



Registration
Packet
2016-2017

WWW.OTCOLLEGE.NET

OUR MISSION

"PREPARING LEARNERS FOR
SUCCESS IN HIGH TECH, HIGH
PAYING CAREER\$"

Application Process

Applications are not complete and will not be considered until all of the package is completed and the fee has been paid.

Complete the Admissions Package

- ☐ a. Application
- ☐ b. Residency Verification
- ☐ c. Transcripts (high school, GED, college)
- ☐ d. Financial Aid application form
- ☐ e. Disclosures and Release of information form
- ☐ f. Parking pass request form *
- ☐ g. Student center request form *
- ☐ h. Media release
- ☐ i. W-9 Collection of Social Security Numbers
- ☐ j. Proof of immunization (under age 21)

Submit \$25 application fee with completed package (non-refundable)

Students interested in the Licensed Practical Nursing program must register and take the entrance exam prior to being interviewed as program seating is limited. The cost for the exam is \$40.00.

Students who apply for cosmetology will be called for an interview as seating is limited.

Students will attend an orientation for each program before classes begin.

*The passes for parking and student center are \$5.00 each and must be paid within the first two weeks of class.

If you are required to take TABE, it is recommended that you take it before class begins. Career Source is an alternate location for testing.

Payment with Credit Card will be assessed a 3.5% fee.

Collection of Social Security Numbers

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection, release and usage of your Social Security Number (SSN).

Pursuant to Florida Statute, 119.971(5) (a) 2.a., Okaloosa Technical College collects and uses your SSN only for the following purposes in performance of the college's duties and responsibilities, including compliance with federal and state statutes related to financial and academic assistance, inter-institutional articulation or transfer, and for actions imperative to the performance of Okaloosa Technical College's duties and responsibilities as prescribed by law.

To protect your identity, Okaloosa Technical College will secure your SSN from unauthorized access; strictly prohibit the release of your SSN to unauthorized parties contrary to state and federal law; and assign you a unique student identification number. This ID number is used for associated educational purposes at Okaloosa Technical College, except as set out below.

Admissions

Federal legislation relating to the Hope Tax Credit and other tax benefits for education require that all postsecondary institutions report student SSNs to the Internal Revenue Service. This IRS requirement makes it necessary for colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the College for this purpose, but the IRS is then authorized to fine the student \$50 pursuant to the Internal Revenue Code, Section 25A. To avoid potential fines, please complete form, W-9S, and return it to the Okaloosa Technical College campus' financial aid office. While the collection and use of Social Security Numbers may be authorized, a student is not required to provide his or her Social Security Number as a condition of enrollment or graduation.

Non-credit programs may use your Social Security Number for the purpose of reporting to the state to facilitate the process of certification and license renewal, and for reporting non-credit course and in-service training information as required by state law.

Financial Aid

A student's SSN is required for the following financial aid purposes: The U.S. Department of Education's Free Application for Federal Student Aid (FAFSA) requires applicants to report their SSN for all federal financial aid programs as a student identifier for processing and reporting [34 CFR 668.16]. In addition to its use by USDOE as a student identifier, the SSN is required for the Department of Homeland Security to investigate citizenship status [34 CFR 668.32, 33], for the federal Work Study Program [34 CFR 668.36], and for all loan applications for use by the lender/servicer/guarantor.

Okaloosa Technical College collects a student's SSN on certain institutional scholarship applications for student files and federal and state audit/reporting purposes.

If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant [1009.40 FS], Florida Work Experience [1009.77 FS] or Bright Futures [1009.53 FS], the Florida Department of Education will require the SSN on its grant/scholarship disbursement website and for reporting purposes.

I have read and understand the information regarding collection of Social Security Numbers.

Signature: _____

Date: _____

ANNUAL NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA). 20 U.S.C 1232g: 34 CFR Part 99, affords students over eighteen years of age and parent certain rights with respect to student educational records. These rights are:

- a. Right to inspect and review the student's educational records within 45 days of receipt of the request for access.
- b. Right to request the amendment of the student's educational records when the student believes the records are inaccurate.
- c. Right to consent to disclosure of personally identifiable information contained in the student records, except to the extent that FERPA authorized disclosure.
- d. Right to file a complaint with the U.S. Department of Education concerning alleged failures by the school District to comply with FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202

FERPA permits OTC to disclose appropriately designated directory information without written consent, unless a student over the age of 18 or his/her parents have advised Okaloosa County Schools to the contrary. Directory information is limited to the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates, awards, received, and the most recent previous educational agency or institution attended. The district may, from time to time, include directory information in school, district, or media communications. In addition, directory information may be released to outside entities as public information, upon request, in accordance with Okaloosa County School Board Policy.

