



## RESIDENCY FOR TUITION PURPOSES

### INSTRUCTIONS: *(Complete in black or blue ink.)*

Chipola College, being a state-supported college, is required to verify the eligibility of students receiving the Florida (Alabama or Georgia) resident tuition rate. The non-Florida resident tuition rate is approximately four times the resident tuition rate. The Florida Legislature allows the option of providing Alabama and Georgia residents meeting the residence, to qualify for Florida tuition plus a \$1 differential. Each applicant must complete a Residency Declaration form prior to the first day of the semester for which Florida (Alabama or Georgia) residency for tuition purposes is sought or residency cannot be granted for that semester. It is each student's responsibility to verify that he/she is a Florida (Alabama or Georgia) resident.

Complete and submit the attached **Residency Declaration** to the Admissions and Records Office, as soon as possible, and allow 3-5 days for processing. Your Residency Declaration must be received and verified prior to the first day of classes.

**Your residency status will be Non-Resident for Tuition Purposes and you will be charged out-of-state tuition until the Residency Declaration form is received and verified by the Admissions and Records Office at Chipola College.**

**Submit Residency Declaration in person, by email, or mail.**

Email: [admissions@chipola.edu](mailto:admissions@chipola.edu) Subject: Residency Declaration

or

Mail: Residency Declaration  
Admissions and Records Office  
3094 Indian Circle  
Marianna, Florida 32446

Additional information is available at:

- Florida Statute 1009.21  
[http://archive.flsenate.gov/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1009/Sections/1009.21.html](http://archive.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1009/Sections/1009.21.html)
- State Board of Education Rule 6A-10.044  
<https://www.flrules.org/gateway/RuleNo.asp?ID=6A-10.044>

# RESIDENCY DECLARATION FOR TUITION PURPOSES

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 (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought.

- Residence in the state must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.
- To qualify as a resident for tuition purposes, you must be a U.S. citizen, a foreign national in a non-immigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, parolee, asylee, Cuban-Haitian entrant, legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services, or other qualified alien as defined under federal law. Other persons not meeting the twelve-month legal residence requirements may be classified as state residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature pursuant to section 1009.21, Florida Statutes (see “*Qualification by Exception*” below). All other persons are ineligible for classification as a Florida “resident for tuition purposes.”
- Living in or attending school in Florida, will not, in itself, establish legal residence. Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents.
- Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

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## Section A: CITIZENSHIP *(Complete in black or blue ink.)*

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student is a [ ] U.S. Citizen [ ] Non-U.S. Citizen [ ] Permanent Resident [ ] Other

Alien Registration Number \_\_\_\_\_ Issue Date \_\_\_\_\_ Visa Category \_\_\_\_\_

All non-U.S. citizen students seeking classification as a Florida resident for tuition purposes are required to submit documentation of their legal status in the U.S. as issued by the U.S. Citizenship and Immigration Services office.

***NEXT - If you are a Non-Florida, Non-Alabama, or Non-Georgia Resident continue to Section B.***

***- If you are a resident of Florida, Alabama, or Georgia continue to Section C.***

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## Section B: TO BE COMPLETED BY THE STUDENT

### WHO IS A NON-FLORIDA, NON-ALABAMA, OR NON-GEORGIA RESIDENT

I do not qualify as a Florida, Alabama, or Georgia resident for tuition purposes for the term for which this application is submitted. I understand that should I qualify for a future term, it will be necessary for me to submit an updated Residency Declaration while providing prescribed, supporting documentation to substantiate as “reclassification” of my status. I understand being classified as a non-Florida resident will not exclude me from the possibility of receiving a waiver to cover part or all of the out-of-state fee as defined in s. 1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the beginning of the term for which residency is sought. I do not have to complete any further portion of this form, with the exception of signing below.

Name of Student \_\_\_\_\_ Resident of \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

***STOP you have completed the Residency Declaration as Non-Resident and do not have to continue.***

**SECTION C: TO BE COMPLETED BY THE STUDENT**  
**SEEKING FLORIDA, ALABAMA, OR GEORGIA RESIDENCY FOR TUITION PURPOSES**

I qualify as a resident for tuition purposes, as defined by s. 1009.21, Florida Statutes, for the term for which this application is submitted. I understand that it will be necessary for me to present evidence of residency for tuition purposes, supporting my claim as a state resident for tuition purposes. I have read the residency information on qualifying as a dependent or independent student, and declare that: **(select one of the options below)**:

I am a **dependent student**, as defined by s. 1009.21(1)(a), Florida Statutes, in that I am eligible to be claimed as a dependent under the federal income tax code by the claimant below. The claimant is my “parent” as defined by s. 1009.21(1) (f), Florida Statutes, (i.e., either or both parents of the student, any guardian of a student, or any person in a parental relationship to the student). My parent has maintained legal residence in Florida for at least the past 12 consecutive months. As defined by section 1009.21(1)(d), Florida Statutes, “‘legal resident’ or ‘resident’ means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17.” A copy of your parent’s tax return may be requested to establish dependence.

