Residency Reclassification Information

Overview

In accordance with S1009.21 Florida Statutes, Rules 6A-10.044 and 6A-20.003, Florida Administrative Code, and the Board of Governors Residency Regulation, the Office of the Registrar is required to adhere to specific procedures in making determinations for residency reclassification for students who were initially classified as non-Florida.

The burden of proof is on the applicant to present clear and convincing documentation that supports permanent legal residency in this state for at least 12 months, rather than temporary residency for the purpose of pursuing an education.

Providing Documentation

There is not a specific document or set of documents that can be used to determine residency for tuition purposes. Please be understanding and flexible if you are asked to provide additional documentation.

Please see the UWF Catalog for additional residency information.

This site includes:

- Residency Reclassification
- Helpful Tips
- Alabama Differential Out-of-State Tuition Plan

Residency Reclassification

A student who has been classified as a "non-resident for tuition purposes" at the time of initial application to the University and wishes to be considered for reclassification as a "Florida resident for tuition purposes" for a subsequent semester, shall file a "Residency Reclassification" form, with copies of supporting documentation as required.

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.

Reclassification of residency is highly regulated by the Legislature of the State of Florida. Almost every year, legislation is considered and/or passed that impacts the process. The Reclassification Process is individualized and document-intensive. You should be prepared to provide as much documentation as possible to justify your unique situation. The documentation that you submit must address three basic questions grouped into two parts. Part One: 1) Why did you move to the State of Florida? Part Two: 1) What are your legal ties to the State of Florida? and 2) Were you physically present in the State of Florida for the requisite twelve months?

Forms are due one week (7 calendar days) before the first day of classes for the semester in which you seek reclassification. The University of West Florida uses email as the official method of communication during the review process.

The University of West Florida uses e-mail as the official method of notification regarding the review process. Please ensure that you have activated your UWF e-mail account (i.e. jrd1@students.uwf.edu) for purposes of receiving important information related to your request.

### Deadlines for Submission of Reclassification Request and Supporting Documentation

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>AUGUST 20, 2018 DEADLINE PASSED</th>
<th>Submission accepted starting June 30, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL 2018</td>
<td>WEDNESDAY</td>
<td>JANUARY 2, 2019</td>
<td>Submission accepted starting November 2, 2018</td>
</tr>
<tr>
<td>SPRING 2019</td>
<td>MONDAY</td>
<td>MAY 6, 2019</td>
<td>Submission accepted starting March 4, 2019</td>
</tr>
<tr>
<td>SUMMER 2019</td>
<td>MONDAY</td>
<td>AUGUST 19, 2019</td>
<td>Submission accepted starting June 3, 2019</td>
</tr>
<tr>
<td>FALL 2019</td>
<td>WEDNESDAY</td>
<td>JANUARY 2, 2019</td>
<td>Submission accepted starting November 4, 2018</td>
</tr>
</tbody>
</table>
**When to Submit**

Residency reclassification requests and any supporting documentation should be submitted **no earlier than two months before the start of the semester** in which you request reclassification. Because a person's situation may change at any time, this two-month window is critical. Any documents submitted too early will be returned, and re-submission at a later time will be required. Forms are due one week (7 calendar days) before the **first day of classes** for the semester in which you seek reclassification.

**Examples of when to submit:**

**A)** You want to reclassify as a Florida resident effective Fall 2020 so you submit your paperwork in June 2020. Since Fall semester usually starts in late August, a submission between June and August is ideal. Well done!

**B)** You want to reclassify as a Florida resident effective Spring 2021, which starts in early January, so you submit your paperwork in January 2020 after being issued your Florida driver's license and signing a new apartment lease. This request would be returned because it is possible that you cancel your lease and relinquish your Florida driver's license before the start of Spring 2021. Hold on to your paperwork and resubmit between November 2020 and January 2021.

Click Here for [UWF Residency Reclassification Form](#)

**Forms may be submitted to the Office of the Registrar:**

- **in person:** J.P. Hopkins Hall – Building 18
- **via email:** residencyreclass@uwf.edu
- **by mail to:**
  
  The Office of the Registrar
  
  c/o Residency Reclassification
  
  11000 University Parkway
  
  Pensacola, FL 32514-5750

---

**Helpful Tips**

The information below is useful when determining whether or not to apply for reclassification. Students should also carefully review the information found in the [University Catalog](#).

- Living in Florida for a year or longer DOES NOT automatically qualify you for in-state tuition (Florida residency).
- Under Florida law, there is a difference between being a “Florida Resident” and being a “Florida Resident for Tuition Purposes”.
- To be considered a “Florida Resident for Tuition Purposes”, you must prove through official and/or legal documents that you have moved to Florida permanently and are not merely living in Florida temporarily while you attend UWF.
- Despite the length of time you attend UWF, you may not qualify for “Florida Residency for Tuition Purposes”.

