



Before you complete the Residency Affidavit and gather the required documents, you need to consider your dependency status. This is important because it determines whose documents you will need to gather to prove residency—yours or your parent’s or guardian’s. In Florida, students who are under the age of 24, or who will be under the age of 24 when classes begin, are assumed dependent students. Use the checklists below to determine your dependency status.

Independent Student Checklist

- I am over the age of 24, or I will be by the time I first begin class at MTC.
- I am under the age of 24, but I can document that I earned at least \$7,101 for the last tax year, and I claimed myself as a dependent, or no other person claimed 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. (Provide a copy of marriage certificate.)
- I am under the age of 24, but I have others who receive more than half of their support from me. (Provide your last year’s tax return showing names and relationship of dependents.)
- I am under the age of 24, but I have been discharged from the military. (Provide copies of your discharge 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 have been classified as an independent person by the MTC Financial Aid Office.

NEXT STEPS: If you checked any of the boxes in this column, you are considered **independent**. Complete the Residency Affidavit. Provide the document(s) requested above, and provide Tier 1/Tier 2 documents in your name (see Residency Documents List). Please use the Cover page and checklist for proof of independence on the next page to submit your documents to the MTC Registrar’s Office or by fax to 727-774-1791.

Dependent Student Checklist

- I am under the age of 24, and my parents or legal guardian claim me as a dependent for income tax purposes.
- I am under the age of 24 but have lived continuously with an adult relative or another person who has claimed me as a dependent on their income taxes other than my parent for at least three years. (Provide documents proving 12 months physical residency of relative, and that you lived with them for three years.)
- I am under the age of 24, and my stepparent claims me as a dependent for income tax purposes. (Attach copies of legal adoption papers or evidence of relationship for five years).

NEXT STEPS: If you checked any of the boxes in this column, you are considered **dependent**. Have your parents or legal guardian complete the Residency Affidavit. Provide the document(s) listed above and Tier 1/Tier 2 documents in your parent or legal guardian’s name (see Residency Documents List).

If you cannot prove that you are dependent or independent by checking one of the boxes above in the first column, you may write a letter documenting your circumstances to petition that MTC treat you as an independent person for establishing residency for tuition purposes. Your letter must be detailed, compelling, and must document the conditions and reasons that you feel you should be treated as an independent person. Please address the letter to the Admissions Office and bring to or mail to: Marchman Technical College, 7825 Campus Drive, New Port Richey, FL 34653, or Fax to 727-774-1791.



Residency Documentation List

At least two of the following documents must be submitted that are dated, issued or filed 12 months before the first day of classes. At least one of the documents must be from Tier 1. **As some evidence is more persuasive than others, more than two may be requested.** No single piece of documentation will be considered conclusive. Additionally, there must be an absence of information that contradicts the applicant's claim of residency.

The burden of providing clear and convincing proof rests with the student, or if the student is a dependent, with his or her parent or guardian. For documents to be "clear and convincing" it must be credible, trustworthy and sufficient to persuade the institution that residency in Florida is not solely for pursuing an education, and that residency in any other states has been relinquished.

All documentation submitted is subject to review and verification.

Tier 1 Documents: At least one of the two documents submitted must be from this list. Both must be dated, issued or filed 12 months before the first day of classes.

- A Florida voter's registration card.
- A Florida driver's license.
- A State of Florida identification card.
- A Florida vehicle registration.
- Proof of a permanent home in Florida, which is occupied as the primary residence by the individual or by the individual's parent if the individual is a dependent child.
- Proof of a homestead exemption in Florida.
- Transcripts from a Florida high school for multiple years (if 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 consecutive 12-month period.

Tier 2 Documents: Documents that are dated, issued or filed 12 months before the first day of classes from this list may be used in conjunction with documents from Tier 1.

- A Declaration of Domicile in Florida (12 months from the date the document was sworn and subscribed).
- A Florida professional or occupational license.
- A Florida incorporation.
- Proof of membership in Florida-based charitable or professional organization.
- Benefit histories from Florida agencies or public assistance programs.
- Any other documentation that supports the student's request for resident status (may include 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).

Unacceptable Documents: The following items are not acceptable forms of documentation to establish that one has been living in Florida for 12 consecutive months:

- Birth Certificate
- Social Security card
- Passport
- Shopping Club/Rental Cards
- W-2 Form
- Tax Return
- Bank Statements



Florida Residency Affidavit

Student Name: _____

Student #: _____

Florida Statute requires that every applicant for admission to an institution of higher education shall be required to make a statement as to his or her length of residence in the state and, further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education (§1009.21, Florida Statutes). Other persons not meeting the 12-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and the State Board of Education. All other persons are ineligible for classification as a Florida resident for tuition purposes.

To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen or a permanent resident alien, or a legal alien granted indefinite stay by the U.S. Immigration and Naturalization Service. Living in or attending school in Florida will not in itself establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residence in Florida must be for establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought and must be valid during the immediate 12 months prior to that term.

