



PLEASE BE ADVISED:

**YOU'RE APPLICATION IS NOT COMPLETE UNTIL YOU
HAVE BROUGHT IN THE REQUIRED DOCUMENTATION
AND MET WITH AN ADMISSIONS COUNSELOR.**

ONCE YOU GATHER THE ADDITIONAL REQUIRED FORMS AND DOCUMENTATION YOU WILL MAKE AN APPOINTMENT TO MEET WITH A STUDENT SERVICES ADMISSION COUNSELOR, AND THEN BRING ALL OF THE FORMS AND DOCUMENTS WITH YOU. FOR ANY QUESTIONS PLEASE CONTACT THE STUDENT SERVICES DEPARTMENT AT: 352-671-7200.

ADDITIONAL REQUIRED DOCUMENTATION CHECKLIST:

TO ENSURE COMPLETION OF YOUR APPLICATION YOU WILL NEED TO FILL OUT THE FOLLOWING FORMS COMPLETELY AND PROVIDE THE FOLLOWING DOCUMENTATION.

- ☐ FILL OUT AND SIGN THE RESIDENCY AFFIDAVIT FORM AND RELEASE FORM
- ☐ BRING IN [2] PROOFS OF RESIDENCY
(SEE ACCEPTABLE PROOFS OF RESIDENCY ON BACK)
- ☐ BRING IN [OR] SEND IN YOUR OFFICIAL, SEALED TRANSCRIPTS
- ☐ FILL OUT YOUR FAFSA
- ☐ COMPLETE THE [3] MYCAREERSHINES ASSESSMENTS AND PRINT OUT
A COPY OF YOUR ASSESSMENT RESULTS
- ☐ MEET WITH AN ADMISSIONS COUNSELOR TO FINALIZE APPLICATION
AND SIGN OFF ON PAPERWORK
- ☐ PAY APPLICATION FEE OF \$20

ADMINISTRATIVE USE ONLY:

SUBMISSION DATE

RECEIVED BY

STUDENT ID NUMBER

RECEIPT NUMBER

TRANSCRIPT RCVD

PROOF OF RESIDENCY

At least two of the following documents must be submitted with dates that show the **12-month qualifying period**. Additionally, there must be no information contradicting the applicant's claim of residency. Proofs must be provided by the individual claiming Florida residency.

If claiming residency as a dependent or spouse, proofs of residency must be provided by the claimant, not the student.

ACCEPTABLE DOCUMENTS TO PROVE IN-STATE TUITION ELIGIBILITY

First Tier (at least one of the two documents submitted must be from this list)	Second Tier (may be used in conjunction with one document from First Tier)
State of Florida Driver's License	Declaration of Domicile in Florida
State of Florida Identification Card	A Florida professional or occupational license
State of Florida Voter's Registration Card	Florida incorporation
State of Florida Vehicle Registration	Proof of membership in Florida-based charitable or professional organizations
Proof of Purchase of a permanent home in Florida that is occupied as the permanent residence	Utility bills and proof of 12 consecutive months of payments (Must show all consecutive 12 months)
Proof of Homestead Exemption in Florida	Lease agreements and proof of 12 consecutive months of payments
Transcripts from a Florida high school for multiple years (If Florida high school diploma or GED was earned within last 12 months)	State of Florida court documents evidencing legal ties in Florida
Proof of full-time employment in Florida on company letterhead (One or more jobs for at least 30 hours per week for a 12-month period)	Benefit histories from Florida agencies or public assistance programs

Unacceptable Documents (cannot be used)

Library Card
Hunting or Fishing License
Car Insurance
Health Insurance Shopping
Club or Rental Card Birth Certificate
Passport

Helpful Contact Numbers for Marion County

Marion County Public School Records – (352) 671-7750 (Transcripts)
 Marion County Supervisor of Elections (votemarion.com) – (352) 620-3290 (Voter's Registration)
 Marion County Clerk of Court – (352) 671-5630 (Declaration of Domicile, Court Documents, etc.)
 Marion County Tax Collector – (352) 368-8200 (Driver's License, ID's, Vehicle Registration)
 Marion County Property Appraiser (352) 368-8300 (Homestead Exemption)
 MTC Student Services Direct Line – (352) 671-4134
 MTC Student Services Fax Number – (352) 671-7249
 MTC Financial Aid – (352) 671-7203

