

Palm Beach Community College

How to apply for in-state tuition



FLORIDA RESIDENTENCY

According to Florida Law, in order to pay “in-state” tuition, EVERY student must provide a declaration of residency prior to the first day of the term for which Florida residency is sought. To qualify for in-state tuition, a student must be a U.S. Citizen, permanent resident alien or legal alien (see Non-US Citizen clarification for criteria).

What this means:

It is **your responsibility** to prove you are a Florida resident.

Even if you’ve attended elementary, middle school and high school in the state of Florida, you will need to provide PROOF of residency. Palm Beach Community College will determine your status based on the documentation you provide.

Why it’s important:

You may be charged out-of-state tuition if you do not supply this information by the start of classes.

What you must do:

When applying to PBCC you must provide residency documentation on the **Florida Resident For Tuition Purposes Affidavit** section of the College application. When applying through FACTS.org, you also need to provide documentation to support any application for in-state tuition on the basis of legal residence for statutory exemption (see pp. 6-8)

[Start here!](#)

Palm Beach Community College

FLORIDA RESIDENCY

How to
apply for
in-state
tuition

step 1

DETERMINE YOUR DEPENDENCY STATUS



The documentation necessary may be different for “dependent” and “independent” students. Dependent students normally use their parent/legal guardian’s documentation for residency, whereas independent students use their own documentation.

Independent Student

A student who PROVIDES EVIDENCE of any **one** of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

- The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution;
- 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 of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training; or
- Both of the student’s parents are deceased or the student is or was (until age 18) a ward/dependent of the court.
- The student is classified as an independent by the College financial aid office.
- The student submits documentation (tax returns of self and parents) that he or she provides fifty (50) percent or more of the cost of attendance for independent, in-state students as defined by the College financial aid office (exclusive of federal, state, and institutional aid or scholarships).

You are the claimant.

As an independent student, you are the “claimant” of residency. Go to > Criteria for Independent Students.



Dependent Student

All students who do not meet the definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.



Your parent/guardian is the claimant.

For the dependent student, the parent or legal guardian is the “claimant” of residency. Go to > Criteria for Dependent Students.

step 2 DETERMINE YOUR RESIDENCY STATUS

RESIDENCY CRITERIA

The College application includes a **Residency Affidavit** which must be completed to determine residency for tuition purposes. Students who do not complete the Residency Affidavit or provide incomplete documentation on or in conjunction with the Residency Affidavit will not be classified as a resident for tuition purposes, and will have to present additional information. All information must be submitted by the first day of classes of the term. If a student indicates “non-resident” on the Residency Affidavit, there is no requirement to “prove” such status or to submit supporting documentation, and the student is automatically considered out-of-state for tuition purposes.

Criteria for Independent Students



Independent Students will be granted in-state residency for tuition purposes if the Residency Affidavit on the college application indicates that **all of the following criteria are met**. Further documentation will not be required for these students.

1. The student's nation of citizenship is the United States;
2. The student is 24 years of age or over;
3. The student's permanent address is a Florida address;
4. The high school from which the student graduated is a Florida high school;
5. Every community college or university the student has attended is located in the State of Florida; and
6. The student provides written or electronic verification that he or she has been issued two of the following three Florida documents that are dated more than 12 months old:
 - a voter's registration
 - a driver license
 - a vehicle registration.

Criteria for Dependent Students

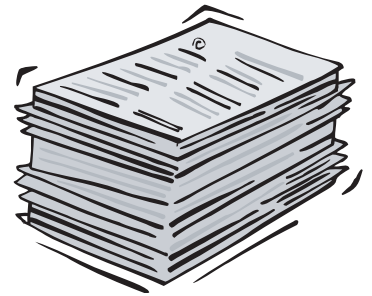
Dependent Students will be granted in-state residency for tuition purposes if the Residency Affidavit on the college application indicates that **all of the following criteria are met**. Further documentation will not be required for these students.



