

Step 1: Determining Classification

Initial Classification

If you are a *first time* student at Santa Fe College, you should check Initial Classification. This requires **two** proofs of residency from the CLAIMANT as covered in Step 3. This documentation will be turned into the Office of Admissions in R-101 or faxed to 352-395-7300.

Readmission Classification

If you *have previously attended* Santa Fe College and were classified as a Florida resident for tuition purposes (paid the *in-state* tuition rate), you should check Readmission Classification. This also requires **two** proofs of residency from the CLAIMANT as covered in Step 3. This documentation will be turned into the Office of Admissions in R-101 or faxed to 352-395-7300.

Petition for Reclassification

If you have previously attended or are currently attending Santa Fe College and were/are classified as a non-Florida resident for tuition purposes (paid or currently paying the out-of-state tuition rate), and you wish to be classified as a Florida resident for tuition purposes, you should check Petition for Reclassification. You must provide a **minimum of three** documents (copies) of residency from the CLAIMANT as suggested in Step 3. A typed statement is required explaining when and why permanent Florida residency was established. All documentation submitted must be clear and convincing as to the CLAIMANT's intent to maintain a bona fide domicile in the state of Florida for reasons other than pursuing an education. (Examples of clear and convincing evidence include documentation of full-time employment for the prior 12 months or the purchase of a home in this state and residence therein for the prior 12 months while not enrolled as a full-time student.) You must submit your completed packet to the Office of the Registrar in R-112 or fax to 352-395-4129.

Non U.S Citizens

In order to qualify as a Florida resident for tuition purposes, you must be a lawful permanent resident alien, legal alien granted indefinite stay by the Immigration and Naturalization Service, or must possess an approved Visa Category.

Approved Categories: A, E, G, H1B, I, K, L, N, O-1, R, NATO I-7, S, T, U, V, TPS, Asylee, Refugee, and Parolee
A copy of a Permanent Resident Card or Visa of the student **and** the claimant is required prior to registration.

Step 2: Determining Dependency

Independent Student

If you are at least 24 years of age on the first day of classes for your first term, you are considered independent and will be the CLAIMANT for residency.

If you are under the age of 24, you must prove independence by meeting one of the criteria below:

- Marriage certificate or divorce records
- Tax transcript of the most recent tax year showing the student claimed one or more dependents
- Tax transcript of the most recent tax year or pay stubs for the past 12 months showing that the student earned at least 51% of the cost of attendance as defined by the SF Financial Aid Office and that the student claimed independence (Student must also provide parents' tax transcript showing they did not claim the student.)
- A DD214 or official record showing that the student served on active duty in the United States Armed Forces
- Proof that the student has been classified through the SF Financial Aid Office as an independent student and has a completed Financial Aid file
- Death certificates of both parents or proof of being a ward of the State of Florida
- Student is determined an unaccompanied homeless by school district or shelter

Dependent Student

If you are under the age of 24 on the first day of classes for your first term, you are considered dependent for residency purposes. One of your parents will be the CLAIMANT.

If someone other than your parent intends to prove residency for you as the CLAIMANT, he or she must provide:

- Legal guardianship documentation from a US Court showing the CLAIMANT as a legal guardian of the student
- Tax transcript of the previous five years showing the student as a dependent of the CLAIMANT
- Proof of guardianship from your high school transcript accompanied by your parents' tax transcripts of the most recent year showing the student was not claimed as a dependent

Step 3: Proving Florida Residency

A Florida resident is a person who has established and maintained permanent legal residency in Florida for at least **twelve consecutive months 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 residence 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 a petition for reclassification) are required. At least one of the documents must come from Tier 1.

Tier 1

- A Florida voter's registration card
- A Florida driver's license
- A State of Florida identification card
- A Florida vehicle registration
- Proof of a homestead exemption in Florida
- Proof of a permanent home which is occupied as a primary residence.
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period
- 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

Tier 2

- A declaration of domicile in Florida
- A Florida professional or occupational license
- Florida incorporation
- Proof of immediate family ties to Florida
- Proof of membership in a Florida based charitable or professional organization
- Any other documentation that supports the student's 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 Florida

Student Name: _____			Student DOB: _____			SF ID: _____		
The following is to be completed in full by the CLAIMANT as determined in Step 2.								
Name: _____			Relationship to Student: _____					
Address: _____								
Please provide 2 out of the following 3:								
Florida Driver's License or ID No.: _____			Issue Date: ____/____/____					
Florida Vehicle Registration Plate No.: _____			Plate Issue Date: ____/____/____					
Florida Voter's Registration No.: _____			County: _____			Issue Date: ____/____/____		
I do hereby swear and affirm that the above named student meets all requirements for classification as a Florida resident for tuition purposes. My residence in Florida has been for the purpose of establishing a permanent home and is not incidental to enrollment at an institution of higher learning. I understand that a false statement in this affidavit will subject me to penalties pursuant to 837.06, Florida Statutes.								
_____ Signature, in ink, of the CLAIMANT						_____ Date		

Staff Comments:

Santa Fe College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, genetic information, political opinions or affiliations, and veteran status in all its programs, activities and employment. Inquiries regarding non-discrimination policies should be directed to: Lela Frye, Equal Access/Equal Opportunity Coordinator 3000 NW 83rd Street, R-Annex, Room 105, Gainesville, Florida 32606 (352) 395-5420 lela.frye@sfcollge.edu