

Student Name: \_\_\_\_\_

Student ID: N \_\_\_\_\_

Program of Study: \_\_\_\_\_

Campus: \_\_\_\_\_

## **Residency Application for Florida In-State Tuition**

### **IMPORTANT INFORMATION ABOUT YOUR TUITION**

Dear Student:

Students with legal residence in Florida **may be** eligible for a reduced tuition rate. Attached you will find the policy for Florida in-state tuition and the Residency Application for Florida In-State Tuition and Affidavit.

Please be advised that the residency decision made **will remain the same during the entire time** you are enrolled in the Health Professions Division (HPD) of Nova Southeastern University (NSU).

**NOTE: Original application, notarized affidavit, and copies of supporting documents must be received within 45 days of matriculation. Should these documents not be received by the deadline, you will be considered “out of state” for tuition purposes.**

Please submit the completed Residency Application for Florida In-State Tuition and Affidavit along with all supporting documentation to:

Nova Southeastern University Health Professions Division  
HPD Office of Admissions  
Attn: Florida Residency Specialist  
3200 S. University Drive  
Fort Lauderdale, FL 33328-2018

**Please do not fax these documents to our office.**

If you have any questions, please feel free to contact me.

Thank you,

*Mardele Thomas*

Nova Southeastern University  
Enrollment and Student Services  
Florida Residency Specialist  
Phone: (954) 262-1126  
Email: [HPDfloridaresidency@nova.edu](mailto:HPDfloridaresidency@nova.edu)

## Policy and General Instructions for Florida In-State Tuition

It is the policy of the Health Professions Division (HPD) of Nova Southeastern University (NSU) to encourage Florida residents to attend the division's various programs, in the hope that Florida residents graduating from NSU will practice their respective professions in Florida and thus benefit the residents of the state of Florida. Accordingly, NSU has established a reduced tuition rate to be charged to these students who, pursuant to the terms and conditions contained herein, can demonstrate with credible evidence that they are legal residents of the state of Florida for tuition purposes.

In order for a student to be considered for in-state tuition, the student must be qualified as a *resident for tuition purposes* according to Florida State Statute 1009.21. Being a *legal resident*, a person who has maintained residence in the state of Florida, has purchased a home, or has established a domicile in the state, by itself does not establish residency for tuition purposes. The primary intent of having established residency in Florida must not have been for the purpose of obtaining an education in Florida. Residency for tuition purposes is exclusively determined by the division based on submission of a completed Residency Application for Florida In-State Tuition and Affidavit along with supporting documentation in accordance with Florida Statutes.

### Eligibility Requirements

**The following U.S. citizens or eligible noncitizens will be considered for in-state tuition:**

1. An independent student who is self-supporting for 12 consecutive months prior to matriculation and has the intent, for purposes other than education, that Florida be his or her legal state of residence.
2. A student who is a dependent child of a legal Florida resident, the latter having maintained legal residency in Florida for a minimum of 12 consecutive months immediately prior to the student's matriculation. A dependent child is a person who has been claimed by his or her parent or guardian as a dependent under the "Federal Income Tax Code."
3. A student who is married to a Florida resident, the latter having been a resident of Florida for a minimum of 12 months immediately prior to the student's matriculation. Evidence of the spouse's legal residence in Florida for at least 12 consecutive months prior to matriculation is mandatory.
4. A student who has purchased and resided in a home in the state of Florida for reasons other than attending school for at least 12 consecutive months prior to the student's matriculation.

### Required Documentation

The burden of providing clear and convincing documentation that justifies the university's classification of a student as a resident rests with the applicant. For documentation to be "clear and convincing" it must be credible, trustworthy, and sufficient to persuade the university that the applicant has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished legal residency in any other state. All documentation must be submitted within 45 days of matriculation in order to determine residency. Students who fail to submit the Residency Application for Florida In-State Tuition and Affidavit with sufficient documentation to prove residency within 45 days of matriculation will be considered out-of-state for tuition purposes for their entire enrollment at NSU.

**Each student must submit all documentation listed below.**

With the exception of notarized forms, submit copies, not originals. Submitted originals will not be returned.