If you do not want your directory information released in accordance with FERPA, please complete Part One of the request provided below and return to your school.

If you have previously requested that your student information not be classified as directory information, but would now like to remove that restriction, you must provide written notice of that change. If you want to rescind your prior request, please complete Part Two of the request below and return to your school.

.....
REQUEST REGARDING DISCLOSURE OF DIRECTORY INFORMATION

Part One

As required by the Family Educational Rights and Privacy Act, 20 U. S. C. 1232g, I _____, have received the Annual Notice of Rights pertaining to release of directory information and request that my student information not be classified as directory information and not be subject to release as such. I understand that by completing and submitting this form, OTC will restrict the disclosure of directory information.

Signature

Date

Part Two

I have previously requested that my student information not be classified as directory information (not be subject to release). And I want to rescind that request.

Signature

Date



Okaloosa Technical College

Jerry Sansom, Director
Phone: (850) 833-3500
Fax: (850) 833-3466

FINANCIAL AID APPLICATION

This form is required to be considered for any academic financial assistance.

All questions are to be answered or the application will be returned to you for completion; if not application, use N/A

You are responsible for updating all information.

APPLICANT INFORMATION

Last Name _____		First Name _____	Middle Initial _____
Social Security Number _____		Birthdate _____	
Birthplace _____		Current Age _____	Sex _____
Marital Status Single _____		Married _____	Divorced/Separated _____
Street Address _____			
City _____		State _____	Zip _____
Home Phone _____		Cell Phone _____	
Email address _____			
What program will you be enrolled in? _____			
Expected date of graduation _____			
Number of dependent children for whom you are responsible _____ Age(s) _____			
Spouse's Name _____		Contact Number _____	

EMPLOYMENT BACKGROUND

Currently employed? YES ____ NO ____ Will you continue employment while enrolled? YES ____ NO ____

Employer _____

Address _____

EMERGENCY INFORMATION

Emergency Contact _____

Phone _____

ACADEMIC INFORMATION

Do you have a: high school diploma _____ GED _____ Year Received _____

Do you hold a college degree? YES _____ NO _____ Year _____ AA AS BA BS Graduate Degree

Have you attended any postsecondary institution during the 2016/17 school year (i.e., university, college, trade, vocational school)?

Name of Institution	City	State	Dates of Enrollment

Did you receive financial aid from **any** other institution during the 2016/17 school year? YES _____ NO _____

STUDENT RESOURCES

Check all that apply

Veteran's Benefits _____ G.I. Bill (Chapter 30)
_____ Dependent Benefit (Chapter 35)
_____ Post 911 (Chapter 33)

Other

_____ BAS	Monthly Amount \$ _____	# months _____
_____ Social Security		# months _____
_____ Vocational Rehabilitation		# months _____
_____ Alimony / Child Support		# months _____
_____ Unemployment		# months _____

Read carefully and initial each statement indicating you have read and understand the information.

_____ Withdrawal Policy – Students who either voluntarily withdraw from their program early or are withdrawn by their instructor due to excessive absence, academic progress or for any other reason will have their Financial Aid re-evaluated and in some cases may owe a refund to the school and/or the Federal Dept of Education. If you have questions please make an appointment with the Financial Aid Office to discuss.

_____ SAP Policy – Students on Federal Financial Aid will have their Standards of Academic Progress (SAP) reviewed at the beginning of each semester. Students who do not meet SAP may have their Federal Financial Aid terminated for 1 semester and must pay on their own before being reconsidered for Financial Aid. SAP is reviewed on -

Grade Point Average – Students must complete course work with an overall 70%/2.0 GPA or better

Attendance – Student must maintain 90% attendance or higher (may not miss more than 10%, 40 hours if a full time student)

Time Frame – Student must complete program within 150% of the clock hours needed to complete program

I certify that, to the best of my knowledge, the information contained in this application is correct and complete. I agree that Choice High School & Technical Center has my permission to verify all information reported in this application.

Student Signature _____ Today's Date _____

FOR OFFICE USE ONLY

NEW APPLICANT	Pell	Bright Futures	SchBd	FSAG
RENEWAL APPLICANT	WIA	FI PrePaid	VA	Other

REV 6/30/16



Financial Aid Introduction

The primary purpose of financial aid is to provide financial assistance to those in need to attend school. Our Student Services Center personnel are available to assist students in the application process and provide additional assistance for students in need. Computers are available in the Student Services Center for applicants to use to apply for financial aid. These computers can also be used to access career planning sites such as Choices: One Stop for Education and Career Planning and FACTS.org Florida Academic Counseling and Tracking for Students.

