

READ ALL INSTRUCTIONS BEFORE WRITING APPEAL!!

PART I – STUDENT INFORMATION

Student Name _____ Student ID _____

Daytime Phone No. _____

No residency appeals will be considered for reclassification.

Consideration is requested for the following term:

Fall Spring Summer _____ Year: _____

PART II – WRITTEN APPEAL WITH DOCUMENTATION

On the back of this form or on a separate attachment, explain the situation that you believe allows you to meet the requirements for in-state tuition. **(Please be concise and print/write legibly).** Documentation must be provided to support **initial** in-state residency classification. **Two issues exist when determining residency for tuition assessment: (1) Establishment of legal Florida residency, and (2) determination of dependent/independent status.** A student who does not meet one of the criteria outlined below may be classified as an independent student only if he/she submits documentation that he/she provides 50% or more of the cost of attendance for an independent, in-state student as defined by the financial aid office at the institution (exclusive of federal, state, and institutional aid).

1. Establishment of Legal Florida Residency: Living or attending school in the State of Florida is not tantamount to establishing a legal residence for tuition purposes. In this regard substantial documentation must be provided to support permanent residency over and above mere physical presence to attend school. Such documentation must reflect and support a claim to maintaining 12 continuous months of residency by providing at least two (2) documents dated or issued at least 12 months prior to the first day of classes for the term in which residency is requested. Students who live with adult relative(s) other than their parents **must provide copies of tax returns for the previous years documenting such living arrangements.** Students who have a legal guardian must, likewise, attach a copy of the **legal** guardianship court documents. Power of Attorney documents do NOT qualify for legal guardianship.

2. Dependent Vs. Independent Status: Traditionally an independent student is one who is 24 years of age or older. Certain circumstances may allow an individual less than 24 years of age to be considered as an independent student based on the following:

- The student is married
- The student has children who receive more than half of their support from the student
- The student has other dependents who live with and receive more than half of their support from the student
- The student is a veteran or is currently serving on active duty in the US Armed Forces for purposes other than training
- Both of the student's parents are deceased or the student is/was a ward of the court until age 18

Students who do NOT meet the criteria for classification as an independent student shall be classified as a dependent student for the determination of residency for tuition purposes and residency will be based on parents' legal state of residence.

PART IV – RESIDENCY CLASSIFICATION FORM

If not already submitted, complete a Florida Residency form and attach to this document along with all other required documentation verifying Florida residency for tuition purposes. **Mail or fax to: Office of Enrollment Services, 100 College Boulevard, Niceville FL 32578. Fax (850) 729-5323. An appeal that is submitted without proper documentation will be returned for additional information.** Please allow up to 10 working days for the appeal to be reviewed.

