



COLLEGE OF CENTRAL FLORIDA AFFIDAVIT PROOF OF FLORIDA RESIDENCY FOR TUITION PURPOSES

Frequently Asked Questions (FAQ)

What does being a Florida resident for tuition purposes mean?

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 residence in Florida for at least 12 consecutive months immediately preceding their enrollment. Residence in Florida must be for the purpose of establishing a permanent home and not primarily to enroll at an institution of higher education.

Is there a deadline for qualifying as a Florida resident for tuition purposes?

Yes. The residency affidavit and required documentation should be submitted immediately after completing the admissions application. The deadline for all students to file residency affidavits, petitions and any required documentation is the first day of class for the semester in which the student plans to begin classes. Registration will be blocked for students until the residency process is complete. Residency decisions cannot be made retroactive.

How do I know if I qualify?

To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, legal permanent resident alien 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. Other persons not meeting the 12-month legal residency requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized in Florida statute.

If I have not attended CF for the last 12 months, do I need to complete a new Residency Affidavit?

Yes. The college is required by state statute to verify the residency of each student. The verification process requires we specifically examine the last 12 months of residency. Since you have not been enrolled in classes in the last 12 months, you must reestablish your residency.

I just moved to Florida within the last year. Do I qualify as a Florida resident for tuition purposes? If not, do I still need to submit a residency affidavit?

If you (or your parents if you are a dependent) moved to Florida in the last 12 months, you do not currently qualify as a Florida resident for tuition purposes. However, everyone must complete a residency affidavit. You will complete your affidavit as a non-Florida resident.

How do I know if I am a dependent or independent student?

Dependent Status: If you are under age 24, you will be classified as a dependent student, and residency will be determined based on your parent/legal guardian (claimant). When the last names of the student and the claimant are different, proof of relationship is required (tax return and/or birth certificate).

Independent Status: As an independent student, residency will be based on you, as the claimant. If you meet **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 income tax return listing the child as your dependent and/or copy of child's birth certificate listing you as the parent 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 required).
- You are a veteran of the United States Armed Forces or serving on active duty (copies of military documents required; example: DD 214 or military orders).
- Your parents are deceased or you were a ward of the state (copies of death certificates or court documents required).
- You can provide documentation that you provide at least 50 percent of your own support for the cost of attendance as defined by the CF 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 CF (verification from Financial Aid Office required).

What documentation do I need to have in order to complete my residency affidavit?

You must have at least **two** forms of proof for the claimant. Some circumstances may require additional documentation. One of the two forms of proof **must** be from the **Tier 1** list and provide proof of residency for the past 12 consecutive months. All forms of proof must be current.

Tier 1 Preferred Documents

- Florida Driver's License or Florida Identification card. 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.
- Florida Vehicle Registration.
- Florida Voter Registration.
- Proof of purchase of a permanent home that is occupied as a primary residence of the claimant (copy of tax bill, proof from Florida property appraiser website or Homestead Exemption required; must be dated 12 consecutive months prior to the Proof of Florida Residency deadline).
- 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).

Tier 2 Alternative Documents

- 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. Service must be current. A letter from service provider or copies of billing statements covering 12 consecutive months is required. Cell/mobile telephone payment cannot be used.
- 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 that is current and issued at least 12 consecutive months ago. Copy of license is 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 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: Food Stamps, Social Security Disability, Medicaid or DCF waiver. A letter from agency/program or statement/summary of benefits showing 12 consecutive months required.

Are there any exceptions to the documents listed above?

Yes. You may also qualify as a Florida resident for tuition purposes if you fall into any of the categories below:

- 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.)
- 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 letter from the adult relative stating that the student is their dependent and that they "exercise day-to-day care, supervision, and control" of the student and copy of his/her last five years of federal income tax returns showing you are their dependent; adult relative will be the claimant.)
- 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. United States Citizenship and Immigration Services documentation is required for Permanent Residents. Student must provide a copy of their Florida Driver's License. Spouse is the claimant.)
- According to the 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 two forms of proof are 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 documents required, military orders, DD214 or a filed DD2058.)
- 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.)
- A Florida public college/university declared me a resident for tuition purposes (last enrollment must have been less than 12 months ago). (Official verification from the institution is required, and student must still complete the residency affidavit.)
- I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education (or the employee's spouse or dependent child). Letter of full-time employment verification is required.



**COLLEGE OF CENTRAL FLORIDA AFFIDAVIT
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TUITION PURPOSES**

All students are required to complete a residency affidavit prior to the first day of classes for the semester to indicate their in-state or out-of-state status. Those seeking classification as a Florida resident for tuition purposes must provide documentation as outlined in Florida Statute 1009.21.

Social Security No.: _____	CF ID No.: _____		
Legal Name: _____			
Last	First	Middle (complete)	Jr., etc.
Birth Date: _____			
MM/DD/YY			

Select either Option A or B:

Option A – I am a **not** a Florida resident for tuition purposes. I understand I **DO NOT** qualify as a Florida resident for tuition purposes for the semester for which this application is submitted and that if I should qualify for a future semester, it will be necessary for me to file a Petition for Reclassification of Florida Resident for Tuition Purposes prior to the end of the add/drop period of the semester for which I wish to be reconsidered. Reclassification of Florida Residency for Tuition Purposes is **NOT** automatic. The student and claimant must prove not only physical presence in Florida for the preceding 12 months, but also intent to make Florida their permanent domicile. Residency determinations and reclassifications are made in accordance with F.S. 1009.21 and Florida Administrative Code 6A-10.044.