1. The student is eligible to be claimed by his or her parent or legal guardian as a dependent under the federal income tax code;
2. The student's nation of citizenship is the United States;
3. The student is under 24 years of age;
4. The student's mother, father or legal guardian is the person claiming Florida residence;
5. The student's mother, father or legal guardian claiming Florida residence has a Florida permanent legal address; **and**
6. The student's mother, father or legal guardian claiming Florida residence provides written or electronic verification that he or she has been issued two of the following three Florida documents that are dated more than 12 months old:
 - a voter's registration
 - a driver license
 - a vehicle registration.

Still looking for answers?

Applicants who do not qualify for a statutory residency exception or do not meet the residency criteria will have to submit documentation that they (or a parent or legal guardian if a dependent) have been a Florida resident for at least 12 months prior to the first day of the classes for which they are enrolling. **At least TWO of the following documents must be submitted with dates that evidence the 12-month qualifying period.** Additionally, there must be no information contradicting the applicant's claim of residency.



Acceptable Documents for In-State Tuition Application:

First Tier

(at least one of the two documents submitted must be from this list)

- Florida driver license (if known to be held in another state previously, must have relinquished)
OR a State of Florida identification card (if evidence of no ties to another state)
- Florida voter registration card
- Florida vehicle registration
- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
- Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within last 12 months)
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period)
- Benefit histories from Florida agencies or public assistance programs

Second Tier

(may be used in conjunction with one document from First Tier)

- 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. Examples of "other" documentation:
- Utility bills and proof of 12 consecutive months of payments
 - Lease agreement and proof of 12 consecutive months of payments
 - State or court documents evidencing legal ties to Florida

Unacceptable Documents

(cannot be used)

- Hunting/fishing license
- Library card
- Shopping club/rental card
- Birth certificate
- Passport



More answers:

Specific Help for Certain Family Situations as Related to Legal Residency

Florida Statutes provide clarification on or protections for certain family situations as related to legal residency.



- *The legal residence of a dependent individual whose parents are divorced, separated, or otherwise living apart will be considered Florida if either parent can show legal residence in this State – regardless of who claims the dependent individual for federal income tax purposes.*
- *For a dependent individual, the legal residence of his/her parents is prima facie evidence (i.e., evidence that establishes a fact if uncontested) of the individual's legal residence; however, the individual may provide evidence to refute this.*
- *An individual will not be precluded from establishing or maintaining legal residence in Florida by reason of marriage to a person domiciled outside this state provided the individual maintains legal residence in this State. An individual will not automatically qualify for residency based solely on marriage to a Florida resident.*
- *For a dependent individual, the legal residence of an individual whose parents are domiciled outside this state is not prima facie evidence (i.e., evidence that establishes a fact if uncontested) of the individual's legal residence if that individual has lived in this state for five consecutive years prior to enrolling or re-registering at a higher education institution.*
- *An individual who marries a legal resident of the state and later becomes a legal resident may accede to the benefit of the spouse's immediately precedent duration as a legal resident for satisfying the requisite 12-month qualifying period.*
- *An individual shall not lose his or her resident status solely by reason of his/her service or parent's service in the Armed Forces outside this state.*
- *An individual who has been properly classified as a resident for tuition purposes but who, while enrolled, loses resident tuition status because he/she or his/her parents established domicile elsewhere shall have the benefit of in-state tuition for a 12-month grace period from the date on which domicile change was official (extended to the end of the term in which the 12 months is reached).*

Exceptions/Qualifications to the 12-month Requirement

Florida Statutes also permit certain applicants who do not meet the 12-month legal residence requirement to be classified as Florida residents or “temporary residents” for tuition purposes. Documentation in support of the above exceptions is required; however, the student does not have to show 12 months of residence in Florida prior to qualifying. These exceptional categories are as follows:

1. *Dependent children residing continuously with a legal resident adult relative other than the parent for at least five years immediately prior to the first day of classes of the term which Florida residency is sought.*
2. *Persons married to legal Florida residents and who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.*
3. *Persons who were enrolled as Florida residents for tuition purposes at a Florida public institution of higher education, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment – provided that he/she continuously maintains the re-established domicile during the period of enrollment. (This benefit only applies one time.)*
4. *Active duty members of the Armed Services of the United States residing or stationed in Florida (and spouse/ dependent children); active duty members of the Florida National Guard (and spouse/dependent children) who qualify under 250.10(7) and (8); or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children).*
5. *Active duty members of the Armed Services of the United States and their spouses/dependent children attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.*
6. *United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.*
7. *Full time instructional and administrative personnel employed by the State public school system, community colleges and institutions of higher education (and spouse/dependent children).*
8. *Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education*
9. *Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.*
10. *Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.*
11. *McKnight Doctoral Fellows and Finalists who are United States citizens.*
12. *United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.*
13. *Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed.*
14. *Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.*
15. *Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program. (Pre-Paid ID Card Required.)*
16. *Linkage Institute participants receiving partial or full exemptions.*



NON-U.S. CITIZENS Clarification:

Qualifications.

Certain non-U.S. citizens such as lawful permanent residents, temporary permanent residents, asylees, parolees, and refugees who have applied for and been approved for such status and who otherwise meet the 12-month legal residence requirements, are eligible to establish Florida residency for tuition purposes. Provided that the non-U.S. citizen has proof of his/her permanent immigration status, he or she may be classified as a Florida resident 12 months from the time he or she establishes legal Florida residence for tuition purposes (e.g., 12 months from the time he or she purchases a Florida home, obtains a Florida driver's license, etc.). It is not necessary to wait 12 months from the date he or she becomes an eligible alien (e.g., the date of the resident alien card (I-551) is issued). Following is a list of nonimmigrant categories eligible to establish Florida residency for tuition purposes. Persons in nonimmigrant visa categories not listed herein shall be considered ineligible to establish Florida residency for tuition purposes.



Visa categories and U.S. Bureau of Citizenship and Immigration Services classifications:

1. **Visa category A**
Government official.
2. **Visa category E**
Treaty trader or investor.
3. **Visa category G**
Representative of international organization.
4. **Visa category H-1**
Temporary worker performing professional nursing services or in a specialty occupation.
5. **Visa category H-4**
Only if spouse or child of alien classified H-1.
6. **Visa category I**
Foreign information media representative.
7. **Visa category K**
Fiancé, fiancée, or a child of a United States citizen(s).
8. **Visa category L**
Intra-company transferee (including spouse or child).
9. **Visa Category N**
Parent or child of alien accorded special immigrant status.
10. **Visa Category O-1**
Workers of "extraordinary" ability in the sciences, arts, education, business, or athletics.
11. **Visa category O-3**
Only if spouse or child of O-1 alien.
12. **Visa category R**
Religious workers.
13. **Visa category NATO I-7**
Representatives and employees of NATO and their families.
14. **Visa category T**
Victims of trafficking, who cooperate with federal authorities in prosecutions of traffickers and their spouses and children.
15. **Visa category V**
Spouses and children of lawful permanent residents.
16. **Non-U.S. citizens** who fall within the following categories shall also be considered eligible to establish Florida residency for tuition purposes:
 - a. Citizens of Micronesia.
 - b. Citizens of the Marshall Islands.
 - c. Beneficiaries of the Family Unity Program.
 - d. Individuals granted temporary protected status.
 - e. Individuals granted withholding of deportation status.
 - f. Individuals granted suspension of deportation status or cancellation of removal.
 - g. Individuals granted a stay of deportation status.
 - h. Individuals granted deferred action status.
 - i. Individuals granted deferred enforced departure status.
 - j. Applicants for adjustment of status.
 - k. Asylum applicants with U.S. Bureau of Citizenship and Immigration Services receipt or Immigration Court stamp.