Residency for Tuition Purposes and Florida Statute

In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant.

A Florida resident, or if a dependent child, his/her parent(s), must have established and maintained a legal residence in the state for at least 12 consecutive months immediately prior to the first day of classes. The applicant must provide clear and convincing documentary evidence that his/her length of residence, or if a dependent child, his/her parent(s) length of residence, was for the purpose of maintaining a bona fide domicile and not for the purpose of maintaining a temporary residence for tuition purposes. Each student is required to provide a statement of residency through the submission of a Florida Resident for Tuition Purposes Affidavit.

A dependent child whose parents are divorced or separated may qualify as a resident for tuition purposes if either parent is a legal resident of Florida regardless of which parent claims the child as a dependent for federal income tax purposes.

A dependent child living with an adult relative other than his/her parent(s) may qualify as a Florida resident for tuition purposes if the adult relative has maintained a legal residence in the State of Florida for 12 consecutive months immediately prior to the student's first day of classes. The dependent child must have lived with the relative for five consecutive years immediately preceding the term in which residency classification is being requested and claimed by that relative as a "dependent" under the Federal Income Tax Code.

The following categories will be considered as Florida residents for tuition purposes:

- Active duty members of the armed forces stationed in Florida, or whose home of record is in Florida, and their dependents.
- Active duty members who are stationed outside of Florida who take courses online.
- Full-time instructional and administrative personnel employed by a public educational institution and their dependents.
- Qualified beneficiaries under the Florida Pre-Paid Post-secondary Expense Program.
- Others as permitted by Florida statute or rule.

Residency for Tuition Purposes Documentation

The applicant may be asked to submit the following documentation for himself/herself, parent(s) or the qualifying person.

- A copy of a Florida driver's license.
- Proof of continuous physical presence in Florida for 12 consecutive months immediately preceding the first day of classes.
- Proof of being self-supporting for the 12 consecutive months immediately prior to the first day of classes.
- Any other documentation required to support a claim of Florida residency for tuition purposes.

Reclassification: Any student who seeks reclassification as a Florida resident must complete and submit a Florida Residency Appeal form obtained online at [http://www.broward.edu/admissions/Documents/reg-002.pdf](http://www.broward.edu/admissions/Documents/reg-002.pdf). At least three supporting documents must be submitted with the Appeal for reclassification prior to the first day of classes for the term in which reclassification is sought. All Florida Residency Appeals will be reviewed by the Florida Residency Appeal Committee and a decision provided to the student in writing. The Committee's decision is final.

Residency requirements are determined by the State Legislators and are subject to change.

To gain admission to BC all students must complete the following steps:

1. Complete an online application for admission.
   
   Log onto www.broward.edu. If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it is furnished to Broward College (BC) so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish BC with the correct SSN or TIN may be subject to an IRS penalty of $50 unless the failure is due to reasonable cause and not to willful neglect.

2. Determine Your Tuition Rate
   
   Florida Residency for Tuition Purposes.
   
   As a State institution, there are two tuition rates: one for residents of the State of Florida and one for non-residents. Every applicant for admission must submit and complete the Residency Affidavit for Florida Tuition Purposes as a statement of his or her length of residence in the state. Students are coded upon entry until they meet this statutory requirement and submit the required affidavit attesting to their length of residency in the state or supporting documentation to determine their residency for tuition purposes.

   All residency documentation must be reviewed and validated before residency for tuition purposes can be established. Students who are unable to provide sufficient and acceptable documentation to provide residency their initial classification will remain coded as non-resident for tuition purposes and will be charged out-of-state tuition rates. Any changes to students' initial residency determination must be made prior to the first day of classes for the semester enrolled. Thereafter, any residency status changes during enrollment, students must request that their residency is reclassified, which will impact all subsequent enrollment periods.

   Documentation to support residency reclassification must be submitted to any campus or center admissions offices. Students who fail to submit documentation and still want to register for classes, tuition will be charged at the out-of-state rate. See tuition rates in the fee section of the catalog.

   The Residency Affidavit may be obtained from the BC website at www.broward.edu/admissions/Documents/residency.pdf.

