

RESIDENCY RECLASSIFICATION INFORMATION

REVISED 8/30/2023

Reclassification for Currently Enrolled Students

An individual who was initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes. Reclassification requires an individual, or the parent or legal guardian of a dependent person, to present clear and convincing documentation that supports permanent legal residence in Florida for at least 12 consecutive months rather than temporary residence for the purpose of pursuing an education.

Please note: All residency reclassification requests are subject to [Florida Statute 1009.21](#) and [State Board of Education Rule 6A-10.044](#) which was adopted by the Florida Board of Governors on September 6, 2006.

Establishing the Claimant

Independent or dependent status is important because it determines who the claimant is and whose documentation is required in the Reclassification Process. Independent students submit their own documentation of residency while dependent students submit their parent's or guardian's documentation (to include a copy of their most recent tax return where student is listed as a dependent) of residency. A student may not have more than one claimant. To qualify as an independent student in the Reclassification Process, the student must meet any one of the following criteria:

- You were not claimed by your parent or legal guardian as a dependent on their federal IRS tax returns during the 12 month qualifying period (A copy of your tax return as well as your parent's or guardian's tax return will be required to verify your independent/dependent status) and you had the financial resources sufficient to cover at least 50% of the cost of attendance for independent, in-state students as defined by the Florida State University Office of Financial Aid (exclusive of federal, state, and institutional aid or scholarships) during the 12 month qualifying period.
- 24 years of age or older by the first day of classes of the term for which residency status is sought.
- Married. (Requires copy of marriage license)
- Have children who receive more than half of their support from you.
- Have other dependents that live with and receive more than half of their support from you.
- A veteran of the United States Armed Forces or currently serving on active duty in the United States Armed Forces for purposes other than training.
- Parents are deceased, or you are or were (until age 18) one of the following: (a) a ward/dependent of the court or (b) in foster care.
- Determined to be unaccompanied homeless by a school district homeless liaison, emergency shelter or transitional housing program.
- Working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution.
- Be classified as an independent by the Florida Polytechnic University Office of Financial Aid.

Please note: Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

Reclassification Documentation

The claimant's documents supporting the establishment of residency for tuition purposes must be dated, issued, or filed 12 months prior to the first day of classes of the term for which reclassification is sought. All documentation is subject to verification. You should submit as much evidence of your Florida residency as possible. No single piece of documentation will be considered conclusive, and the burden of proof is on the student to show: (1) residency in Florida for the requisite 12 month period; and (2) residency in the state was not merely temporary or incident to enrolling in a college or university located in Florida.

Required Documentation

It is recommended that you submit as many required documents as possible to justify your claim of Florida residency for tuition purposes; however, no claim of residency will be valid without **at least one** of the following documents and **at least three documents total**.

- Florida Driver's license or for non-drivers, a State of Florida identification card
- Florida voter registration card
- Florida vehicle registration
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
- Proof of homestead exemption in Florida
- Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12 month period (Graduate students on Assistantship should email the Office of Graduate Studies at ogs@floridapoly.edu to obtain verification of GA status)

Supporting Documentation

It is recommended that you submit as many supporting documents as possible to justify your claim of Florida residency for tuition purposes. While all documents are important, the most critical to obtain is the Declaration of Domicile. The Declaration of Domicile is available from the Clerk of Courts in the County Court House of the Florida County in which you reside.

Please note: No claim of residency will be valid without at least one required document (above) and at least three documents total.

- Declaration of domicile in Florida ("filed date" must be 12 months prior to first day of classes)
- A Florida professional or occupational license
- Florida incorporation
- Documents evidencing family ties in Florida
- Proof of membership in Florida-based charitable or professional organizations

Any other documentation that supports the student's request for resident status, such as:

- Lease agreement and proof of 12 consecutive months of payments
- Utility bills and proof of 12 consecutive months of payments
- Bank records
- Benefit histories from Florida agencies or public assistance programs
- State, federal, or court documents evidencing legal ties to Florida

RESIDENCY RECLASSIFICATION APPLICATION

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If you are a continuing student who was initially classified as a non-Florida resident for tuition purposes at Florida Polytechnic University, you can request consideration for reclassification to Florida resident for tuition purposes. Reclassification requires you, or if you are a dependent, your parent/guardian, to present clear and convincing documentation that supports permanent legal residency in Florida for the past 12 consecutive months rather than temporary residency for the purpose of pursuing an education.