Signature of Applicant

Date: MM/DD/YY

Option B – I am a Florida resident for tuition purposes. Residency refers to whether you are classified as an in-state Florida resident or an out-of-state resident for tuition purposes. A Florida resident for tuition purposes pays less in fees per credit hour than does a non-Florida resident. A Florida resident for tuition purposes must be a U.S. citizen, permanent resident alien or a legal alien granted indefinite stay by U.S. Immigration and Naturalization Services, and must have established physical and legal residence in Florida for at least 12 consecutive months prior to the first day of classes for the semester of enrollment.

If you check Option B you **must complete sections 1-5**, attach any required documentation, sign and submit this petition prior to the first day of the semester in which you wish to be considered for Florida Residency for Tuition Purposes.

1. Select either Dependent or Independent Student:

Dependent Student – If you are under age 24, you will be classified as a dependent student and residency will be determined based on your parent/legal guardian (claimant).

Name of Parent/Legal Guardian Claiming Residency (Claimant)

Relationship to Student

Independent Student – If you meet **one** of the criteria outlined in the FAQ page, you will be classified as an independent student.

2. Identify Residency Claimant – If you are a **dependent student**, the claimant is the person you listed in Section 1 above. If you are an independent student, you are the claimant.

Name of Person Claiming Florida Residency

Date Claimant Established Florida Domicile

3. Provide Proof of Florida Residency – Check two boxes. One box must be checked from Tier 1. Attach the documents that prove you have been a Florida resident for the past 12 consecutive months. These items must be legible and completed in full.

Tier 1 Preferred Documents

- Florida Driver's License or Florida Identification Card No.: _____ Issue Date: _____
- Florida Vehicle Registration. Name(s) on Vehicle Registration: _____
- Tag No.: _____ Issue Date: _____
- Florida Voter Registration. County: _____ Number: _____ Issue Date: _____
- Proof of purchase of a permanent home that is occupied as a primary residence of the claimant.
- Proof of permanent full-time employment.

Tier 2 Alternative Documents

- Florida incorporation.
- Utility bill and proof of 12 consecutive months of payments.
- Copy of lease agreement and proof of 12 consecutive months of payments.
- A Florida professional or occupational license.
- Documents evidencing family ties.
- Proof of membership in Florida-based charitable or professional organizations.
- Declaration of Domicile.
- Benefit histories from Florida agencies or public assistance programs.

4. Identify Unique Circumstances – There are some unique circumstances that may affect your classification as a Florida resident. Please check one box and attach copies of the required documentation.

- None of the below circumstances apply to me.
- I am a qualified beneficiary under the terms of the Florida Pre-Paid Post-secondary Expense Program.
- 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.
- I am married to a person who has maintained legal residence in Florida for at least 12 consecutive months.
- According to the 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.
- 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.
- 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.
- A Florida public college/university called _____ declared me a resident for tuition purposes.
- I am a full-time instructional or administrative employee employed by a Florida public school, college or institution of higher education or I am the employee's spouse or dependent child.

5. Verify Accuracy – This affidavit and any required documentation must be submitted prior to the Proof of Florida Residency deadline for the semester 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 nonresidency rate and the student will be responsible for paying the additional monies due.

Signature of Person Claiming Florida Residency

Date: MM/DD/YY

Signature of Student (if not claimant)

Date: MM/DD/YY



COLLEGE OF CENTRAL FLORIDA NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION, USAGE AND RELEASE

Florida Statute 119.071(5) and Sections 483 and 484 of the Higher Education Act of 1965 authorize the collection, usage and release of your Social Security number by the College of Central Florida.

CF collects, uses and releases your Social Security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the college will secure your Social Security number from unauthorized access; strictly prohibit the release of your Social Security number to unauthorized parties in compliance with state and federal law; and assign a unique CF Identification number. This identification number will be used for all associated employment and educational purposes at CF. Specifically, CF collects, uses or releases a Social Security number for the following purposes:

- **Admissions**

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service. This IRS requirement makes it necessary for CF to collect the Social Security number of every student. A student may refuse to disclose their Social Security number to CF, but the IRS is then authorized to fine the student in the amount of \$50. In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulation under the Family Educational Rights and Privacy Act.

- **Continuing Education, Corporate Training**

Under Florida education reporting requirements students who enroll in Continuing Education and Corporate Training seminars are required to submit their Social Security number.

- **Financial Aid**

The Office of Financial Aid at CF requires students and parents of dependent students to submit their Social Security number on various forms in order to correctly identify applicants, match each applicant's financial aid application information and data with the institution's records, and to help coordinate state aid programs with federal and institutional aid programs.

- **Human Resources**

The Social Security number is used for legitimate business purposes for completing, processing or distributing the following: Employment Application Forms; Federal I-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Federal W2 (Internal Revenue Service); Unemployment Insurance (Florida Department of Revenue); Florida Retirement System (Florida Department of Revenue); Workers Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Bank of America, ACH); 403b and 457b contribution reports; group health, life and dental coverage; completing and processing various supplemental insurance deduction reports; background checks; and payroll documents.

- **Workforce Programs**

These programs use Social Security numbers as identifiers for program enrollment and completion. Also, it is used for entering placement information into either the One Stop Management Information System or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state systems.

- **Miscellaneous**

The Social Security number is used for identification and verification, billings and payments, data collection, reconciliation, tracking, benefit processing and tax reporting.

- **Release Statement**

Social Security numbers may be disclosed only pursuant to Florida Statute 119.071 (6a–6h).

- **Independent Contractors**

The college collects contractors' Social Security numbers in order to file information with the Internal Revenue Service, as required and authorized by federal law.