Information Note: Initial residency can generally be proven by providing two (2) of the documents listed above as acceptable. However, residency reclassification requires three (3) acceptable documents.
Policy Statement: Pursuant to College admission policy 5.01, students who falsify their residency or citizenship status upon admission or re-admission may be denied admission or dismissed permanently at the point of discovery and the student will be reported to the College. Any monies owed to the College must be paid in full.

Acceptance of Applicants
Upon completion of all admission forms and assuming eligibility, the applicant will receive an acceptance letter. Provisional admission status may be granted to students seeking such status if the applicant's academic records and/or other required documentation must be received prior to registration for the student's second term of enrollment. Registration will be blocked if transcripts are not received. Students are responsible for accessing transcript history information through their MyBC account.

Note: Students who present falsified information may be suspended and credit for payments made, forfeited.

3. Academic Records
Submit official college transcripts for admission. Transcripts will be reviewed by admissions and if accepted, the student will be assigned an official college ID number and required to take a level of readiness test prior to enrollment. All transcripts must be received prior to the start of classes. All students will have an option to review their transcript(s) for evaluation, aid will not be packaged and awarded or will be removed. All students who have a W, D, or F in any course will be required to meet with an advisor to determine their career and educational plans.

Advisement TIP: Should students review the course they have been out of high school, the time that was last they were enrolled in a college or university, and/or the grades earned in those courses. Exempted students must be submitted by the student’s college to Broward College. Exempted students must sign a statement of the student’s education options prior to enrollment in the gateway, college-level or college courses, as well as, opt into development preparation in college for preparation to graduate.

Critical Thinking: Know your options and seek the best options that yield success.

Students who do not fall into this recent graduate definition (non-high school, non-Florida and non-Florida high school, GED holders, homeschool students and graduates of a public school prior to 2007) must take a skills assessment common placement test. The test is not a pass or fail test, but rather a test given to determine students placement level in Math, English and Reading. Students may also satisfy this requirement by demonstrating an equivalent level of prior learning or participate in the EAP program. If students have earned college credit in Math and English and may also be exempt from taking the assessment test if or before grades earned were in courses.

Information Note: The College’s placement test is the Post-Secondary Readiness Test (P.E.R.T.). P.E.R.T. is the approved test for all State colleges.

Students may submit either an official transcript or other approved placement tests (E-AS, SAT, CPT, ACT Company) taken within two years of admission. The Florida Bright Futures students are not required to take the placement test until after completion of 12 credits of coursework. (See the Admission Categories section of this catalog.)

8. Advisement. Complete the mandatory New Student Orientation that is required of All first-time in-college students. Students may choose from a variety of schedules to select and attend one of the sessions offered on each campus/center. Students will be prohibited from registering until they attend an orientation session.

9. All new and continuing students are required to meet with an Academic Advisor to develop an educational plan prior to the end of their second term of enrollment and have their degree options chosen. Students who elect not to meet with their advisor will be required to complete a departmental assessment test to determine eligibility for financial aid; however, before financial aid can be awarded, the student must be registered for classes and complete the verification process determined by Federal government and selected by the College.

Policy Statement: Pursuant to the College’s Admissions policy 5.01, students who attended U.S. colleges and universities and fail to submit transcripts from those institutions will be sanctioned and disciplined per the Student Code of Conduct when the falsification is discovered. Students could face permanent expulsion. Registration will be blocked if transcripts are not received prior to the start of classes.

Application Fee: Please see Student Fees and Policies section of the Catalog.

Students who need assistance paying their tuition and fees must complete a Free Application for Federal Student Aid (FAFSA). To be considered for grants, institutional athletic and non-athletic scholarships, Federal direct subsidized and unsubsidized student loans, or work/study, a student must file a FAFSA annually for each academic year where aid is requested. Students are strongly encouraged to be admitted to the College to apply for financial aid; however, before financial aid can be awarded, the student must complete transcripts from those institutions where aid is requested.

Information Note: Students and parents are encouraged to file their taxes annually to receive the IRS Data Retrieval tool in order to avoid verification of income purposes.

