

Residency Classification Form

A Florida “resident for tuition purposes” is a person who, or a dependent person whose parent or legal guardian, is a US citizen, lawful permanent resident, or certain non-US citizen. This person has maintained legal residency in Florida for at least 12 consecutive months immediately prior to the first day of classes of the term for which Florida residency is sought (s. 1009.21, Florida statute) and must provide required documents.

If you are under the age of 24, you will be required to submit documentation that supports your independent status.

All documentation provided will be verified. Evidence of ties to another state may result in denial of Florida residency for tuition purposes.

Name of person claiming Florida residency:

(Claimant)

Claimant’s relationship to student: Self Parent Spouse Legal Guardian

CLAIMANT’S INFORMATION:

Address:

City / State / Zip Code:

County:

Date FL residency began:

STUDENT’S INFORMATION:

Student’s Name:

Student’s Social Security Number or PHSC Student ID Number:

CLAIMANT’S FLORIDA RESIDENCY DOCUMENTATION:

COPIES OF AT LEAST TWO DOCUMENTS MUST BE PROVIDED FOR RESIDENCY DETERMINATION. *If you are reclassifying after being considered a non-Florida resident, you must provide three (3) documents. **One document from Section A is required.** If using a document from exemptions, it is a requirement to also include valid FL driver’s license or identification card.*

SECTION A:	SECTION B:	EXEMPTIONS:
<input type="checkbox"/> FL voter’s registration card	<input type="checkbox"/> Declaration of Domicile	<input type="checkbox"/> Military orders or LES
<input type="checkbox"/> FL driver’s license or state ID	<input type="checkbox"/> FL professional / occup. license	<input type="checkbox"/> DD-214
<input type="checkbox"/> FL vehicle registration	<input type="checkbox"/> FL incorporation	<input type="checkbox"/> School contract
<input type="checkbox"/> Warranty deed / Homestead Ex.	<input type="checkbox"/> 12 months of utility bills	<input type="checkbox"/> Florida Pre-Paid
<input type="checkbox"/> Official FL High School transcript	<input type="checkbox"/> Lease agreement & payment history	<input type="checkbox"/> DCF Tuition & Fee Exemption
<input type="checkbox"/> Letter of employment	<input type="checkbox"/> FL ACCESS benefits / SSI disability	

Residency Declaration: I affirm that I meet all requirements as provided by Florida Statutes and am eligible for classification as a Florida resident for tuition purposes. I understand that a false or fraudulent statement on this form will subject me to penalties for making a false statement pursuant to Section 837.06 of Florida Statutes.

Signature of person claiming Florida residency:

Date:

(Claimant)

This residency classification form and photographs of supporting documentation can be sent via email to admissions@phsc.edu or presented in person at any of our five campuses.

Residency Guidelines

A resident for tuition purposes is someone who has maintained legal residence in Florida and has established two legal ties to the state for 12 consecutive months immediately preceding the first day of classes for which Florida residency is sought (s. 1009.21, Florida Statute). First time students at PHSC and returning students who have not attended within the last 12 months, will be required to submit two proofs of residency as outlined below.

INDEPENDENT / DEPENDENT STATUS:

The resident status of the dependent student is considered to be that of the parent or legal guardian of the student. A dependent student is any person who is eligible to be claimed by a parent/legal guardian for Internal Revenue purposes. If the student is under 24 years of age, PHSC will assume that the student is a dependent student, and the parent/legal guardian must complete the Residency Classification Form.

If the student is under the age of 24, but meets **one** of the criteria listed below, they can provide the required documentation **and** provide their own residency documentation as the "Claimant."

- Marriage license issued by the Clerk of Court, not the wedding certificate.
- Current military orders or DD-214.
- Current 1040 tax return which shows an income of at least \$6,600.00 and is signed and dated physically (*electronic signatures will not be accepted*).
- Current 1040 tax return which shows the student provides at least 50% of support to a dependent child and is signed and dated physically (*electronic signatures will not be accepted*).

LEGAL GUARDIAN:

Legal Guardians are **required** provide Court Order documentation to prove legal guardianship status. The legal guardian would be required to fill out the residency classification form as the "Claimant" and provide their residency documentation.

SPOUSE:

If the student is married and cannot provide documentation in their own name to prove residency, the student can use their spouse's documentation for residency purposes. The student's spouse would be required to fill out the residency classification form as the "Claimant" and provide their residency documentation.

NON-FLORIDA RESIDENT / RECLASSIFICATION:

If the student or "Claimant" cannot provide valid documentation for Florida residency, the student will be classified as a non-Florida resident and will be assessed out-of-state tuition until they can provide documentation that would qualify for in-state tuition. The student will be required to complete a Non-Florida Resident Declaration Form that includes a handwritten signature, but no other supporting documentation is required.

A student who attended PHSC within the last twelve (12) months and is classified as a non-Florida resident (currently paying out-of-state tuition) and wishes to be reclassified as a resident for tuition purposes, must provide a minimum of three (3) documents proving residency and provide a completed Residency Classification Form prior to the first day of classes of the term for which Florida residency is sought (s. 1009.21, Florida Statute).

NON-US CITIZENS:

In order to qualify as a resident for tuition purposes, you must be a lawful permanent resident alien, legal alien granted indefinite stay by Homeland Security, or must possess an approved Visa Category. **Documentation of permanent resident status or employment authorization is required.**

Acceptable Residency Documentation

A resident for tuition purposes is someone who has maintained legal residence in Florida and has established two legal ties to the state for 12 consecutive months immediately preceding the first day of classes for which Florida residency is sought (s. 1009.21, Florida Statute). **First time students at PHSC and returning students who have not attended within the last 12 months, will be required to submit two proofs of residency as outlined below.** *Students who have previously been classified as non-Florida resident students and wish to reclassify must provide an updated Residency Classification form and **three** proofs of residency as outlined below.*

At least two documents are required. One of the documents must come from Section A.

SECTION A:

- FL voter's registration card
- FL driver's license or state identification card
- FL vehicle DMV registration
- Homestead exemption or warranty deed
- Official FL High School transcripts or FL GED
The student must have attended at least two consecutive years and graduated within the previous 12 months. Must be official transcripts.
- Letter of employment
Must be on company letterhead, signed and dated by supervisor/employer, and contact information must be included. Multiple letters from multiple employers are permitted to prove 12-month employment history.

SECTION B:

- Declaration of domicile in Florida
Can be obtained from the County Clerk's Office.
- Florida professional or occupational license
- Florida incorporation
- Utility bills
Electric, water, or gas only. Must provide 12-month payment history.
- Lease agreement with proof of 12 consecutive months of payment
Can provide billing ledger from leasing office or landlord.
- Florida ACCESS benefits
Twelve-month payment history of SNAP, TANF, food stamps, Medicaid, Medicare, or SSI disability.

EXEMPTIONS: Student / "Claimant" must provide valid FL driver's license or state issued ID with documents

- Active duty service member of the US military stationed or residing in FL.
Current military orders or LES
- US military veteran honorably discharged within the last 12 months with home of record in FL.
DD-214
- Full-time instructional and administrative personnel employed by the State of Florida public school system and Florida public IHE.
School contract
- Florida Pre-Paid
Current statement or pre-paid card with the student's photo ID.
- State of Florida Department of Children and Families Tuition and Fee Exemption for Students Receiving or Formerly Receiving Services from the Department of Children and Families
Request document from DCF case worker.