**Mandatory documents for all students:**

- Completed Residency Application for Florida In-State Tuition and Affidavit. Be sure to submit the original signed and notarized sworn affidavit.
- Copy of all transcripts from all Florida colleges and universities indicating admittance as a Florida resident for tuition purposes. You must also provide evidence that there was no break in your residency status from the time you left the Florida school system to your enrollment at NSU. If you have already submitted these transcripts to NSU, there is no need to resubmit.
- Immigration card (if applicable)

**Additional MANDATORY documents for students requesting in-state tuition based on their own residency (documentation must be in student's name):**

- Copy of current Florida driver's license – front only. Must have been obtained at least 12 months prior to the first day of class
- Lease and/or rent receipts covering a minimum of 12 months residence prior to the first day of class. If you are residing with a parent/relative, submit an original notarized letter signed by the parent/relative that indicates your name, address, and how long you have resided there. Be sure the letter is dated at the top.
- Federal income tax returns for the previous two years or W2s (if applicable). Blackout your social security number and monetary portions of the tax return. We only need the **first two pages** of the actual 1040, 1040A, or 1040EZ.
- Most recent paystub (if applicable)
- Copy of Voter's Registration Card (if registered to vote). Must have been obtained at least 12 months prior to first day of class. If you are registered to vote but do not have your Voter's Registration Card, please go to <http://dos.dos.state.fl.us/elections/for-voters/check-your-voter-status-and-polling-place/>, click on "check your voter status" and send the printout.

**Additional MANDATORY documents for students requesting in-state tuition based on the residency of their parent/guardian/spouse (documents must be in the name of the parent/guardian/ spouse):**

**IMPORTANT: If your request is based on your parent's residency, your parent(s) must have claimed you as a dependent on his or her federal income tax return for the previous two years. Send all of the following:**

- Copy of current Florida driver's license for both the student and the parent/guardian/spouse – front only. Must have been obtained at least 12 months prior to the first day of class.
- Copy of warranty deed and current homestead exemption. If renting, copy of lease/rent receipts. All documents must cover a minimum of 12 months residence prior to the first day of class.
- Federal income tax returns: for the past three years for applications based on the spouse's residency; for the past two years for applications based on the student's parent(s) or legal guardian. Blackout your social security number and monetary portions of the tax return. We only need the **first two pages** of the actual 1040, 1040A, or 1040EZ.
- Copy of Voter's Registration Card for both the student and the parent/guardian/spouse (if registered to vote). Must have been obtained at least 12 months prior to first day of class. If either person does not have a Voter's Registration Card but is registered to vote, submit a copy of the voter status to be obtained from <http://dos.dos.state.fl.us/elections/for-voters/check-your-voter-status-and-polling-place/>.

Although the decision of eligibility for in-state tuition will be made exclusively by NSU, the state of Florida may occasionally require additional information or documentation to verify a student's status. Continuation of the student's in-state tuition at HPD-NSU is dependent upon the student's cooperation in supplying the requested documents in a timely manner.

## Instructions and General Information

1. A completed Residency Application for Florida In-State Tuition and Affidavit along with supporting documentation must be received within 45 days from the date of matriculation. Send all materials to:

Nova Southeastern University Health Professions Division  
HPD Office of Admissions  
Attn.: Florida Residency Specialist  
3200 S. University Drive  
Fort Lauderdale, FL 33328-2018

**Do not fax these documents to our office.**

Students may contact the Florida Residency Specialist for questions via telephone at (954) 262-1126 or via email at [HPDfloridaresidency@nova.edu](mailto:HPDfloridaresidency@nova.edu).

2. Upon receipt of the application, all documentation will be reviewed, and the student will be advised of the decision. If additional information is needed to make a determination, the student will be contacted in writing. The student is expected to supply any missing information within two weeks, or to show good cause why additional time is needed.
3. If a decision is not made prior to matriculation, the student will be enrolled as an out-of-state student for tuition purposes until such time a decision is made, unless mutually satisfactory arrangements are made to the contrary.
4. Any student granted status as a Florida resident for tuition purposes based on false, incorrect, or misleading information or failure on the student's part to include pertinent information, whether written or oral, shall owe to the university any reduction in tuition granted such student, plus interest, and attorney's fees incurred by the university in the collection of such sums.
5. In the event of an adverse decision, the student may request that the Vice President for Enrollment and Student Services review the student's Residency Application for Florida In-State Tuition and Affidavit and the decision. The student shall have seven school days, after receipt of the decision in writing, to request this review. Failure to make a timely request will waive any further right of the student for a review. The Vice President for Enrollment and Student Services may either affirm or reverse the decision. The student will be notified in writing of the final decision.
6. Residency decisions made at the time of matriculation will remain the same during the entire time a student is enrolled in the Health Professions Division of Nova Southeastern University regardless of any change in conditions.

