

SANTA FE COLLEGE

3000 NW 83rd St
Gainesville, FL 32606
Telephone: (352) 395-5000



Florida Residency Reclassification for Tuition Purposes

The residency reclassification committee reviews **complete** submissions every other Friday (approximately twice per month). The submission deadline for each scheduled Friday meeting is the preceding Monday at 2:00pm. This deadline is strictly enforced and allows the committee to prepare thoroughly. Please submit your reclassification packet to the Records Office, R-112.

Records Office
Santa Fe College
3000 NW 83rd Street, R-112
Gainesville, FL 32606
Fax: 352-395-4129

As per §1009.21, Fla. Stat., a person who is classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes if that person or, if that person is a dependent child, his or her parent presents **clear and convincing documentation** that supports permanent legal residence in Florida for at least 12 consecutive months. Proof of 12 months must be immediately preceding term in reference. **The following must be included in order for your packet to be accepted for review by the committee:**

1. A completed Florida Residency Reclassification for Tuition Purposes form.
2. Typed student statement explaining purpose for moving to the state, including details of intent to maintain a permanent residence in the state of Florida for reasons other than pursuing an education.
3. A **minimum of three documents** (only clear copies accepted), evidencing at least 12 months of permanent continued residency, as required by Tier 1 and Tier 2 (see below). **At least one proof must come from Tier 1.**

Tier 1

- A Florida driver's license or state ID card
- A Florida vehicle registration
- Proof of permanent full-time employment for at least 30 hours per week for a 12-month period (Proof should be in the form of a *letter from employer on letterhead*)
- A Florida voter's registration card
- Proof of Florida homestead exemption
- Transcripts from a Florida high school evidencing 2+ years of consecutive attendance immediately preceding college enrollment, or completion of a GED program in the previous 12 months

Tier 2

- A declaration of domicile obtained in the state of Florida
- A Florida professional or occupational license
- Florida incorporation documents
- Proof of immediate family ties in the state of Florida (parents, siblings, children)
- Proof of membership in a Florida based charitable or professional organization
- Proof of 12 months consecutive lease or utility payments, or an official state, federal or court document evidencing legal ties to the state of Florida

Appeals Process:

Students have **10 business days from the date of notification to appeal** the committee's decision **in writing** to the Residency and Waiver Appeals Committee. NOTE: It is the student's responsibility to pay all tuition and fees due by the fees due date noted on the student's schedule. Tuition and fees will be adjusted to in-state only if appeal is approved.

For more information on the appeals process please contact the Office of the Registrar at 352-395-5443.

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public. Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to Jasmine Gibbs, Equity Officer and Title IX Coordinator, 3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606, 352-395-5950, equity.officer@sfcollge.edu.
Updated 1/30/18 IH

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Florida Residency Reclassification for Tuition Purposes

PLEASE PRINT

Term Requested: _____

Student's Name: _____ Student ID: _____

Name of Claimant _____ Relationship to Student _____

(The CLAIMANT is the person who is claiming Florida residency, e.g., the applicant (if independent), parent, spouse or legal guardian. All of the questions below pertain to the claimant.)

Permanent Address _____

City _____ State _____ Zip _____ Telephone _____

- Definitions:
- Dependent: A person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.
 - Independent: A person who provides more than 50 percent of his/her support, as determined by the state of Florida.

Did your parent (s) claim you on their most recent income tax return Yes No

(Students under the age of 24 must provide a copy of their parents' and their most recent IRS tax transcript)

Date Claimant Began Establishing Legal Residence in the state _____
mm/dd/yy

All documentation must be dated at least one year prior to the first day of the term (Note* A minimum of 3 documents required for reclassification - one must be a tier one document) FS1009.21.

Additional information on residency can be found at: http://www.sfcollege.edu/records/index.php?section=residency_change

Claimant's Voter Registration: State: _____ County: _____ Number: _____ Registration date: _____
mm/dd/yy

Claimant's Driver's License: State: _____ Number: _____ Issue date: _____
mm/dd/yy

Claimant's Vehicle Registration: State: _____ Tag Number: _____ Issue date: _____
mm/dd/yy

Citizenship: U.S. Citizen Permanent Resident Alien Asylee or Refugee Alien Other _____

Resident Alien Number _____ Date Card Issued _____
(Copy of both sides of card required)

Do you own a home in Florida? _____ Yes _____ No (If Yes, provide proof of Homestead Exemption)

ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above-named applicant meets all requirements indicated in the category checked above for classification as a Florida "resident for tuition purposes." I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

Signature of Student in ink _____ Claimant signature _____ Date _____

FOR OFFICE USE ONLY: _____ Approved _____ Denied

Authorization: _____ Date: _____