Financial Aid Personnel

Mendy Owens – Melinda.Owens@mail.okaloosa.k12.fl.us
Office Number – (850) 833-3500

Pell Grant

Okaloosa Technical College participates in the Federal Pell Grant Program through the U.S. Department of Education's Federal Student Aid office. Applying for federal student aid is FREE by submitting the Free Application for Federal Student Aid (FAFSA). We will be happy to help you through the steps to apply for federal student aid. You will need to know our school code for your financial aid application.

Okaloosa Technical College - school code - **032303**

1. Go to www.studentaid.ed.gov/sa/fafsa/filling-out/fsaid to apply for and create a FSA (Federal Student Aid) ID and Password. A FSA ID lets you apply, "sign" your online FAFSA, make corrections to your application, and more – all online. If you are a dependent your parent(s) must also apply for a FSA ID .
2. Collect the documents needed to apply, including income tax returns and W-2 forms (and other records of income). Collect your Social Security benefits information for anyone in the household, as well as information on child support / alimony paid or received. A full list of what you will need may be found at : www.fafsa.ed.gov . Tax return not completed at the time you apply? Estimate the tax information, apply, and update the information once your return has been completed.
3. Complete the FAFSA as soon as possible. Apply online at: www.fafsa.ed.gov .
4. Review your Student Aid Report (SAR) – the result of your FAFSA application. If necessary, make changes or corrections and resubmit your SAR for reprocessing. Your complete, correct SAR will contain your Expected Family Contribution (EFC) – the number used to determine your federal student aid eligibility.
5. Once you have been accepted into a program at OTC contact the Financial Aid Office to schedule an appointment and review your Financial Aid eligibility. If you are selected for verification, the financial aid office will ask you to submit additional documentation such as - Tax Transcripts, proof of high school graduation/GED, etc, as required. **Be sure to meet any of the school's deadlines, or your financial aid may be delayed.**
6. Whether you're selected for verification or not, make sure the financial aid office at the school has all the information needed to determine your award eligibility.
7. All students: Contact the financial aid office if you have any questions about the aid being offered.

Florida Student Assistance Grant for Career Education (FSAG-CE)

The FSAG-CE is a need-based grant program available to Florida residents enrolled at least half time in certificate programs of 450 or more clock hours at OTC. FSAG-CE is a decentralized state of Florida program, which means that each participating institution determines application procedures, deadlines, student eligibility, and award amounts.

To qualify for FSAG-CE funding, a student **must** be a Florida resident and a U.S. citizen or eligible non-citizen and complete the current year FASFA. A student's residency and citizenship status are determined by OTC financial aid staff. Questions regarding such status should be directed to the financial aid or admissions office at OTC. Students owing a repayment or who are in default under any state or federal grant, loan, or scholarship program are NOT eligible. Current enrollment is also a requirement. FSAG-CE recipients must have a high school diploma, a GED, or be at least 18 years of age. Students must meet Florida's general eligibility requirements for receipt of state aid.

Veterans' Benefits

Veterans' education benefits are approved for virtually all courses offered at Okaloosa Technical College.

Students planning to use veterans' education benefits should contact the Financial Aid Department at 850-833-3500 for details. You will receive general information on veterans' educational benefits, assistance in applying for benefits, and an explanation of attendance policies and satisfactory progress requirements. The necessary Veteran Administration forms are available from the Student Services Kiosk.

How to apply for VA Education Benefits:

1. Go to www.ebenefits.va.gov
2. Education Benefits (drop down menu) Click on "How to Apply for Benefits"
3. Apply for Benefits online – Click "HERE"
4. Look through any of the categories under the red buttons on the Veterans On-line Application (VONAPP) website as needed. We recommend that all new students read the information under the "Instruction for Filing out Applications" button.
5. Click on the "Start VONAPP" button

MyCAA

My Career Advancement Account (MyCAA) is a workforce development program that provides tuition assistance to eligible Military Spouses. Spouses of service members on active duty in pay grades E-1 to E-5 and O-1 to O-2 who can start and complete their course work while their military spouse is on Title 10 military orders. This program includes spouses married to members of the National Guard and Reserve Components. Spouses may visit MyCAA Spouse Portal at www.aiportal.acc.af.mil/mycaa for additional information and to apply.