**Select ONE of the Following Options.**

I am requesting in-state tuition based on:

- my residency     my parent's or legal guardian's residency     my spouse's residency

A "dependent" child is a person who has been claimed as a dependent under the "Federal Income Tax Code."

**Section I: General Student Information**

Student's Name: \_\_\_\_\_  
*Last* *First* *Middle*

NSU ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
*Street, City, State, Zip*

How Long at this Address: \_\_\_\_\_ Beginning Date of Florida Residency: \_\_\_\_\_  
*mm/yy*

**Section II: General Parent or Legal Guardian Information (if applicable)**

**Complete this section if you are requesting in-state tuition based on your parent's or legal guardian's residency.**

Name of Parent/Guardian: \_\_\_\_\_  
*Last* *First* *Middle*

Relationship to Student: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Address of Parent/Guardian: \_\_\_\_\_  
*Street, City, State, Zip*

Permanent Address (if different from above): \_\_\_\_\_  
*Street, City, State, Zip*

How Long at this Address: \_\_\_\_\_ Beginning Date of Florida Residency: \_\_\_\_\_  
*mm/yy*

**Section III: Spouse Information (if applicable)**

**Complete this section if you are requesting in-state tuition based on your spouse.** Submit additional required documentation, including a copy of the marriage license and your spouse's federal income tax returns for the prior three years.

Spouse's Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Name of Spouse's Employer or Business: \_\_\_\_\_

Address of Spouse's Employer or Business: \_\_\_\_\_  
*Street, City, State, Zip*

Position: \_\_\_\_\_ Full Time or Part Time: \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To \_\_\_\_\_

Beginning Date of Florida Residency: \_\_\_\_\_  
*mm/yy*

## Section IV: Historical Data

**Residency:** Please list all addresses for your residences over the past three years. Use the back of this form if additional space is needed and provide supporting documentation.

1. \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
*Street, City, State, Zip* *mm/yy* *mm/yy*
2. \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
*Street, City, State, Zip* *mm/yy* *mm/yy*
3. \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
*Street, City, State, Zip* *mm/yy* *mm/yy*

### Education:

High School Graduation Year: \_\_\_\_\_ Name of School: \_\_\_\_\_

Location of High School: \_\_\_\_\_  
*City, State*

List All Colleges and Universities Attended or Currently Attending:

Name of College	City, State	Dates Attended	Resident of What State
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**Employment:** Please list the student's employment for the past two years (if applicable).

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ Part-time (PT)/Full-time (FT): \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Phone Number of Supervisor: \_\_\_\_\_  
*mm/yy* *mm/yy*

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ Part-time (PT)/Full-time (FT): \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Phone Number of Supervisor: \_\_\_\_\_  
*mm/yy* *mm/yy*

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ Part-time (PT)/Full-time (FT): \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Phone Number of Supervisor: \_\_\_\_\_  
*mm/yy* *mm/yy*

**Affidavit (Notarization required)**

I, \_\_\_\_\_ state that:  
*Print name of student*

I, \_\_\_\_\_ have (if independent), or my parent/guardian, \_\_\_\_\_,  
*Print name of student* *Print name of parent/guardian*

has (if dependent) been a legal resident of the state of Florida for 12 consecutive months prior to the date of my matriculation to Nova Southeastern University and has maintained a Bona Fide Domicile rather than a mere residence of abode incident to my enrollment in an institution of higher education; and that as such, I am entitled to a classification as a Florida resident for tuition purposes under the terms and conditions required for Florida resident status for tuition purpose in Florida State Statute 1009.21.

**Nova Southeastern University Health Professions Division requires that the following statement be notarized:**

All information I have provided as part of this Residency Affidavit is true and complete to the best of my knowledge.

\_\_\_\_\_  
*Student Signature, Date*

**FOR AN ACKNOWLEDGEMENT IN AN INDIVIDUAL CAPACITY:**

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

*The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by (name of person acknowledging).*

(NOTARY SEAL)

(Signature of Notary Public-State of Florida)  
(Name of Notary Typed, Printed, or Stamped)

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_