**Independent students younger than 24 years old**

Independent students who are younger than 24 years old must earn 50% of the **cost of attendance** outlined by the Financial Aid Office; i.e. 2017-2018 Estimated Undergraduate Budget is $20,670, 50% = $10,335 earned income per year. However, if a student works an average of 30 or more hours per week for 12 consecutive months and does not earn 50% of their cost of attendance, they can be reviewed on a case-by-case basis for residency reclassification.
An applicant may not be eligible for reclassification as a resident for tuition purposes, unless the applicant (or parent/legal guardian if claiming dependent status; or spouse if claiming marital status) presents clear and convincing documentation that supports permanent legal residency in this state for at least 12 consecutive months rather than temporary residency for the purpose of pursuing an education, such as:

- Non-enrollment at an institution of higher education (i.e. UWF) for the prior 12 month qualifying period (if claiming independent status) AND
- Full-time permanent employment for the prior 12 months AND
- Proof of a permanent home in Florida which has been occupied as a primary residence for the prior 12 months AND
- Establishment and maintenance of legal ties (i.e. Florida driver's license, vehicle registration, voter registration) for the prior 12 months

OR

- Non-enrollment at an institution of higher education (i.e. UWF) for the prior 12 month qualifying period (if claiming independent status) AND
- Purchase of a home in this state and residence therein for the prior 12 months AND
- Establishment and maintenance of legal ties (i.e. Florida driver's license, vehicle registration, voter registration) for the prior 12 months

OR

- Sufficient documentation demonstrating the establishment of a permanent residence prior to application and enrollment (may include, but not limited to):
  - Establishment (and subsequent maintenance) of Florida legal ties (i.e. driver's license, vehicle registration, voter registration) prior to application and enrollment
  - Establishment (and subsequent maintenance) of permanent Florida employment prior to application and enrollment
  - Establishment (and subsequent maintenance) of permanent Florida home prior to application and enrollment
  - Less than full-time enrollment during 12 month qualifying period
  - Establishment (and subsequent maintenance) of specialized medical treatment in Florida prior to application and enrollment
  - Establishment (and subsequent maintenance) of Florida disability benefits prior to application and enrollment
  - Discharge from active duty military service (Florida as state of legal residence) and subsequent immediate move to Florida prior to application and enrollment

Full-time permanent employment is defined as consecutive employment in a permanent job for a minimum of 12 months prior to the semester of qualification (minimum of thirty hours a week). Permanent employment is not defined as a series of temporary jobs.

All supporting documents (for example: driver’s license, vehicle registration, voter registration card) MUST be dated 12 complete months prior to the first day of classes for the requested semester (and term) of reclassification.

The Office of the Registrar cannot consider personal justifications for documents not meeting the 12-month requirement. For example: “I have one now, but I did not get a driver’s license when I moved here a year ago because…” CANNOT be considered.

University dormitories, fraternities, sororities, scholarship houses, and other UWF campus addresses are not considered permanent addresses for residency purposes.

A permanent home in Florida is evidenced by the applicant’s (parent/legal guardian if claiming dependent status; spouse if claiming marital status) name being reflected on the lease/rental agreement and utility bills (if renting) or on the deed/mortgage statement and utility bills (if homeowner). If the applicant's name is not reflected on these documents, then the home is considered a temporary domicile. Residence in someone else’s home (i.e. boyfriend/girlfriend, fiancé/fiancée, friend, etc.) does not constitute a permanent residence. Additional supporting documentation may be required.

Ties to another state or country will disqualify you from Residency Reclassification.

Evidence that you are the financial dependent of an out-of-state resident will disqualify you from Residency Reclassification.

Please note:
In accordance with the requirements of Florida law (Section 119.071, Florida Statutes), the University of West Florida collects social security numbers only if specifically authorized or required by law or if imperative for the performance of the University’s duties and responsibilities. As indicated in this form, the University prefers that you use your Student ID number in lieu of the SSN. However, if you do not know your Student ID, the SSN must be used for matching purposes. In such event the use of the SSN is a business imperative and is authorized for collection under Section 119.071(5)(a)(2)(a)(II), F.S. Please see Division of Academic Affairs Collection and Use of Social Security Numbers for UWF’s guidelines on the use of social security numbers.

Alabama Differential Out-of-State Tuition Plan

Residents of Alabama are eligible for the Alabama Differential Tuition Plan, a reduced out-of-state tuition rate.
FAQs

What if my reclassification was denied and I want to appeal?

Students who are denied the classification of Florida resident for tuition purposes have the right of appeal. The appeal must be based upon new information that was not made available during the Request for Reclassification. See the Registrar website for details.