



## Florida Residency for Tuition Purposes GRANDPARENT WAIVER INSTRUCTIONS & APPLICATION

The state university Grandparent Waiver was created by the Florida Legislature to allow an out-of-state student with a grandparent who is a legal Florida resident to attend a state university and have out-of-state fees waived. It is the **student's responsibility** to apply for this waiver and submit all necessary documentation in accordance with university deadlines. Waivers are limited in number by law and will be granted on a first-come, first-served basis. First-come first-served order is based upon a complete application for the waiver and to UCF as well as meeting all the pre-enrollment requirements for the waiver.

**Do not submit this document until you have applied for admission to UCF, paid the application fee or requested an application fee waiver, and submitted your SPARK Form and official SAT or ACT scores to the UCF Office of Undergraduate Admissions. This document must be printed and completed by hand, then scanned & emailed to: [debra.reynolds@ucf.edu](mailto:debra.reynolds@ucf.edu)**

### Student Eligibility Checklist

Students must meet the following requirements to be eligible to receive the Grandparent Waiver. **The student must read and check each box below acknowledging their understanding of the requirements.**

1. Have a grandparent who is a legal resident as defined in s. 1009.21(2)a., Florida Statutes.
- a. The term "grandparent" means a person who has a legal relationship to a student's parent as the natural or adopted parent or legal guardian of the student's parent.
  - b. The following documents will be considered acceptable for determining the grandparents' residency and relationship to the student:
    - i. A form (below) that a parent or grandparent has signed regarding the familial relationship.
    - ii. The same residency documentation that students provide to demonstrate Florida residency will be required for the grandparent. The documents a grandparent must provide under Florida law to prove residency are detailed below. The documents must demonstrate that the grandparent has established legal residence in this state and must have maintained legal residence in this state for at least 12 consecutive months immediately prior to the grandchild's initial enrollment in an institution of higher education. Please note that you will need to submit at least **two** of these documents, and at least **one** must be from the list on the left.

The documents **must** include at least **one** of the following:

- A Florida voter's registration card.
- A Florida driver's license.
- A State of Florida identification card.
- A Florida vehicle registration.
- Proof of a permanent home in Florida, which is occupied as a primary residence by the individual's grandparent.
- Proof of a homestead exemption in Florida.
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period.

The documents **may** include **one or more** of the following:

- A declaration of domicile in Florida.
- A Florida professional or occupational license.
- A document showing Florida incorporation.
- A document evidencing family ties in Florida.
- Proof of membership in a Florida-based charitable or professional organization.
- Any other documentation that supports the grandparent's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

- 2. Earn a high school diploma comparable to a Florida standard high school diploma, or its equivalent, or completes a home education program.
- 3. Achieve one of the following:
  - a. An SAT combined score of 1330 or greater; or
  - b. An ACT composite score of 29
- 4. Enroll as a full-time undergraduate student in the summer or fall term immediately following high school graduation and continuously enroll full-time every fall and spring term until the requirements for a bachelor's degree have been completed.
  - a. The student must maintain continuous, full-time enrollment in each term to maintain waiver eligibility.
  - b. Summer enrollment is not required to maintain eligibility for the waiver.
  - c. If a student enrolls part-time, grandparent waiver eligibility will be lost.
- 5. It is the student's responsibility to apply for this waiver and submit all necessary documentation in accordance with university deadlines.
- 6. Students should be enrolled continuously to maintain eligibility for the waiver. Otherwise, a student must reapply upon returning to the institution.
- 7. If a student transfers to another institution, they must apply for the waiver at the new institution for consideration.
- 8. Students who receive the grandparent waiver will be treated as Florida residents and will only be charged fees charged to resident students.
- 9. The grandparent waiver is applicable for up to 110 percent of the number of required credit hours (i.e., total degree hours) of the degree program for which the student is enrolled.
- 10. Waivers, including the Grandparent Waiver, awarded by the Office of Undergraduate Admissions may not be combined with other admissions merit-based scholarships.

The grandparent waiver will be awarded according to the following guidance.

1. The State of Florida has allocated UCF a limited number of grandparent waivers for the 2023-24 incoming first-year class.
2. Grandparent waivers will be considered for those admits on a first-come, first-served basis as determined by date student has submitted all necessary documentation.
3. Email both completed documents to [debra.reynolds@ucf.edu](mailto:debra.reynolds@ucf.edu).
4. Once considered for a grandparent waiver, grandparent waivers will be granted (awarded) on a first-come, first-served basis up to the maximum university allocation of 49 based on the date that all documentation to confirm eligibility for the waiver is received.
5. The waiver may not be applied retroactively.