Students who attend a university outside the United States and want to apply for admission and in any decision relating to exceptions to College policy (Academic Standards Petition) should understand that the College has access to information relative to prior institutions attended where aid has been awarded. Students should not apply from prior transcripts prior to receiving a new education. Students who attend a university outside the United States and want to apply for admission and in any decision relating to exceptions to College policy (Academic Standards Petition) should understand that the College has access to information relative to prior institutions attended where aid has been awarded. Students should not apply from prior transcripts prior to receiving a new education. Students who have attended a university outside the United States and want to apply for admission and in any decision relating to exceptions to College policy (Academic Standards Petition) should understand that the College has access to information relative to prior institutions attended where aid has been awarded. Students should not apply from prior transcripts prior to receiving a new education. Students who have attended a university outside the United States and want to apply for admission and in any decision relating to exceptions to College policy (Academic Standards Petition) should understand that the College has access to information relative to prior institutions attended where aid has been awarded. Students should not apply from prior transcripts prior to receiving a new education. Students who have attended a university outside the United States and want to apply for admission and in any decision relating to exceptions to College policy (Academic Standards Petition) should understand that the College has access to information relative to prior institutions attended where aid has been awarded. Students should not apply from prior transcripts prior to receiving a new education. Students who have attended a university outside the United States and want to apply for admission and in any decision relating to exceptions to College policy (Academic Standards Petition) should understand that the College has access to information relative to prior institutions attended where aid has been awarded. Students should not apply from prior transcripts prior to receiving a new education. Students who have attended a university outside the United States and want to apply for admission and in any decision relating to exceptions to College policy (Academic Standards Petition) should understand that the College has access to information relative to prior institutions attended where aid has been awarded. Students should not apply from prior transcripts prior to receiving a new education. Students who have attended a university outside the United States and want to apply for admission and in any decision relating to exceptions to College policy (Academic Standards Petition) should understand that the College has access to information relative to prior institutions attended where aid has been awarded. Students should not apply from prior transcripts prior to receiving a new education. Students who have attended a university outside the United States and want to apply for admission and in any decision relating to exceptions to College policy (Academic Standards Petition) should understand that the College has access to information relative to prior institutions attended where aid has been awarded. Students should not apply from prior transcripts prior to receiving a new education. Students who have attended a university outside the United States and want to apply for admission and in any decision relating to exceptions to College policy (Academic Standards Petition) should understand that the College has access to information relative to prior institutions attended where aid has been awarded. Students should not apply from prior transcripts prior to receiving a new education.
Applicants Seeking Bachelor degrees.

A.A.S.), must have a standard high school diploma with an eligible high school withdrawal code as noted in the high school withdrawal code table: a GED or be home school graduates who completed requirements in accordance with Florida Statutes. To be admitted as degree seeking, all students must submit official complete transcripts from high school and all colleges attended beyond high school prior to enrollment.

The Florida Department of Education defines public high school withdrawals and high school equivalency diplomas that are eligible for admission to degree programs and are noted in the table. Florida statute 1003.50 guides the general requirements for graduation.

Note: No Federal student aid can be awarded to a student who does not hold a high school diploma or an equivalency diploma certified by the State of Florida.

Applicants Seeking Bachelor degrees.

Broward College offers Bachelor degrees programs various workforce demand. Students interested in applying to one of the College’s bachelor degree programs should refer the Bachelor degree section of the catalog. Students can also transfer to a four-year university upon completion of their AA or AS degree at Broward College.

Admissions Tip: Students who transfer without completing a degree are subject to course-for-course transfer guidelines. Students who complete an AA degree and transfer to a Florida College will be under the Florida 2+2 transfer guidelines.

Degree or non-degree seeking students with Earned Degrees.

Students holding earned AA degrees cannot earn another AA degree. Students with earned AS, AS or AAS degrees can earn other associate in science degrees. There are limits on the number of Pell semesters for a bachelor degree. As such, students are encouraged to progress to the next level rather than earning multiple degrees at the same level. Students should meet with academic and financial aid advisors to understand the impact on their Federal student financial aid when pursuing degrees at the same level.

Federal Policy Statement: Federal Pell Grants are direct grants awarded to students to attend college. Pell Grant eligibility is dependent on standards of academic progress, assessed annually. If students fail to meet Academic Progress or standards of academic progress, they will lose Pell eligibility and must complete the full admission process.

Advisement Tip: Students are encouraged to persist toward a bachelor’s degree rather than using all of their Pell eligibility at the associate degree level.

Non-Degree Seeking Students

Students who wish to take college credit or vocational credit courses for personal enrichment or career exploration, who do not intend to seek a degree or a certificate, will be admitted as non-degree seeking students.