Information for Residency Classification

- A Florida resident for tuition purposes is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least 12 consecutive months preceding the first day of classes of the term for which Florida residency is sought. Residence in Florida must be as a domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.
- To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and the State Board of Education. All other persons are ineligible for classification as a Florida resident for tuition purposes.
- Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residence for tuition purposes requires the establishment of legal ties to the state of Florida. Students must verify that they have broken ties to other states if the student or, in the case for dependent students, his or her parent, has moved from another state.

Dependent: a person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.

Independent: a person who is at least 24 years old, married, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, per the U.S. Department of Education for the purposes of federal aid eligibility. There may be limited cases where a person under the age of 24 years old may qualify as an independent student. **Such students will be required to verify independence.**

Residency Affidavit Form



MARION
TECHNICAL COLLEGE

Florida Residents: Complete this section in full if you claim Florida residency for tuition purposes. **Attach required documentation (if any).**

- **If under 24 years of age,** a copy of your and/or your parents' most recent tax return or other documentation may be requested to establish independence.
- A copy of marriage certificate is required in **all cases** of a spouse claiming a partner's residency.

- ☐ A. I am an **independent person** and have maintained legal residence in Florida for at least the past 12 consecutive months.
- ☐ B. I am a **dependent person** and my parent or legal guardian has maintained legal residence in Florida for at least the past 12 consecutive months.
- ☐ C. I am a **dependent person who has resided for five years** with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in Florida for at least the past 12 consecutive months. **(Required:** Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.)
- ☐ D. I am **married to a person** who has maintained legal residence in Florida for at least the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home. **(Required:** Copy of marriage certificate and other documents required to establish residency.)
- ☐ E. I was **previously enrolled at a Florida state institution** and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence.
- ☐ F. According to the U.S. Citizenship and Immigration Services, I am a **permanent resident alien or other legal alien** granted indefinite stay and have maintained a domicile in Florida for at least the past 12 consecutive months. **(Required:** USCIS documentation and proof of Florida residency status.)
- ☐ G. I am a **member** (or the spouse/dependent child of) of the **Armed Services of the United States**, and am currently stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida. **(Required:** Copy of military orders or DD2058 showing home of record.)
- ☐ H. I am a full-time instructional or administrative employee (or the spouse/dependent child of) **employed by a Florida public school, community college or institution of higher education.** **(Required:** Copy of employment verification.)
- ☐ I. I am part of the **Latin American/Caribbean Scholarship Program.** **(Required:** Copy of scholarship papers.)
- ☐ J. I am a qualified beneficiary under the terms of the **Florida Prepaid College Program** (s.1009.98, F.S.) **(Required:** Copy of Florida prepaid recipient card.)
- ☐ K. I am a U.S. citizen (or the spouse/dependent child of) **living on the Isthmus of Panama** and have completed 12 consecutive months of college work at the FSU Panama Canal Branch. **(Required:** Copy of marriage certificate or proof of dependency.)
- ☐ L. I am a **Southern Regional Education Board's** Academic Common Market graduate student. **(Required:** Certification letter from state coordinator.)
- ☐ M. I am a full-time **employee of a state agency** or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.

Person claiming residency must complete this section in full.

Documents supporting the establishment of legal residence must be dated, issued, or filed **12 months before the start** of the term.

Additional documentation also may be requested. All documentation is subject to verification.

Student Name:		Student Date of Birth:		Student SSN:	
Name of person claiming Florida residency		Claimant's Relationship to Student:		Claimant's Telephone Number:	
Claimant's Permanent Florida Address:		Apt:	City	Zip	
Claimant's Voter Registration Number:				Issue Date: / /	
Claimant's Driver's License Number:				Issue Date: / /	
Claimant's Vehicle Registration Number:				Issue Date: / /	
Non US Citizens Only	Resident Alien Number:			Provide a copy of both sides of your card	Issue Date: / /

I do hereby swear that the above named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, F.S., and to 6C-6.001(6), F.A.C.

