.21(10)(s) F.S. has more information)
	Student is a qualified beneficiary under the terms of the Florida Prepaid College Program (s. 1009.988, F.S.) (Requires copy of Florida Prepaid recipient card.)
	Self, spouse, or child of person living on the Isthmus of Panama who has completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch.
	Student is 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.
	The student is active duty member (or the spouse or dependent child of the member) of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, attending Polk State College within 50 miles of the military establishment where the active duty member is stationed.
	The student is an active duty member (or spouse/dependent child of the member) of a foreign nation's military who is serving as a liaison officer. The student is residing or stationed in Florida and attending Polk State College within 50 miles of the military establishment where the active duty member is stationed.
	The student is a full-time student participating in a linkage institute (S.240.137, F.S.).
	The student is a transient student from a Florida public institution and has been declared an in-state resident there. (Must be noted on the transient form.)
	The student qualifies for a tuition and fee waiver/exemption such as in custody of DCF, homeless, wrongful incarceration, dependents or spouses of firefighters or law enforcement, correctional, or correctional probation officers killed in the line of duty. (If exemption expires, student must re-qualify for residency)
	The student is a dual-enrolled student and residency does not apply at this time.
	Did you mark [Y] on one of the items above? You qualify for in-state tuition. Provide the required documentation and go to the Signature Verification box.
	Does none of the above apply to you? Go to Step 5.

Additional qualifiers

✓	<i>Check One</i>
	The student married a Florida resident and only has one other qualifying document for self, such as a driver's license. May use spouse's driver's license and a marriage license as the second document. Student is the claimant. Go to Step 5.
	The student has resided 5 continuous years with an adult relative in Florida as a dependent child and is still living with that adult relative. The student must hold a valid Florida license. Proof would be one of the following: school transcripts showing relative as primary contact, notarized release to the adult relative from the parent that is four years old. The adult relative is the claimant. Go to Step 5.

Write the name of the Claimant: _____.

You must present two of the **Claimant's** documents if this is your initial classification or three documents if you are reclassifying (you initially were classified as out-of-state and now want to be reclassified as in-state). **The student** will be required to present a Florida driver's license or ID card, even if the Claimant is someone else. If you are reclassifying, your request will go to the Residency Committee for determination. If you are reclassifying, provide a complete package of documentation that indicates you have purposes in the state other than attending college.

All documents must be issued one year or greater from the first day of the term for which you are applying.

TIER ONE –At least one document must be a Tier One document.	
Florida driver's license OR a State of Florida identification card (if evidence of no ties to another state) Claimant's Driver's License State _____ Number _____ <i>Original</i> Issue Date (MM/DD/YR) _____	
Florida voter registration card Claimant's Voter Registration State _____ County _____ Number _____ <i>Original</i> Issue Date (MM/DD/YR) _____	
Florida vehicle registration Claimant's Vehicle Registration State _____ Vehicle Registration Number _____ <i>Original</i> Issue Date (MM/DD/YR) _____	
Proof of attending multiple years in a Florida high school (for students who have graduated within the last year) Name of High School _____ City _____ Years attended _____	
Proof of a permanent home in Florida that is occupied as a primary residence of the claimant. Homestead Exemption required.	
Proof of permanent full-time employment in Florida for Claimant (one or more jobs for at least 30 hours per week for a 12-month period) _____ Letter from Employer's HR department with start date and statement indicating continuous employment must be retained in the student's record.	
TIER TWO – One document may be a Tier Two document.	
A declaration of domicile from the Clerk of Courts dated 12 months prior to the first day of the term.	
A Florida professional or occupational license for Claimant. (A copy must be maintained in the student record.) License type _____ License # _____ License Date _____	
Florida incorporation papers for Claimant. (A copy must be retained in the student's record.)	
Documents evidencing family ties in Florida. (Must provide such documentation and a letter of explanation to be reviewed by the Residency Committee for a decision. Documentation must be retained in the student's record. Please complete the residency committee petition request below.)	
Dept. of Juvenile Justice DJJ documentation.	
Other documentation that supports the student's request for resident status such as: Proof of 12 consecutive months of payments of utility bills; Lease agreement and proof of 12 consecutive months of payments; or Student is a state of Florida welfare or Medicaid recipient for 12 consecutive months.	

SIGNATURE VERIFICATION

PERSON CLAIMING FLORIDA RESIDENCY MUST COMPLETE THIS SECTION

Claimant Name (print) _____ Student Name (print) _____

Permanent Legal Address of Claimant _____

Street Address _____ City _____ State _____ ZIP Code _____

Preferred Telephone Number of Claimant () _____ Relationship to Student _____

I do hereby swear or affirm that the above named student meets all requirements of 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. A false statement shall also entitle the College to not admit the student, or upon later discovery, to deny further registration and invalidate college credits. The student may owe additional fees if residency was in error or falsified.

****Signature in Ink of Claimant Is Required** _____ **Date** _____

RESIDENCY APPEALS: If you have been denied residency or are unable to determine residency with this affidavit, please submit this completed affidavit and a typed statement of explanation along with ALL documentation to the Admission and Registrar's office of your campus. No appeals request will be accepted without an explanation and copies of all documentation.

I am requesting review of the residency committee. Your signature _____ Date _____

Your e-mail _____ Your phone number _____ Student Name _____