

INFORMATION FOR RESIDENCY CLASSIFICATION

RESIDENCE INFORMATION

A Florida resident for tuition purposes is a person who has maintained legal residence in the State of Florida for the 12 months immediately preceding the first day of the full term for which enrollment is requested. The residence 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 Residence Statement (below).

The Florida Legislature has established a limited number of categories for the granting of in-state residence status to individuals who do not meet the 12 month requirement. The most common categories are included in the Residence Statement (FS1009.21).

If you or your parent/legal guardian have lived in Florida for the required 12 month period, and you do not find a category for your specific situation, please describe your status on a separate sheet of paper, attach supporting documentation, and submit this information with your completed Residency Classification form.

RESIDENCE STATEMENT

FLORIDA RESIDENTS (This section must be completed by the independent student or the parent/legal guardian of the dependent student)

- I am an independent person and have maintained legal residence in Florida for the 12 months immediately preceding the first day of the full term.
NOTE: Independent persons under the age of 24 years must document independent status.
- I am the parent/legal guardian of a dependent student, and have maintained legal residence in Florida for the 12 months immediately preceding the first day of the full term.
- I am an active duty service member of the United States military stationed or residing in Florida. **DOCUMENTATION REQUIRED:** Military ID card and a copy of the service member's permanent change of station (PCS) orders to Florida. **NOTE: Spouse and children are included**
- I have not resided in Florida for 12 months, but I am married to a person who meets Florida residency requirement of 12 months. **DOCUMENTATION REQUIRED:** Residence statement completed by student and spouse, documentation of legal ties to Florida, and copy of marriage license.
- I am a full time instructional or administrative employee of a Florida public school, community or state college, or institution of higher education. **DOCUMENTATION REQUIRED:** Verification of full-time employment status. **NOTE: Spouse and children are included**

Student's Name: _____ Student's Social Security Number: _____ - _____ - _____

Name of person claiming Florida Residence: _____

Check status: Student Parent Legal Guardian (documentation showing court-appointed guardianship required)

Permanent Address: _____

County of Residence: _____ Street Address _____ City _____ State _____ Zip Code _____
Beginning Date of Florida Residence: _____ MO/YR

COPIES OF AT LEAST TWO RESIDENCY DOCUMENTATION MUST BE PROVIDED FOR RESIDENCY DETERMINATION

Driver's License State ____ County _____ DL Number _____ Original Issue Date _____

Voter's Registration State ____ County _____ Reg Number _____ Original Issue Date _____

Vehicle Registration State ____ County _____ Tag Number _____ Plate Issued Date _____

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 Residence _____ Date _____

This Residency Classification and copies of supporting documentation can be sent via email to admissions@phsc.edu or presented in person at any of our five campus locations.

NON-FLORIDA RESIDENTS

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. If I should qualify for a future term, I understand I must file documentation to substantiate my eligibility for reclassification. I understand that this documentation must be filed prior to the beginning of the full term.

- I am not a resident of the State of Florida and do not qualify for classification as a resident for tuition purposes
I am a resident of the State of _____.
- I am a resident of the State of Florida, but have not resided in the state for the required 12 month period, nor do I qualify for residency classification under any of the exception categories provided by legislative ruling. I established legal residence in Florida on _____ and will submit appropriate reclassification documentation when I meet the requirements. (Indicate beginning date of residence)

Signature _____ Date _____

Residency Guidelines

Step 1 – Residency Classification

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 enrollment is requested. First time students at Pasco-Hernando State College and returning Pasco-Hernando State College students who have not attended within the last 12 months will be required to submit two proofs of residency as covered in Step 3.

Reclassification: A student who attended PHSC within the last 12 months and is classified as a non-Florida resident (currently paying out-of-state tuition) and wishes to be classified as a resident for tuition purposes, must provide a minimum of three documents proving residency as suggested in Step 3, complete a Residence Statement form, and submit all documentation to the Admissions and Student Records Office. For additional information, please call the Admissions and Student Records Office at (727) 816-3371.

