



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Appeal for Florida Residency Classification for Tuition Purposes**

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**Implementing Procedure For Policy # 5.08 and 7.0**

**Date Approved: 06/14/11**

**Division: Student Affairs**

**FLORIDA RESIDENCY CLASSIFICATION APPEAL PROCEDURE**

**I. PURPOSE**

To establish a process and procedure for a student who has been denied Florida residency status for tuition purposes and wants to appeal that decision. This is in accordance with Florida Statute 1009.21 and Florida Administrative Code 6A-10.044. This procedure provides guidelines for the committee and the process by which a student may appeal and is effective July 1, 2009.

**II. PROCEDURE**

**A. Committee**

The Academic Exceptions and Petitions Review Committee will be responsible for considering student appeals for Florida residency classification for tuition purposes.

**B. Student Appeal Process**

1. The student must appeal to the Registrar or designee with the Admissions and Records Office prior to requesting an appeal from the committee.
2. The student must complete the Appeal for Florida Residency Classification for Tuition Purposes Form and state the reason(s) for appealing their residency decision. The explanation should address any information that was not previously submitted or considered.
3. A copy of all new and previously submitted documents supporting the Florida residency claim must be attached to the form.
4. The form must be signed by the student and submitted with all required documents to the Enrollment Services Center.
5. The Registrar or designee will review the request to ensure that the student already appealed to the appropriate personnel. If not, the Registrar or designee will initiate that process, sign the appeal form, and forward it to the Vice President of Student Affairs Office with all attached documents and any necessary comments within five business days of receipt of the completed appeal form.
6. At its regularly scheduled meetings, the Academic Exceptions and Petitions Review Committee will review the appeals submitted for that

month. The committee may request additional information from the student or Registrar in order to make its decision.

7. Upon review, the committee will inform the student of its decision in writing.
8. The Academic Exceptions and Petitions Review Committee's decision is final and may not be appealed.

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Vice President for Student Affairs

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Date

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Approved by President

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Date