Complete the section below, then sign and date if you believe you meet or will meet the requirements checked above. All information provided is subject to verification.

I certify that I have a familial relationship with \_\_\_\_\_, the individual claiming residency below, and that they are my grandparent as defined in s. 1009.26(20), Florida Statutes. Under penalty of perjury, I declare that I have read this Grandparent Waiver Application and that the facts stated in it are true.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Date of Birth

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

Out-of-state undergraduate first-year students admitted for the 2023-24 academic year, students with grandparents residing in Florida may be eligible for a waiver of the Non-Resident (out-of-state) fee.

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

Date of Birth: \_\_\_\_\_

Term of Application (check one):  Fall  Spring  Summer Year: 20\_\_\_\_\_

## TO BE COMPLETED BY THE GRANDPARENT CLAIMING RESIDENCY

Note: The GRANDPARENT is the claimant and will complete this section and provide supporting documentation. No single document shall be conclusive in establishing residency. Additional documentation, other than what is prescribed, may be requested in some cases. All documentation provided is subject to verification. Evidence of ties to another state may result in denial of Florida residency for tuition purposes.

Grandparent (Name of Person Claiming FL Residency): \_\_\_\_\_

Grandparent's Address: \_\_\_\_\_

Grandparent's Telephone Number: \_\_\_\_\_

Date Grandparent began establishing legal FL residence: \_\_\_\_\_

Grandparent is a:  U.S. Citizen  Non-U.S. Citizen  Permanent Resident  Other

Alien Registration Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_

A copy of both sides of the claimant's card is required. All non-U.S. citizen students are required to submit documentation of their legal status in the United States as issued by the United States Citizenship and Immigration Services office.

## PROVISION OF DOCUMENTS TO SUPPORT CLAIM OF FLORIDA RESIDENCY

Students must meet the following requirements to be eligible to receive the Grandparent Waiver.

1. Have a grandparent who is a legal resident as defined in s. 1009.21(2) a., Florida Statutes.
  - a. The term "grandparent" means a person who has a legal relationship to a student's parent as the natural or adopted parent or legal guardian of the student's parent.
  - b. The same residency documentation that students provide to demonstrate Florida residency will be required for the grandparent.

The documents a grandparent must provide under Florida law to prove residency are detailed below. The documents must demonstrate that the grandparent has established legal residence in this state and must have maintained legal residence in this state for at least 12 consecutive months immediately prior to the grandchild's initial enrollment in an institution of higher education. Please note that you will need to submit at least one item from Section A below.

### A. Grandparent must provide one or two of the following of his/her/their personal documentation:

- Florida voter's registration card

Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_

- Florida driver's license

Number: \_\_\_\_\_

Original Issue Date: \_\_\_\_\_

Current Issue Date: \_\_\_\_\_

State of Florida identification card

Number: \_\_\_\_\_

Original Issue Date: \_\_\_\_\_

Current Issue Date: \_\_\_\_\_

Florida vehicle registration

Number (VIN): \_\_\_\_\_

Original Issue Date: \_\_\_\_\_

Current Issue Date: \_\_\_\_\_

Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (Required: document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, or a lease of multiple years' duration)

Proof of a homestead exemption in Florida. (Required: document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)

Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period. (Required: pay stubs or W-2 form for past 12 consecutive months)

**B. Grandparent may provide one of the following (in addition to one or more items in Section A above):**

Declaration of domicile in Florida

Florida professional or occupational license

Florida incorporation

Document evidencing family ties in Florida

Proof of membership in a Florida-based charitable or professional organization

Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida

I declare that I have read this Grandparent Waiver Application and that the facts stated in it are true.

\_\_\_\_\_  
Eligible Grandparent's Printed Name

\_\_\_\_\_  
Eligible Grandparent's Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

Note: The signatory should be the Grandparent. This document must be printed and completed by hand, then scanned and emailed to Debra Reynolds at [debra.reynolds@ucf.edu](mailto:debra.reynolds@ucf.edu). Please allow 4-6 weeks for processing from the time we receive the form in our office.

Authority and regulation: Section 1009.26(20), Florida Statutes, and Board of Governors Regulation 7.008 Waivers and Exemptions of Tuition and Fees.

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