

NORTH FLORIDA COLLEGE

FLORIDA RESIDENCY DECLARATION

NFC OFFICE USE:

Residency Status: ☐ Resident ☐ Non-Resident

Reviewed by/Date: _____

Student Name: _____ Term Applying For: _____

NFC Student ID #: _____ Date of Birth: ____/____/____

Address (not PO Box): _____

Date established legal FL residence: _____

Return completed forms and documents prior to the first day of classes. Student will be charged as a non-resident until received and approved by NFC staff.

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 United States as issued by the United States Citizenship and Immigration Services office.

STUDENT LEGALLY PRESENT STATUS (CHECK ONE)

Student is a: ☐ U.S. Citizen ☐ Permanent Resident (Form I-551 "Green Card") ☐ Non-U.S. Citizen

Alien Registration Number: _____ Issue Date: ____/____/____

Visa Category _____

STAND ALONE DOCUMENTS

If any of these describe you, provide the document and skip to **Affirmation** to sign the form.

- ☐ Homestead Exemption
- ☐ Florida Prepaid verification letter
- ☐ Official Transcript from a Florida public college showing classification as FLORIDA RESIDENT and attendance within last 12 months
- ☐ Transient Form from a Florida public college showing classification as FLORIDA RESIDENT and attendance within last 12 months
- ☐ Military orders showing Active Duty stationed in Florida or Leave and Earning Statement-LES stating Florida as the Home of Record (spouse/dependent – need military ID card also)
- ☐ Active drilling member of Florida National Guard – member only
- ☐ Military orders showing Active Duty stationed at Moody Air Force Base
- ☐ Full-time instructional/administrative employee in a FL public school and their spouse or dependent child (employer verification letter)
- ☐ Full-time employee of FL Law Enforcement or Corrections State Agency whose law enforcement/corrections training is being paid for by the agency (employer verification letter)

INDEPENDENT STUDENT INFORMATION

If any of these describe you, you are considered an **Independent Student**. You will complete the **Residency Documents** section by providing **your documents**.

- ☐ I am age 24 or over, or I will be by the time I first enroll at NFC.

- ☐ I am under the age of 24 but I made at least **\$6,000** in the last tax year, AND I claimed myself, or no other person can claim me as a dependent for tax purposes. **Provide a copy of last year's tax return.**
- ☐ I am under the age of 24 but I am married and have my own Florida documents. **Provide a copy of marriage certificate or last year's tax return showing marital status, then your own primary or secondary documents from the lists below.**
- ☐ I physically reside in Florida, and my spouse has been a Florida resident for at least 12 months. **Provide a copy of marriage certificate or last year's tax return showing marital status, one Primary document from student, and two proofs of spouse's residency. Continue to Dependent Student section below.**
- ☐ I am under the age of 24 but I have a dependent that lives with me and I provided more than half of the income to support them. **Provide a copy of last year's tax return showing names and relationship of dependent or your child's birth certificate.**
- ☐ I am under the age of 24 but I am a Veteran or active-duty member of the armed forces. **Provide copy of your discharge or active-duty orders.**
- ☐ I am under the age of 24 but I was a ward or dependent of the courts before I reached the age of 18. **Provide form(s) from DCF or court documents.**
- ☐ I am under the age of 24 but I have been classified as independent by NFC Office of Financial Aid. **Verified by NFC staff.**

DEPENDENT STUDENT INFORMATION

If none of the qualifiers above describe your situation, you are considered a **Dependent Student**. Your **Parent/Guardian/Spouse** will complete the **Residency Documents page** by providing **your parent/guardian's/spouse's documents**.

"Parent" as defined by s. 1009.21(1)(f), Florida Statutes means either or both parents of a student, any guardian of a student, or any person in a parental relationship to a student.

PARENT/GUARDIAN/SPOUSE INFORMATION (IF DEPENDENT)

Name: _____

Relationship: ☐ Parent ☐ Guardian ☐ Spouse ☐ Other

Date established legal FL residence: _____

Address (not PO Box): _____

RESIDENCY DOCUMENTS Submit at least TWO documents. One must be a primary document.