Signature

Date

Non-Florida Residents: I understand that I do not qualify as a Florida resident for tuition purposes for the term to which I have applied. I also understand that if I should qualify for Florida residency in some future term, I must file the required documentation prior to the beginning of that term.

Signature

Date



Permission to Access Academic Information

Effective Date: _____

Official Use Only

Student ID# _____

Student's Name: _____ Last Four SS# _____
(Last) (First) (MI)

PLEASE CHECK THE PERMISSION BOX THAT APPLIES:

- ☐ I give permission to release and /or discuss my academic and personal information to the individual(s) listed below. I understand that I can rescind this permission at any time by making a written request.

Permission granted to: (PLEASE PRINT LEGIBLY)

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

- ☐ I decline permission to release and /or discuss my academic information.

Student Signature: _____



STUDENT REGISTRATION INSTRUCTIONS

1. OPEN GOOGLE CHROME BROWSER
2. TYPE IN: **MYCAREERSHINES.ORG**
3. UNDER COLLEGE & ADULT STUDENTS CLICK: **REGISTER OR LOG IN**
6. CLICK: **I NEED TO CREATE AN ACCOUNT**
7. CLICK: **I AM A COLLEGE OR TECHNICAL/VOCATIONAL STUDENT** [first circle]
8. REGISTRATION STEP #1:
 - a. CLICK: **FRESHMAN**
 - b. SELECT: **ESTIMATED COMPLETION YEAR** [i.e. 2018]
 - c. TYPE: **MARION TECHNICAL COLLEGE**
9. REGISTRATION STEP #2:
 - a. ENTER:
 - **YOUR FIRST AND LAST NAME**
 - **BIRTHDATE** [i.e. 01/01/2010]
 - **GENDER**
 - **ZIPCODE** [i.e. 34475]
 - **EMAIL ADDRESS**
10. REGISTRATION STEP #3:
 - a. **CREATE USERNAME AND PASSWORD**
 - b. SELECT: **SECURITY QUESTION**
11. REGISTRATION STEP #4:
 - a. SELECT: **ETHNICITY**
 - b. CHECK BOX: **AGREEING TO TERMS AND CONDITIONS OF USE**
12. CLICK: **TAKE ASSESSMENT** [on left-hand side]
13. CLICK: **BEGIN** [take all three assessments]
- TO PRINT RESULTS PAGE:**
14. CLICK: **MY ASSESSMENTS**
15. CLICK: **MY ASSESSMENT RESULTS**
16. RIGHT-CLICK: **SELECT PRINT**

Student Name: _____

Username: _____ Password: _____

Overview of Financial Aid at Marion Technical College (2017-2018)

The following is a brief overview of the financial aid programs available here at Marion Technical College. A complete Policy & Procedures manual is available in the financial aid office. Financial aid information, forms & applications also available on our website @ www.MarionTC.edu

Federal Pell Grant - permits an eligible student to receive up to \$5,920.00 (2017-2018) per academic year to cover educational expenses on eligible programs. These are awarded on a graduated scale according to an (EFC) estimated family contribution. A FSA ID username and password is necessary for both student and parent if dependent, to login and complete the FAFSA application for a federal Pell Grant. This can be obtained @ www.fafsa.gov. List us as a school of interest to determine eligibility. **Our school code is 031039**. Follow up with the financial aid office 3-5 days after your application has been processed. Students will be notified of the estimated Federal dollar amount that they are eligible to receive. A full Pell award is based on a 900 clock hour program. The Disbursement award for the year will be split into payment periods of 450 clock hours or as otherwise stated in the student's award letter based on program hours.

The Federal Supplemental Educational Opportunity Grant (FSEOG) - may provide additional grant money to a student's financial aid package if financial need is demonstrated. Unlike Pell Grants, the amount of this grant depends not only on financial need but on other aid sources and the availability of funds allocated to the school. To be considered, the student must be a United States Citizen or eligible noncitizen, not have obtained a bachelor's degree or beyond, not have a Federal Pell Grant overpayment, not be in default on any Federal Student Loans, have a current (2017-2018) FAFSA with a 0 EFC on file and enrolled in a Pell eligible Program. The financial aid office awards the funds equitably.