I am an **independent person** who has maintained legal residence in Florida for at least the past 12 consecutive months. I provide more than 50% of my own support. An independent student generally includes a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, a ward of the court, or someone with legal dependents other than a spouse, pursuant to the United States Department of Education for the purposes of federal financial aid eligibility. There may be limited cases where a person under the age of 24 years old may qualify as an independent student. Such students will be required to verify independence (including financial independence.) A copy of your tax return may be requested to establish independence.

I meet residency requirements through one of the **Qualifications by Exception** below (*check appropriate Exception and provide documentation*). As provided in s. 1009.21, Florida Statutes, I qualify for residency based on the following **permitted exception**: (*Skip if not applicable.*)

- I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s. 1009.98, Florida Statutes.) (Required: Copy of Florida Prepaid Recipient card.)
- I am married to a person who has maintained legal residence in the state for at least the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home. (Required: copy of marriage certificate and/or other documents required to establish residency.)
- I was previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I am transferring to another Florida state postsecondary institution within 12 months of the previous enrollment. (Required: Evidence of previous enrollment as a FL resident)
- I was previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence.
- Active duty members of the Armed Services of the United States residing in this state and their spouses and dependent children, and active drilling members of the state National Guard. (Required: Copy of military orders or DD2058 showing home of record.)
- Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida. (Required: Copy of military orders.)
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children. (Required: Copy of marriage certificate or proof of dependency.)
- Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children. (Required: Employment Verification)
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education. (Required: proof of scholarship and Latin America or Caribbean residency.)

- Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities. (Required: Certification letter from State Academic Common Market Coordinator.)
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Required: Employment verification/payment agreement).
- McKnight Doctoral Fellows and Finalists who are U.S. citizens. (Required: Verification from graduate studies.)
- United States citizens living outside the United States who are teaching at a Department of Defense School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate. (Required: Proof of enrollment in graduate program for FL teaching certificate.)
- Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed. (Required: Proof of active duty membership for specified purpose.)
- Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where the foreign liaison officer is stationed. (Proof of active duty membership for specified purpose.)

***NEXT – Continue to Section D***

**SECTION D: TO BE COMPLETED BY THE CLAIMANT/PERSON CLAIMING RESIDENCY**

- If the student is a dependent, the parent is the claimant and will complete this section.
- If the student is independent, the student is the claimant and will complete this section.
- If the student is eligible based on one of the Qualifications by Exception, Stop, continue to Section F.

Student Name \_\_\_\_\_

Claimant/Name of Person Claiming Residency \_\_\_\_\_

Claimant's Address \_\_\_\_\_ Day Telephone Number \_\_\_\_\_

Claimant's Relationship to Student      Student                      Parent                      Step Parent

Legal Guardian\*    Other\* \_\_\_\_\_

*\*Legal Guardian and other relatives must provide additional documentation. (Court documents, tax returns.)*

DATE Claimant began establishing legal residence (if upon birth, enter birthdate) \_\_\_\_\_

STATE OF RESIDENCY (circle one)     FLORIDA     ALABAMA     GEORGIA     OTHER (*Complete Section B*)

TERM OF APPLICATION      Fall (August)      Spring (January)      Summer (May) or (June)     YEAR 20 \_\_\_\_\_

***NEXT - Continue to Section E and F***

<p>For Office Use Only</p>
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**SECTION E: PROVISION OF DOCUMENTS TO SUPPORT CLAIM OF RESIDENCY**

*Per s. 1009.21(3) (c), Florida Statutes, the residency determination **must be documented by two or more of the documents identified below.***

**A. Claimant must provide at least one of the following of his/her personal documentation:**

- Voter’s registration card with issue date. Number \_\_\_\_\_ Issue Date \_\_\_\_\_
- Driver’s license. State \_\_\_\_\_ Number \_\_\_\_\_ Issue Date \_\_\_\_\_
- State identification card. Number \_\_\_\_\_ Issue Date \_\_\_\_\_
- Vehicle registration. Number \_\_\_\_\_ Issue Date \_\_\_\_\_
- Proof of permanent home in the state occupied as primary residence for 12 consecutive months prior to the student’s enrollment. (Required: document such as a deed or other evidence of title to property used as primary residence, a homeowner’s policy, a title insurance policy, evidence of a property tax payment on the primary residence, multiple leases reflecting a state address, or a lease of multiple years’ duration.)
- Proof of a homestead exemption in the state. (Required: document from the county tax collector demonstrating the application of a homestead exemption to the claimant’s primary residence.)
- Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months. Transcript Required.  
Dates of Attendance: \_\_\_\_\_ Graduation Date: \_\_\_\_\_
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period. (Required: pay stubs or W-2 form for past 12 consecutive months and/or verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer.)

**B. Claimant may provide one or more documents from the following categories to demonstrate residency in Florida (to be used in conjunction with one document from above):**

- Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes.
- State professional or occupational license.
- State incorporation.
- Document evidencing family ties in Florida
- Proof of membership in a Florida-based charitable or professional organization.
- Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to the state.

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**SECTION F: RESIDENCY DECLARATION**

*I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on all pages of this Residency Declaration. I understand that any false or misleading information on this Residency Declaration, or provided in support of this Residency Declaration, will subject me to penalties pursuant to section 837.06, Florida Statutes, for making a false statement. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my claim as a Florida resident for tuition purposes.*

Student Name \_\_\_\_\_

Claimant Name (if not the Student) \_\_\_\_\_

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_