



# INDIAN RIVER STATE COLLEGE

Student Records

## FOR SUBMITTING RESIDENCY DECLARATION FORM ONLY

### PLEASE NOTE:

For students who have already submitted an application and only need to provide proof of Residency, please complete the form **BELOW** and submit using one of the following options:

- **Scan and email** to [records@irsc.edu](mailto:records@irsc.edu)
- **FAX to Student Records** at (772) 462-4699
- **Drop off** at any campus
- **Mail to:**

Student Records  
Indian River State College  
3209 Virginia Avenue  
Fort Pierce, FL 34981

## Florida Residency Declaration for Tuition Purposes: Form FRD-1

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 residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought.

- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.
- To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, a permanent resident alien, a foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a parolee, asylee, Cuban-Haitian entrant, legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services, or other qualified alien as defined under federal law. Other persons not meeting the twelve-month legal residence requirements 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 pursuant to section 1009.21, Florida Statutes. All other persons are ineligible for classification as a Florida "resident for tuition purposes."
- Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents.
- Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

### 1. Student Information

Student Name \_\_\_\_\_  
Student ID#/SSN\* \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 U.S. Citizen       Permanent Resident Alien # \_\_\_\_\_ (I-551 Card required)       Other VISA \_\_\_\_\_ (Proof required)

### 2. I qualify as a resident for tuition purposes as defined by s.1009.21, Florida Statutes for the term for which this application has been submitted.

Please select one of the following residency qualifications:

- A. I am an **independent \*Claimant** who provides more than 50% of my own support and have maintained legal residence in Florida for at least 12 consecutive months.
- B. I am a **dependent person** eligible to be claimed by my **parent** as defined by s.1009.21(1)(f) Florida Statutes. My parent as **\*Claimant** has maintained legal residence in Florida for at least 12 consecutive months.
- C. I am a **dependent person** who has resided for **the last three years** with an **adult relative** other than my parent or legal guardian, and my relative as **\*Claimant** has maintained legal residence in Florida for at least 12 consecutive months. **(Required: Copy of one (1) years' tax return verifying dependent status.)**
- D. I am **married to a \*Claimant** who has maintained legal residence in Florida for at least 12 consecutive months and I have now established Florida as my primary residence. **(Required: Student must submit marriage license plus one legal tie to Florida (any date); spouse as \*Claimant must complete Section 3.)**
- E. I was **enrolled at a Florida public institution of higher education** within the previous 12 months and was classified as a Florida resident for tuition purposes. **(Required: Official Transcript noting Florida residency.)**
- F. I am a **member of the U.S. armed services** stationed in Florida on active military duty pursuant to military orders, or my home of record is Florida; or I am a **member's spouse or dependent child\***; or I am an active drilling member of the Florida National Guard. **(Required: Copy of military orders, L.E.S., or DD2058.)**
- G. I am a full-time instructional or administrative **employee of a Florida public school or institution** of higher education, or I am the **employee's spouse or dependent child\***. **(Required: Letter of employment verification.)**
- H. I am a full-time **employee of a state agency** or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- J. I am a qualified beneficiary of the **FL Prepaid College Program (FS 1009.98)**. **(Required: Proof of Florida Prepaid.)**

Please attach a copy of required document(s). \*Additional documentation may be requested to validate marriage, dependency, or eligibility.

For information regarding other exceptions as provided in s.1009.21 Florida Statutes, please contact the Office of Student Records.

### 3. Person Claiming Florida Residency must complete this section in full and attach all required documentation. PLEASE PRINT.

● **Two (2)** documents per F.S. 1009.21(3)(c)1 and (c)2 supporting the establishment of legal residence must be submitted and dated, issued, or filed **12 months before the first day of classes** for the term for which Florida residency classification is sought. Three (3) documents are required for a reclassification from out-of-state to Florida Resident for Tuition Purposes. **All documentation is subject to verification through Florida state databases.**

1. \*Claimant Name: \_\_\_\_\_ 2. Relationship to Student: \_\_\_\_\_

3. \*Claimant Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ 4. \*Claimant Telephone#: ( \_\_\_\_\_ ) \_\_\_\_\_

5. Date \*Claimant established legal **Florida residence** and domicile: \_\_\_\_/\_\_\_\_/\_\_\_\_ County: \_\_\_\_\_

6.  U.S. Citizen       Permanent Resident Alien # \_\_\_\_\_ (I-551 Card required)       Other VISA \_\_\_\_\_ (Proof required)

7. \*Claimant's Residency Documentation: (Please complete two (2) of the following.)