Student's Last Name	Student's First Name	Student's Middle Name
Term/Year Seeking Reclassification	Student UID	

Statement of Independence/Dependence

I certify that I am: Independent Dependent

I understand that evidence of my independent status will be requested by Florida Polytechnic University. This documentation may include, but is not limited to: marriage certificate, insurance information showing marital status, most recent tax return showing marital status; federal tax returns; documentation showing that the student provides fifty (50) percent or more of the cost of attendance as defined by the financial aid office at Florida Polytechnic University (examples may include: tax return, W-2 form, pay stubs, employer earnings verification); military discharge documents; legal documents showing student is a ward/dependent of the courts.

Student's Signature: _____ Date: _____

Claimant's Information

The individual person claiming residency must complete this section in full. Students may not have more than one claimant. Documentation supporting the establishment of legal residence must be dated, issued, or filed **12 months before the start of the term** where reclassification is sought. All documentation is subject to verification. Additional documentation other than what is required above may be requested. A copy of the marriage certificate is required in all cases of a spouse claiming a partner's residency.

Claimant's Name (if different than student): _____
Last Name First Name M.I.

Date Claimant began establishing legal Florida residence and domicile: ____ / ____ / ____
Month Day Year

Claimant's permanent legal address:

Street Address Apt # City State Zip Code

I do hereby swear or affirm that the above-named student meets all requirements for reclassification 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 to FBOE Rule 6C-7.005 F.A.C.

Signature of Person Claiming Florida Residency: _____ Date: _____

Please complete the next page.

For Registrar's Office Use Only: Petition and supporting documents received on: _____ by: _____

Reclassification Approved: Yes No Status updated by: _____ on: _____

Proof of Florida Residency for Tuition Purposes

DIRECTIONS: Your reclassification determination will be based upon the completed Residency Reclassification Application and the documentation you provide. Samples of appropriate documentation are listed below. It is very important for you to supply as much documentation as possible in support of your reclassification request. The burden of proof is upon you. Assume there is no such thing as too much documentation. Always err on the side of supplying too much.

RECLASSIFICATION DOCUMENTATION: Please check off below all of the documentation you are submitting with your reclassification request. Do not submit original documents; copies are acceptable but must be legible. If a student is applying as a dependent of a parent or legal guardian, all documentation must be under the name of the individual filing as the claimant. All documentation should be dated, issued, or filed **12 months prior to the start of classes for the term you wish to be reclassified**. If submitting documentation (such as tax returns) please redact or mark out Social Security Numbers so they are not visible.

- Florida driver's license or a State of Florida identification card*
- Florida voter registration card*
- Florida vehicle registration*
- Declaration of domicile in Florida with a filing date 12 months prior to the start of classes for the term (obtainable from the Clerk of the Circuit Court in the County Court House of the Florida County in which you or your parent/guardian claims permanent domicile)*
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant*
- Proof of homestead exemption in Florida*
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12 month period (Graduate students on Assistantship should email the Office of Graduate Studies at ogs@floridapoly.edu to obtain verification of GA status)*
- Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months*
- Bank records
- Documents evidencing family ties in Florida
- Signed leasing agreement and proof of 12 consecutive months of payments
- Utility bills and proof of 12 consecutive months of payments
- State, federal, or court documents evidencing legal ties to Florida
- Benefit histories from Florida agencies or public assistance programs
- A Florida professional or occupational license
- Florida incorporation
- Proof of membership in Florida-based charitable or professional organizations
- Other – any documentation not listed above that supports your permanent residency in the state

***Applicants must include at least one of these documents to be considered.**

The completed Residency Reclassification Application and all supporting documentation can be emailed to Registrar@floridapoly.edu or it may be brought to the Registrar's Office in IST 2052