PRIMARY DOCUMENTS

☐ Florida Driver's License/ID Card: Number: _____ Issue Date: _____

☐ Florida Voter Registration: Number: _____ Issue Date: _____

☐ Florida Vehicle Registration: VIN, Decal, or Tag Number: _____ Issue Date: _____

- ☐ Proof of permanent home in Florida 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 Florida address, or a lease of multiple years' duration.)
- ☐ Proof of permanent full-time employment in Florida for at least 30 hours per week for the most recent and consecutive 12-month period (Required: employment verification on company letterhead)
- ☐ Florida high school transcript showing two or more years of enrollment if the Florida high school diploma or equivalency diploma was earned within the last 12 months (Required: official transcript)

SECONDARY DOCUMENTS

- ☐ Florida professional or occupational license, valid/active
- ☐ Lease agreement with Florida address and proof of past 12 months of consecutive payments
- ☐ Utility bills and 12 consecutive months of payments (electric, water, sewage, gas, cable)
- ☐ Florida business incorporation
- ☐ Florida public assistance documentation
- ☐ Official state, federal, or court document evidencing legal ties to FL
- ☐ Declaration of Domicile (certified copy from Clerk of the Court)
- ☐ Document evidencing family ties in Florida

AFFIRMATION / SIGNATURE

I certify that the information provided is true and complete. I have read the important information section at the end of this document. I understand that false or misleading information on this form, or supporting documents, will subject me to penalties for fraud and misrepresentation, pursuant to sections 837.06, 817, and 813, Florida Statutes. I give permission to NFC 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 Signature: _____ Date: _____

Parent/Guardian/Spouse Signature (if dependent): _____ Date: _____

NON-FLORIDA RESIDENT ACKNOWLEDGEMENT

- ☐ I do not currently qualify as a Florida resident. I can apply for reclassification by submitting a new form before the next term begins. I can explore options for exemptions and waivers further below.

Signature: _____ Date: _____

IMPORTANT INFORMATION

Florida law requires each applicant for admission to a public institution of higher education to submit documentation of residency. The applicant must establish that their presence in Florida or, if a dependent student, the presence of their parent or legal guardian has been for the purpose of maintaining a bona fide domicile in the state for at least 12 consecutive months immediately prior to the first day of classes, rather than for the purpose of maintaining a temporary residence incidental to enrollment.

To qualify as a Florida resident for tuition purposes, an individual must be a U.S. citizen, lawful permanent resident, or otherwise eligible noncitizen as defined by law. Living in Florida or attending school in Florida, by itself, does not establish legal residence. A dependent student is presumed to be a resident of the same state as their parent or legal guardian.

The burden of proof is on the applicant to provide clear and convincing documentation (credible, precise, and compelling enough to persuade the college) demonstrating the establishment of legal residence. Supporting documents must be dated, issued, or filed at least 12 months prior to the first day of classes and must be valid for the 12-month period immediately preceding the term for which residency is sought.

Individuals who do not meet the 12-month residency requirement may be classified as Florida residents for tuition purposes only if they qualify under specific statutory exceptions outlined in Florida law and State Board of Education rules. All other individuals will be classified as non-Florida residents for tuition purposes.

Please note:

- Living in Florida or attending college does not establish residency.
- Residency must be for maintaining a permanent domicile, not temporary enrollment.
- Supporting documents must be dated at least 12 months prior to the term and remain valid.
- Evidence of ties to another state may result in denial of Florida residency for tuition purposes.

Residency Appeals: Students who desire to appeal their residency classification may submit a written request to the Office of the Registrar at registrar@nfc.edu. NFC's residency appeal committee will consider student appeals in accordance with the institution's official appeal policy. The committee will notify the applicant of the final residency determination in writing. The college will advise the applicant of the reason for the determination.

EXEMPTIONS AND WAIVERS INFORMATION If you were unable to establish Florida residency above, review the list below and request more information if any apply to you. (A separate form may need to be completed.)

1. Certain Florida High School Graduates – students who are citizens of the U.S. or lawfully present in the U.S. who meet the following conditions:
 - Attended secondary school in FL for 3 consecutive years immediately before graduating from a FL high school
 - Applied for enrollment within 24 months after high school graduation
 - Submitted an official Florida high school transcript
2. Resident of Georgia Counties Brooks, Echols, Lowndes, or Thomas
3. Veteran and Servicemember Waivers
 - Honorably discharged Veteran who physically resides in Florida
 - Student receiving VA educational assistance who physically resides in Florida while enrolled
 - Individual using VR&E educational assistance who physically resides in Florida
 - Active-Duty member of the U.S Armed Services residing or stationed outside of Florida
 - Recipient of Purple Heart or another combat decoration
4. Homeless children and youths
5. Ward of the courts, under DCF protection, or adopted from DCF (need DCF letter)