**Voter Registration:** State: \_\_\_\_\_ Number: \_\_\_\_\_ County: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Driver License:** State: \_\_\_\_\_ Number: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Vehicle Registration:** State: \_\_\_\_\_ Tag Number: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Other Document(s) Attached:** State: \_\_\_\_\_ Description: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on this Residency Declaration. I understand that any false or misleading information on this Residency Declaration, or provided in support of this Residency Declaration, will subject me to penalties pursuant to section 837.06, Florida Statutes, for making a false statement. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my claim as a Florida resident for tuition purposes. I authorize Indian River State College to validate any of this information through Florida state databases. .

Signature of person claiming Florida residency (\*Claimant) \_\_\_\_\_

Date \_\_\_\_\_

\*See Social Security compliance statement on back

## NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number by Indian River State College (IRSC). IRSC collects and uses your Social Security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, IRSC collects your Social Security number for the following purposes:

### **Student Records Department**

Federal legislation relating to the Hope Tax Credit makes it mandatory that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it mandatory for colleges to collect the Social Security number of every student. A student may refuse to disclose his or her Social Security number to IRSC, but the IRS is then authorized to fine the student in the amount of \$50.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (Florida Statutes 1008.386). In a seamless K-20 system it is non-mandatory; however, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulations Family Educational Rights and Privacy (FERPA).

### **Financial Aid Department**

It is mandatory that the Office of Financial Aid at IRSC requires students to submit their Social Security numbers on various forms in order to correctly identify applicants, match each applicant's financial aid record with the student record, and to help coordinate state aid programs with institutional and federal aid programs as authorized by Sections 483 and 484 of the Higher Education Act of 1965, as amended.

### **Outreach Programs**

Programs such as the Educational Opportunity Program and College Reach-Out Program are youth outreach projects funded by discretionary grants from the United States or Florida Departments of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or are permanent residents of the United States. In order to verify a participant's project eligibility, it is mandatory that Social Security numbers are collected and also later used when submitting information for the Annual Performance Reports due to the United States or Florida Department of Education.

### **Workforce Programs**

It is mandatory that these programs use Social Security numbers as an identifier for program enrollment and completion. Also, Social Security numbers are used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

### **Continuing Education, Corporate & Community Training Institute (CCTI)**

Because of Florida State Board of Education reporting requirements and Department of Business and Professional Regulations reporting requirements, it is mandatory for students who enroll in Continuing Education and/or CCTI courses and/or customized training seminars to submit their Social Security number.

### **State and Federal Reporting**

It is mandatory that the College collects Social Security numbers to periodically report student/employee level data to federal and state agencies for research and data collection.

### **Testing**

It is mandatory that the College collects Social Security numbers for the purpose of reporting state and national standardized testing results, including but not limited to: TABE, GED<sup>®</sup>, FTCE, ACT, CLEP, HOBET.

### **Miscellaneous**

It is mandatory to collect Social Security numbers for agency third party billings, payment collections, state and federal data collection, tracking, benefit processing, tax reporting, and for identification and verification.

To protect your identity, IRSC will secure your Social Security number from unauthorized access and assign you a unique student identification number. This unique identification number will then be used for all associated employment and educational purposes at IRSC.

Copies of the full IRSC Notification of Social Security Number Collection and Usage document can be obtained from Student Services at all IRSC campuses and at the IRSC website at [www.irsc.edu](http://www.irsc.edu).

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Indian River State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, Equity Officer and Title IX Coordinator

Indian River State College Main Campus • 3209 Virginia Avenue • Fort Pierce, FL 34981 • (772) 462-7156