TO BE COMPLETED BY THE STUDENT

(Check the appropriate boxes)

1. I am an independent person and have maintained legal residence in Florida for at least 12 consecutive months. Yes No
2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least the last 12 consecutive months. Yes No
3. I am a dependent person who has resided for the last five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least the last 12 consecutive months. Yes No
4. I am married to a person who has maintained legal residence in Florida for at least the last 12 consecutive months. I have established legal residence and have made Florida my permanent home. If yes, copy of marriage certificate is required, plus one tier 1 document from the student to prove that I have made Florida my legal home. Yes No
5. I was previously enrolled at a Florida public college/university and classified as a Florida resident for tuition purposes within the last 12 months. If yes, provide a copy of the transcript. Yes No
6. I was previously enrolled at a Florida public college/university and classified as a Florida resident for tuition purposes within the last 12 months, but abandoned my Florida domicile and am now re-establishing Florida legal residence. If yes, provide a copy of the transcript and updated documents evidencing legal ties to Florida. Yes No
7. According to the U.S. Immigration and Naturalization Service, I am a permanent resident alien granted indefinite stay. I have maintained domicile in Florida for at least 12 consecutive months. If yes, USCIS documentation required. Yes No
8. I am a member of the armed services of the U.S. and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida; or I am the member's spouse or dependent child. If yes, copy of military orders DD2058 or military document showing home of record required. Yes No
9. I am an active drilling member of an eligible Florida Army National Guard Unit. If yes, provide documentation. Yes No
10. I am a full-time instructional or administrative employee of a Florida public school, community college or institution of higher education; or I am the employee's spouse or dependent child. If yes, copy of employment verification required. Yes No
11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (§240.551, Florida Statutes). If yes, copy of card required. Yes No
12. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the FSU Panama Canal Branch; or I am the student's spouse or dependent child. Yes No
13. I am a full-time employee of a Florida state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purposes of job-related law enforcement or corrections training. Yes No

Attach copies of documentation indicated above. Additional documentation (e.g., Voters Registration, Florida Drivers License or Florida I.D. Marriage Certificate, Tax Returns, etc.) may be required by the school. All documentation is subject to verification, and evidence of continuing legal ties to another state may preclude classification to Florida resident for tuition purposes.

STUDENT/CLAIMANT INFORMATION

The section below should be completed by the student ONLY if the student is Independent or by the student and claimant (i.e. parent, legal guardian or spouse) if Florida residency is being derived by virtue of a relationship to that individual. Please complete all sections.

Student Information	Claimant Information (if different than student)
1a. Student Name:	1b. Claimant Name:
2. Student Date of Birth:	2b. Claimant Date of Birth:
3a. Student Social Security #:	3b. Claimant S.S. #, VISA status or Alien Registration #:
4a: Student VISA status or Alien Registration # if applicable:	4b. Relationship to Student:

The student should complete items 5 – 11 unless claimant is listed in Item 1b, in which case the claimant should complete the following:

- 5. Permanent legal street address: _____
City: _____ State: _____ Zip: _____
- 6. Phone Number: _____
- 7. Date legal Florida residence and domicile was established: _____
- 8. Voters registration State: _____ County: _____ Number: _____ Issue Date: _____
- 9. State of current drivers license or I.D. card: _____ Number: _____ Issue Date: _____
- 10. Vehicle registration State: _____ Title number: _____ Issue Date: _____
- 11. Other documents (attach to this form). View residency worksheet for detailed information about other acceptable forms used for identification of residency purposes.

Student Affirmation/Acknowledgment:

I do hereby swear or affirm that the above named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this document will subject me to penalties for making a false statement pursuant to §837.06, Florida Statutes, and shall entitle MTC to not admit the student, or upon later discovery, to deny further registration and invalidate course credits and/or certificate based on such credit.

Signature of Student (as listed on 1a): _____ Date: _____

Signature of Claimant (as listed on 1b): _____ Date: _____

Non-Florida Residents ONLY:

I acknowledge that I do NOT qualify as a Florida resident for tuition purposes for the term for which this application is being submitted, and that if I should qualify for some future term, it will be necessary for me to file the required documentation before the beginning of the term to be considered for Florida residency classification. I understand that reclassification of residency for tuition purposes, after enrollment as a non-resident involves a stricter standard of scrutiny and will require a minimum of three valid documents for this purpose.

Signature (person listed on 1a): _____

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for collection, release and usage of your Social Security Number (SSN). Pursuant to Florida Statute 119.971(5)(a) 2a MTC collects and uses your SSN only for the following purposes in performance of the schools duties and responsibilities, including compliance with federal and state statutes related to employment, financial and academic assistance, inter-institutional articulation or transfer, and for actions imperative to the performance of MTC’s duties and responsibilities as prescribed by law. To protect your identity, MTC will secure your SSN from unauthorized access; strictly prohibit the release of your SSN to unauthorized parties contrary to state and federal law; and assign you a unique student/employee identification number.

Pasco County School Board Non-Discrimination Statement:

The School Board of Pasco County does not discriminate on the basis of race, color, sex, religion, national origin, marital status, disability, or age in its educational programs, services or activities, or in its hiring and employment practices. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scouts of America Equal Access Act.