Florida Bright Futures – provides scholarships based on high school academic achievement and is Florida's largest merit-based scholarship program. To be considered, a student **must submit** a completed Florida Financial Aid Application @ www.floridastudentfinancialaid.org during his/her last year in high school (after December 1 and prior to graduation), be a Florida resident, a U.S. citizen or eligible non-citizen, the student must not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made. Bright Futures covers \$1.30 to \$1.73 per clock hour based on scholarship awarded (Subject to change based on state legislation). Summer clock hours (June – July) are not covered. Please inform the financial aid office if you have Bright Futures. Our school code is 219.

Florida Public Post-Secondary Career Education Student Assistance Grant (FSAG-CE) - This grant is need based and available to Florida residents per State allocation to students entering a program of 450 or more clock hours & must have a current error free (2017-2018) FAFSA on file by end of term drop/add period, be a Florida resident, a U.S. citizen or eligible non-citizen, not have bachelor's degree or beyond and not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made. Minimum annual award amount is \$200 (Subject to change based on state legislation). The financial aid office awards the funds equitably.

Florida Prepaid College Plan - accepted at 100% for tuition fees only. Florida Prepaid cannot be applied to lab fees, textbooks or other miscellaneous costs. The Florida Prepaid credit hour rate will be used as there is no clock hour rate available. A student must submit a valid Florida prepaid card or have information faxed/mailed to the financial aid office.

Career Source – non-profit organization that provides several assistance programs for funding tuition fees to eligible applicants. The application is available on line @ www.careersourceclm.com. Career Source requires students to have a FAFSA on file to be considered for assistance.

Marion Technical College Financial Aid - a limited number of Marion Technical College financial aid is available for eligible students entering qualifying programs. Marion Technical College financial aid covers only a portion of tuition cost, calculated at a qualifying rate of \$1.50 to \$3.00 per clock hour, dependent upon EFC range & fund availability. Application is available to interested parties. Please contact the financial aid office for information and details of availability, requirements, and eligibility. Marion Technical College financial aid does not have to be repaid (Satisfactory Academic Progress is required). Requires an error free (2017-2018) FAFSA on file to be considered.

Marion Co. High School Student MTC Financial Aid Award - Application is available to interested parties. Please contact the financial aid office for information and details of availability, requirements, and eligibility. Requires an error free (2017-2018) FAFSA on file to be considered.

GED Merit Based MTC Financial Aid Award - Application is available to interested parties. Please contact the financial aid office for information and details of availability, requirements, and eligibility. Requires an error free (2017-2018) FAFSA on file to be considered.

Other Forms of Aid Available - AmeriCorps National Service Organization, Central FL Community Action Agency, Florida Council of the Blind, Florida Council Certified Low Vision, Florida Work Experience Program, Honorably Discharged Graduate Assistance Program, Native American Tribal Scholarships, Rosewood Family Scholarship Fund, Scholarship for Children of Deceased or Disabled Veterans, Veterans Education Benefits (VA) limited program availability and Vocational Rehabilitation (VR).

Local Organization/Individual Scholarships – Various Scholarships are awarded for academic excellence, ethnicity, special talents, or the special interest or circumstances of the students. Please inform the financial aid office if you have such an award and information pertaining to the award.

Satisfactory Academic Progress Requirements for Financial Aid Students- Satisfactory academic progress (SAP) for students receiving financial aid include both qualitative and quantitative measurements pursuant with regulation 668.34. Students must maintain attendance rate of at least 90% of scheduled hours/weeks with a minimum of a "C" 70% average or higher as designated by the program in which they are enrolled. The maximum time frame may not exceed 110% of the published length of the program in clock hours and weeks. Students also must be on pace in the program of study as specified by instructor to complete in maximum timeframe. Students SAP will be evaluated regularly & at financial aid check points

Marion Technical College **does not accept or participate in any student loans**; however a self-certification form can be provided upon request to students who wish to seek a private loan on their own.

Please visit or contact the financial aid office @ 352-671-7203 for more information, questions or assistance on any of these financial aid programs.