
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: LSSC RESIDENCY FOR TUITION PURPOSES

NUMBER: PRO 4-24

REFERENCE:

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Chapter 817, Florida Statutes
Chapter 831, Florida Statutes
Chapter 1009, Florida Statutes
Florida Administrative Code (Rule 6A-10.044)

I. PURPOSE AND AUTHORITY

This policy establishes Lake-Sumter State College (LSSC) procedures for determining residency for tuition purposes in accordance with section 1009.21, Florida Statutes, and Rule 6A-10.044, Florida Administrative Code.

II. GENERAL POLICY

All students are initially classified as non-residents for tuition purposes. A student may be classified as a Florida resident for tuition purposes only upon submission of a written statement as to his or her length of residence in the State of Florida, or that of his or her parent or legal guardian, whichever is deemed applicable and, of clear and convincing documentation demonstrating that the student, or the student's parent or legal guardian, has established and maintained a legal Florida domicile for at least twelve (12) consecutive months immediately prior to the first day of classes for the term in which residency is sought. Residency must be established for a purpose other than solely for enrollment in Florida institution of higher education.

III. CITIZENSHIP AND LAWFUL PRESENCE

Students seeking classification or reclassification as a Florida resident for tuition purposes must demonstrate that they are either a United States citizen or lawfully present in the United States in an immigration category that permits domicile. Proof of citizenship or lawful presence is required only for the student and not for the claimant.

IV. DEPENDENT AND INDEPENDENT STATUS

A dependent student and an independent student shall have the meaning established by §1109.21, Florida Statutes, and Rule 6A-10.044, Florida Administrative Code. Dependent or independent status determines whose documentation is used to establish residency, not the tuition rate itself.

V. CLAIMANT RESPONSIBILITY

Residency for tuition purposes is determined based on the claimant's documentation. For dependent students, the claimant is the parent or legal guardian. For independent students, the claimant is the student. The burden of proof rests with the claimant. For documentation to be "clear and convincing" it must be credible, precise, and compelling enough to persuade LSSC that the student, or if the student is a dependent, the student's parent or legal guardian has established legal residency in Florida.

VI. RESIDENCY DOCUMENTATION

To establish residency, the claimant must submit a Residency Declaration accompanied by two or more residency documents identified in Rule 6A-10.044, Florida Administrative Code dated at least twelve (12) months prior to the first day of classes for the term in which residency is sought. Submission of proof of homestead exemption in Florida is deemed a single, conclusive piece of evidence proving residency and may be submitted alone.

VII. RESIDENCY EXCEPTIONS

Certain students may be classified as residents for tuition purposes without meeting the twelve-month domicile requirement, pursuant to section 1009.25, Florida Statutes. Documentation supporting the applicable exemption is still required.

VIII. OUT-OF-STATE FEE WAIVERS

Students who do not qualify for residency may be eligible for statutorily authorized out-of-state fee waivers under section 1009.26(12), Florida Statutes.

IX. RECLASSIFICATION

A student initially classified as a non-resident may apply for reclassification for a future term by submitting two or more residency documents identified in Rule 6A-10.044, Florida Administrative Code demonstrating a minimum of twelve (12) consecutive months of Florida domicile prior to the start of the requested term by the deadline established in the LSSC Academic Calendar. Submission of proof of homestead exemption in Florida is deemed a single, conclusive piece of evidence proving residency. Reclassification is not retroactive.

X. DEADLINES

The deadline to submit residency documentation is the last day of classes for the given term. After that date, residency cannot be applied to that term and cannot be applied retroactively. Documentation received after the deadline will be considered only for subsequent terms.

XI. FRAUD AND MISREPRESENTATION

Any student or claimant who knowingly provides false or misleading information may be subject to penalties under Chapters 817 and 831, Florida Statutes, and may be reclassified as a non-resident for tuition purposes.

XII. APPEALS

Students may appeal a residency classification decision made by the Recruitment and Enrollment Department. Students may appeal a residency decision up until 10 days past the start of the subsequent semester. To appeal, students must submit to the Executive Director of Recruitment and Enrollment a written request with supporting documentation (the "Appeal"). A residency appeal committee comprised of at least three members is hereby created. The residency appeal committee will review the Appeal and issue a final residency determination in writing no later than 20 business days from receipt of the Appeal. The written determination shall include the reasons for the final decision.

XIII. PROCEDURE

- a) **Initial Classification:** All students are classified as non-residents for tuition purposes upon admission or readmission.
- b) **Submission of Residency Materials:** Students seeking Florida resident classification must submit the College's residency declaration and supporting documentation by the published deadline
- c) **Citizenship or Lawful Presence Verification:** The College verifies the student's U.S. citizenship or lawful presence in an immigration category that permits domicile.
- d) **Dependency Determination:** The College determines whether the student is dependent or independent for residency purposes and identifies the appropriate claimant.
- e) **Documentation Review:** Enrollment Services evaluates whether the submitted documentation meets the clear and convincing evidence standard required by law.
- f) **Residency Determination:** The College issues an official residency determination and notifies the student through College communication channels
- g) **Tuition Assessment:** Tuition and fees are assessed based on the residency determination for the applicable term.
- h) **Reclassification Requests:** Students may request reclassification for a future term by submitting updated documentation that meets statutory requirements.
- i) **Appeals:** Students may appeal a residency determination in accordance with Section XII of this policy.