Step 2 – Independent/Dependent Status

Prior to completing the Residence Statement section of the application, you must determine who the CLAIMANT is. If you submit your own documentation for residency as an independent student, you are the CLAIMANT. If you are under 24 and do not meet the criteria listed below, your parent or legal guardian submits documentation for residency and he/she is the CLAIMANT. This list will help you determine who the CLAIMANT is:

Independent Student (residency based on student):

If you are at least 24 years of age by the first day of classes of your first term, you are considered independent and you will be the CLAIMANT for residency. **You will need to provide proof of legal residency as covered in Step 3.**

Students who are under the age of 24, but meet one of the criteria listed below are considered independent and will be the CLAIMANT

- The Student is married. *Copy of marriage license required.*
- The student can provide documentation that he/she claimed independence under the federal income tax code and that he/she earned at least 51% of the cost of attendance as determined by PHSC's Financial Aid Office. *Copy of your most recent IRS tax transcript or federal income tax return required. A W-2 or paystub is not sufficient proof.*
- The student is on active duty in the United States Armed Forces or is a veteran of the United States Armed Forces. *Official military documentation or DD214 required showing the veteran was discharged to a Florida home address.*
- Both of the student's parents are deceased or the student is, or was until age 18, a ward/dependent of the court. *Copy of government or legal court documents required.*

Dependent Student (residency based on parent/legal guardian):

If you are under the age of 24 and do not meet any of the criteria listed above, you will classify as a dependent and your parent or legal guardian will be the CLAIMANT. Your parent/legal guardian will need to provide proof of residency as covered in Step 3. Legal guardians must provide court-appointed guardianship documents.

Non-U.S. 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 required)

For additional information contact an admissions office at any campus or visit www.flvc.org.

Residency Guidelines

Step 3 – Residency Documentation

A resident for tuition purposes is a person who has established and maintained permanent legal residence in Florida for at least 12 consecutive months immediately preceding the first day of classes rather than maintaining temporary residency for the sole purpose of enrollment at an institution of higher education. Documents must be submitted with dates that evidence physical presence in Florida during the 12-month period prior to the first day of class. Additionally, there must be no information contradicting the applicant’s claim of residency (i.e. a driver’s license from another state). Living in Florida in itself will not establish legal residency for tuition purposes. Students depending upon out-of-state parents for support are considered residents of the same state as their parents.

Two of the following documents (or at least three in the case of reclassification) issued at least 12 months prior to the first day of classes are required.

At least one document must be from Tier 1. If the claimant does not have two items from the Tier 1 list, he or she may present one document from both lists – Tier 1 (required) and Tier 2

TIER 1

TIER 2

A Florida driver’s license	A Florida professional or occupational license
A State of Florida identification card	Florida incorporation
A Florida vehicle registration	Proof of membership in a Florida based charitable or professional organization
A Florida voter’s registration card	Documentation that supports the student’s request for resident status including a standard lease agreements with proof of twelve (12) consecutive months of payments.
Proof of purchase of a permanent Florida home which is occupied as a primary residence by the claimant (warranty deed or proof from property appraiser website that states Homestead Exemption)	Documentation that supports a 12 month history of Florida Access Benefits (SNAP, TANF, or Medicaid) or SSI Disability.
Student’s transcripts from a Florida high school for multiple years (two (2) or more) if the Florida high school diploma or GED was earned within the last twelve (12) months	A Declaration of Domicile in Florida filed with the Clerk of Court twelve (12) months or more prior to the first day of classes.
Proof of permanent full-time employment in Florida for at least 30 hours per week documenting that the claimant has been employed for the past twelve (12) consecutive months. (Signed letter from employer on letterhead stating the dates of employment, average number of hours worked per week, and the contact name and phone number required.)	Twelve (12) consecutive months of utility bills (water, electric, or gas)
Copy of Florida Pre-paid card with student’s photo identification	

Unacceptable documents that cannot be used:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Passport/Green Card/Visa • Social Security Card • Hunting/Fishing Licenses • Shopping/Rental Club Card • Concealed Weapon/Gun Permit • Invalid/Expired Documentation | <ul style="list-style-type: none"> • Tax Returns • Library Card • Birth Certificate • Bank Statements • Insurance Cards (Health or Auto) • Cable and Cell Phone Bills |
|---|---|

To read the entire statute, state rule, and guidelines, including exceptions to the 12-month rule, please go to Florida Virtual Campus, www.flvc.org. Residency information is listed under the “Apply” tab.