Non-degree seeking students will:

• submit a valid high school diploma, GED or home school certification, but are not required to submit placement test scores;

• be able to pay associated fees, which may include fees for transcripts or payment processing fees. Fees may be allowed to enroll in up to 12 semester hours of coursework, that does not require placement, without declaring intention to pursue a major. Enrollment beyond 12 semester hours will require the student to complete the full admission process, including placement testing;

• follow college policies and adhere to pre-requisites, which may create a need for placement testing;

• are not eligible for any financial aid.

Certificated/Applied Technology Diploma Applicants

Requirements for applicants who intend to complete a Certificated, Technical Certificate or Applied Technology Diploma vary from program to program. Specific requirements for certificate and applied technology programs are in the academic section of this catalog. Depending on the program, students may:

• submit high school diploma or GED;

• transcripts from all colleges/vocational centers previously attended;

• placement test scores (TABE or PERT)

Non High School Graduates may enroll as a non-degree seeking student in a limited selection of postsecondary adult vocational courses or continuing education courses. Such applicants may not be admitted to college credit courses. These applicants are encouraged to meet with an academic advisor prior to starting the application process.

Broward College Re-Entry Students

Students who have prior enrollment history at the College and have not attended school for one academic year, and are in good academic standing, may submit a Re-Entry Application to update personal information, which includes a valid SSN or TIN number; see additional information under the section labeled “How to Apply” (item number 1 in this chapter), re-certify Florida residency, and verify educational goals. If the returning student requests a change from Non-resident status, a petition for reclassification must be submitted to the Admissions Office.

College Policy Statement: Per College policy, any falsification of residency status may lead to permanent dismissal, loss of credit earned and repayment of any fee related to the incorrect prior classification.

If the returning BC student has attended another Florida state institution within the last 12 months while not enrolled at BC, and that institution was the student a Florida Resident for Tuition Purposes, the student’s Florida Resident status will be honored upon entry or re-entry. An official and complete electronic transcript showing no work in progress must be submitted from all colleges and universities attended while not enrolled at BC.

Transfer Students

Transfer students are students who have previously attended another college or university and wish to continue their education at BC. Transfer students must follow all the admission procedures indicated in this section of the catalog.

Transfer students should also observe the following requirements:

• Students who have fewer than 24 credits at the college level must submit official electronic transcripts from their high school and all colleges attended;

• Students who are not in good academic standing (on suspension or dismissal) must see an Academic Advisor to petition the College to reverse the suspension or dismissal;

• Students who have attended a college/university outside the United States are required to provide a course by course commercial translation and evaluation with upper and lower level course identification for all course work completed.

Required documents must be on file at the College prior to registration for the student’s first term of enrollment. Students whose transcripts are not on file at the College will be blocked from registering for their first term of entry/re-entry.

International Students (F-1 and M1 Student Visa status) Admissions Procedures

Students must contact the International Student Admissions Office three to six months in advance to obtain an Admissions Packet specifically for F-1 and M1 Students. The packet contains the required admission procedures to Broward College. F1 and M1 applicant must submit all required documents for admissions by the deadline shown in the packet.

Information Note: All international students must be enrolled in a degree seeking program as a full-time student (12 credit hours or more). See the Broward College section of this catalog for additional international admission information.

Non-Eligible High School Diploma Holders with Earned College Credit Students who were eligible to dual enroll while attending high school and hold a non-eligible high school diploma that does not qualify for admission

high school equivalency diploma

standard diploma

High School Graduation Codes are noted on the high school withdrawal code table: a GED or be home school graduates who completed requirements in accordance with Florida Statutes. To be admitted as degree seeking, all students must submit official complete transcripts from high school and all colleges attended beyond high school prior to enrollment.

Admission Requirements:

• Federal Pell Grants are direct grants awarded to students to attend college. Pell Grant eligibility is dependent on standards of academic progress, assessed annually. If students fail to meet Academic Progress or standards of academic progress, they will lose Pell eligibility and must complete the full admission process.

Advisement Tip: Students are encouraged to persist toward a bachelor’s degree rather than using all of their Pell eligibility at the associate degree level.

Non-Degree Seeking Students

Students who wish to take college credit or vocational credit courses for personal enrichment or career exploration, who do not intend to seek a degree or a certificate, will be admitted as non-degree seeking students.

