This notice summarizes the provisions of Florida K-20 Education Code, Florida Statutes, section 1009.21, and University Policy/Procedure concerning Florida Residency for tuition purposes.


In determining residency classification, students fall into one of two categories:

- **Independent students** - Students not claimed on parent’s or legal guardian’s federal income tax statement or whose parents do not provide 50 percent or more of their support.

- **Dependent students** - Students, regardless of age, who are eligible to be claimed as dependents by parent or legal guardian on federal income tax statement or whose parents provide 50% or more of their support.

Rental receipts, leases, employment records, tax returns, school/college records are **NOT** evidence of establishing a legal Florida residence. Students who are dependent on out-of-state parents or who come to Florida for educational purposes are generally ineligible for reclassification to Florida status. In rare cases, the law allows some students (e.g., military, public school teachers, etc.) who do not meet the basic requirements to be classified as Florida residents for tuition purposes.

The following persons may be considered for Florida residency for tuition purposes: U.S. citizens, lawful permanent residents, permanent resident aliens, or a legal aliens granted indefinite stay by the INS, and non US citizens as permitted by Florida statute. Qualifying independent students or a dependent students’ parents/legal guardians must establish and maintain a legal Florida residence for at least twelve months before the first day of classes of the term for which Florida residency status is sought.

The student is required to provide USF documentation of 12 months legal residence before a student is classified as a Florida resident for tuition purposes. A student is required to submit a Florida Residency Declaration and the documentation required by USF to establish Florida residency for tuition purposes no later than the fifth day of classes in the term for which classification is sought.

The following is acceptable, non-conclusive evidence of the establishment of a legal residence in Florida. Two documents must be dated that they were issued at least 12 months before the first day of classes of the term for which Florida residency is sought.

**Required Documentation** - At least one of the two necessary documents must be from this list:

- Florida Driver’s License
- Florida Voter Registration card
- Florida Vehicle Registration
- State of Florida identification card
- Proof of a permanent Florida home which is occupied as your primary residence
- Proof of a Florida homestead exemption
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period; i.e. official employer letterhead) is required

**Additional Documentation may include:**

- A declaration of domicile in Florida (the date that the Clerk of Circuit Court notes the declaration was established shall be 12 months prior to the start date for the term in which you are applying for consideration)
- A Florida professional occupational license
- Proof of Florida-based charitable or professional organization membership
- Documents of evidence of Florida incorporation
- Documents supporting the applicant’s claim of Florida residence status including, but not limited to, proof of 12 consecutive months of payment of utility bills, a lease agreement or official state, Federal or court documents depicting Florida legal ties.

**Out-of-State Veterans Tuition Exemption**: HB 7015-Florida GI Bill, created the “Congressman C.W. Bill Young Tuition Waiver Program.” This will waive out-of-state tuition fees for honorably discharged veterans of the U.S. Armed Forces, Reserves, or National Guard who physically reside in Florida while enrolled at an institution in the State
University System of Florida. Persons who are entitled to and use educational assistance provided by the United States Department of Veterans Affairs also qualify for this waiver if they physically reside in Florida while enrolled at the University. Tuition and fees charged to a veteran or person who qualifies for the out-of-state fee waiver under this section may not exceed the tuition and fees charged to a resident student enrolled in the same program.

Out of State Waiver Eligibility Process: Bill HB 851 - Postsecondary Education Tuition and Fees allows students, including but not limited undocumented students who meet certain guidelines, to receive waivers to attend college at Florida resident (in-state) tuition rates. These non-resident students, who do not have sufficient ties to Florida as set forth under Florida School Code (SB-20E) section 1009.21, Florida Statutes, may qualify for an out-of-state tuition waiver.

Child Protection & Welfare Tuition Exemption: Section 402.403, Florida Statutes, established the Child Protection and Child Welfare Personnel Tuition Exemption Program for recruiting and retaining high-performing individuals who are employed as child protection and child welfare personnel. For those personnel who meet the requirements of the program up to six credit hours of courses per term are exempt from the payment of tuition and fees at an institution in the State University System of Florida.

For more information regarding residency for tuition purposes and residency tuition waiver exceptions visit http://www.usf.edu/registrar/resources/residency.aspx or email residency@usf.edu.

For more information about exceptional categories, contact the Admissions Office (813-974-3350), the Office of the Registrar (813-974-2000), or the Office of the General Counsel (813-974-2131).

Change of Residency Status
Residency for tuition purposes is defined by state law. The University must adhere to the criteria set forth in Florida School Code (SB-20E) Section 1009.21 Florida Statutes (http://www.leg.state.fl.us). This statute applies to all institutions of higher learning in Florida. Staff at the University of South Florida cannot make exception to the rules set forth by the state nor can staff make exceptions based on financial hardship or extenuating circumstances.

The Office of the Registrar (http://www.usf.edu/registrar/) must receive the student's Request for Reclassification and supporting documentation no later than the published deadline for the term in which they are requesting reclassification. Requests submitted after the deadline will not be reviewed and no more supporting documentation can be submitted - the student will be assessed out-of-state tuition and fees for that term. There are no exceptions to the mandated deadline for submission.

Requests to re-evaluate a student's classification in a previous term will not be considered, except in cases of documented University error. If you have questions or concerns about your particular circumstances, contact residency@usf.edu.

Residency Reclassification
If you believe you qualify as a Florida resident for tuition purposes, complete the Request for Residency Reclassification, attach copies of all requested documentation, and submit the package no later than the end of the first week of classes in the term for which you seek reclassification. Original documentation must be available for review. Additional documentation other than what is described may be required by the University.

A Florida "resident for tuition purposes" is a person who has or a dependent person whose parent or legal guardian has established and maintained legal residence in Florida for at least 12 months. Other persons not meeting the 12-month legal residence requirement may be classified as Florida residents for tuition purposes in Florida only if they fall within one of the limited special categories authorized by the Florida Legislature and the Florida Board of Education. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

IT IS IMPORTANT TO KNOW:
• The following persons may be considered for Florida residency for tuition purposes: U.S. citizens, lawful permanent residents, permanent resident aliens, or a legal aliens granted indefinite stay by the INS, and non US citizens as permitted by Florida statute.
• 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 reclassification is sought. All documentation is subject to verification.
FLORIDA RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

UNIVERSITY OF SOUTH FLORIDA 2018-2019 UNDERGRADUATE CATALOG

- 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 the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.

COPIES OF DOCUMENTATION
A copy of you and your parents' most recent tax transcript or other documentation may be requested to establish dependence/independence.

- **DEPENDENT:** A person for whom 50% or more of his/her support is provided by another as defined by the IRS.
- **INDEPENDENT:** A person who provides more than 50% of his/her support.

A copy of a marriage license is required in all cases of a spouse claiming a partner's residency.