





## **GUIDELINES FOR APPEAL OF FLORIDA RESIDENCY CLASSIFICATION FOR TUITION PURPOSES**

1. The student shall exhaust all appeals at the campus level prior to submitting a request to the college-wide appeal committee. The student must appeal to the Registrar's Office area supervisor and Campus Registrar or designee prior to requesting an appeal from the college-wide committee.
2. The student must complete the College-wide Appeal for Florida Residency Classification for Tuition Purposes Form and state the reason(s) for appealing the campus' decision. The explanation should address any information that was not previously submitted or considered by the campus.
3. A copy of all new and previously submitted documents supporting the Florida residency claim must be attached to the form.
4. The form must be signed by the student and submitted with required documents to the Campus Registrar's Office where the process began.
5. The Campus Registrar or designee will review the request to ensure that the student already appealed to the appropriate campus registrar personnel. If the student did not complete the campus appeal process, the Campus Registrar or designee must initiate such process, sign the appeal form and forward it to the college-wide committee with all attached documents and any necessary comments within five business days of receipt of the completed appeal form.
6. At its regularly scheduled meetings, the college-wide committee will review the appeals submitted for that month. The committee may request additional information from the student or the campus in order to make its decision.
7. Upon review, the college-wide committee will inform the student of its decision in writing.
8. The college-wide committee's decision is final and may not be appealed.