



## **Charlotte Technical College's Appeal of Florida Residency Classification for Tuition Purposes.**

### **Steps for Appealing Florida Residency for Tuition Purposes per Florida Statute 1009.21**

1. The student shall have been denied at the campus level prior to submitting a request to the CTC appeal committee. The student must appeal to Charlotte Technical College by submitting the appeal to the Assistant Director's Office for processing.
2. The student must complete the CTC Florida Residency for Tuition Purposes Appeal (see below). The appeal must state the reasons for the appeal and provide clear and convincing documentation to support the appeal. The appeal should address any information that was not previously submitted or considered in the original residency request.
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 Assistant Director's office prior to the first day of the term in which the student is requesting residency.
5. Upon receiving the appeal, the Administration will review the information for completeness and insure the student was previously denied.
6. The committee chairperson will schedule a meeting to review any submitted appeals in a timely manner. The committee may request additional information from the student or campus in order to make a decision.
7. Within two weeks after the review, the CTC committee will inform the student, in writing, of its decision.
8. The CTC committee's decision is final in accordance with FS 1009.21 and no further appeal exists.

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**Please Print:**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please check the term for which Florida residency for tuition purposes is being sought:

**Fall** \_\_\_ **Spring** \_\_\_ **Summer** \_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please attach a statement listing the specific reason or circumstances for your appeal. Be sure to provide copies of ALL DOCUMENTATION you wish for the committee to consider. You will be notified of the committee's decision via the email address you provide above.**

### **OFFICE USE ONLY**

**Action:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied Term:** \_\_\_\_\_

**Committee Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_