Non-degree seeking students will:

• submit a valid high school diploma, GED or home school certification, but are not required to submit placement test scores;

• be able to pay associated fees, which may include fees for transcripts or payment processing fees. Fees may be allowed to enroll in up to 12 semester hours of coursework, that does not require placement, without declaring intention to pursue a major. Enrollment beyond 12 semester hours will require the student to complete the full admission process, including placement testing;

• follow college policies and adhere to pre-requisites, which may create a need for placement testing;

• are not eligible for any financial aid.

Certificated/Applied Technology Diploma Applicants

Requirements for applicants who intend to complete a Certificated, Technical Certificate or Applied Technology Diploma vary from program to program. Specific requirements for certificate and applied technology programs are in the academic section of this catalog. Depending on the program, students may:

• submit high school diploma or GED;

• transcripts from all colleges/vocational centers previously attended;

• placement test scores (TABE or PERT)

Non High School Graduates may enroll as a non-degree seeking student in a limited selection of postsecondary adult vocational courses or continuing
Bachelor of Applied Science

Admission Requirements

The Bachelor of Applied Science is an open access program designed for the adult learner who has earned a two year technical degree and wishes to advance professionally. General admission to Broward College is required, and students will submit a supplemental application to the BAS program. Applicants for the BAS program must have completed a minimum of 30 semester hours of general education coursework. Applicants for the BAS program must have completed a minimum of 15 semester hours of general education coursework as part of their AA or AS degree. Check course equivalents at www.broward.edu/transfer.

Students admitted to the Bachelor of Applied Science degree program must complete the general education requirements to be awarded the Bachelor of Applied Science (BAS) degree in Supervision and Management. Students with an Associate degree (A.A.) or 60 college credits may be admitted to the program upon recommendation of the Dean of Student Affairs.

Students must meet all the admission requirements to be awarded the Bachelor of Applied Science degree.

Eligible students must do the following to enroll:

• Complete an application online.
• Successfully complete a (level 2) background investigation and pass the essay portion of the GKE to enroll. All parts of the GKE must be successfully completed by the 15th credit in order to be fully admitted to the program. If the student passed the GKE prior to July 1, 2002, they may be exempt from the GKE.
• Students must meet all Teacher Education Program admission requirements before acceptance into the program. In addition to the admission requirements listed in the online Broward College catalog at www.broward.edu, students applying to the BAS program are required to complete the supplemental program application.

All applicants must meet the following admission requirements to be awarded a Bachelor of Applied Science degree:

• An associate’s degree or credit hours: Applicants should have an Associate of Arts degree from a regionally-accredited community college or an Associate of Science degree from a regionally accredited college or university for entry into the program; those must include 36 hours of general education core coursework.
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• An associate’s degree or credit hours: Applicants should have an Associate of Arts degree from a regionally-accredited community college or an Associate of Science degree from a regionally accredited college or university for entry into the program; those must include 36 hours of general education core coursework (please refer to the website for specific course requirements).
• Grade point average: A cumulative grade point average of 2.5 on a 4.0 scale in all general education coursework.
• Letter 12: Applicants must submit a letter of reference from someone who knows them professionally, educationally or personally.

Bachelor of Science in Education

Admission Requirements

The Bachelor of Science in Education uses a 2+2 model requiring the completion of an Associate of Arts Degree, or at least 60 semester credit hours in general education education from a regionally accredited college or university for entry into the program; those must include 36 hours of General Education Core Requirements.

• An associate’s degree or credit hours: Applicants should have an Associate of Arts degree from a regionally-accredited college or university for entry into the program; those must include 36 hours of General Education Core Requirements.

Bachelor of Science in Nursing

Admission Requirements

The RN-BSN Program is designed for Florida licensed registered nurses who have earned a two-year associate of science degree and wish to advance professionally.

Applicants must complete the following requirements prior to formal admission into the RN-BSN Program:

• Submit a supplemental application to the RN-BSN Program by the published deadline.
• Pass the essay portion of the GKE to enroll. All parts of the GKE must be successfully completed by the 15th credit in order to be fully admitted to the program. If the student passed the GKE prior to July 1, 2002, they may be exempt from the GKE.
• Students must meet all required coursework, students must pass the Florida Teacher Certification Exams.