CareerSource Okaloosa Walton

CareerSource may have funding available for certain high demand programs. The goal of the Florida Workforce Investment Act (WIA) is to build a skilled workforce. The Ft Walton Beach Office is located at 409 Racetrack Rd (850)833-7587 and the Crestview Office is located at 212 Wilson St (850)689-7823. WIA Orientations are held on Tuesday 9am at the Ft Walton Beach Center and Thursday 9am at the Crestview Center. No appointment needed for the orientation.

Other Scholarships and Sources of Financial Aid

Okaloosa Technical College can process aid for students qualifying for funds from the following sources: Florida Prepaid College Tuition Program, Florida Bright Futures Scholarship, Vocational Rehabilitation, Military Tuition Assistance, and some third-party agencies.

Other scholarship programs may be available to help you with costs associated with attending Okaloosa Technical College.

Completing the FAFSA is the gateway to earning any of these forms of financial aid. You cannot get any other form of financial aid from the school if you have not first completed the FAFSA.



Okaloosa Technical College

Jerry Sansom, Director
Phone: (850) 833-3500
Fax: (850) 833-3466

Media Release

I hereby consent to the disclosure of the following information when related to an activity or an academic assignment within Okaloosa County District Schools, in accordance with the Family Educational and Privacy Act, 20 USC 1232g:

Please initial the following items for which your permission is granted:

- ☐ Publication on the Internet of my creative efforts, including stories and artwork
- ☐ Use of my name in Internet publications (including Facebook, Twitter and official school/district List servers)
- ☐ Use of my picture/video in school/district Internet publications (including Facebook, Twitter and official school/district List servers)
- ☐ Use of my picture/video in school-approved publications and media events coverage

Student's Signature

Date



Vendor Application and Substitute Form W-9
Purchasing – Bay Area Office
School District of Okaloosa County
120 Lowery Place S.E., Fort Walton Beach, FL 32548
Telephone (850) 833-7668 Fax (850) 833-6327

MIS 2079
REV 4/2015

In order to comply with IRS regulations, we are requesting Taxpayer Identification information that will be used to determine whether you will receive a Form 1099 for payment(s) made to you by the school district. For questions regarding this form, please use the address or telephone number provided above. In order to comply with the IRS rules, please provide us with your social security number (SSN) or federal employer identification number (FEIN). This is *not* a request for state sales tax exemption.

In the event this information is not provided, or should the IRS notify us that the provided information is incorrect, all payments made to you may become subject to a 28% Backup Withholding Tax Rate. **Please print clearly or type.**

PART 1 – Please provide the correct Tax Identification Number (TIN), be it FEIN or SSN and the applicable name and address as shown on your income tax return. The TIN is (check one) ☐ FEIN ☒ SSN

Federal Employer Identification Number (FEIN) _____ OR

Example 99-9999999

A Social Security Number (SSN) _____

Example 999-99-9999

B NAME as shown on your income tax return _____

C ADDRESS _____ CITY, STATE, ZIP _____

TELEPHONE # _____ FAX # _____ EMAIL _____

CONTACT NAME _____ TELEPHONE # _____

PART 2 – Mark below the number that accurately describes the business or individual completing this form:

1 ☒ **INDIVIDUAL/SOLE PROPRIETOR, SELF EMPLOYED OR SINGLE-MEMBER LLC**

2 ☐ **CORPORATION, PROFESSIONAL ASSOCIATION OR PROFESSIONAL CORPORATION**

(A corporation formed under the laws of any state within the United States) Check One ☐ C Corporation ☐ S Corporation

3 ☐ **PARTNERSHIP**

4 ☐ **TRUST/ESTATE**

5 ☐ **LIMITED LIABILITY COMPANY** Check One ☐ C Corporation ☐ S Corporation ☐ Partnership

6 ☐ **NOT FOR PROFIT CORPORATION** (Section 501 (c) (3) Internal Revenue Service – please attach IRS determination letter)

7 ☐ **GOVERNMENTAL ENTITY** (City, County, State, or U.S. Government)

8 ☐ **FOREIGN CORPORATION OR ENTITY** (A foreign entity formed under the laws of a country other than the United States)

Is income connected with business in the United States? ☐ YES ☐ NO If answer is YES, complete and attach Form W-8ECI

9 ☐ **NONRESIDENT ALIEN** (An individual temporarily in the U.S. who is not a U.S. citizen or resident)

Under the penalties of perjury, I certify that I have examined this request and to the best of my knowledge and belief, it is true, correct and complete.

D _____
Signature/Title

Date

DO NOT COMPLETE *****OFFICIAL USE ONLY FOR AS400*******DO NOT COMPLETE**

Vendor # _____ Select "E" OR "S": _____ E – Employer Identification Number

☒ S – Social Security Number

Mark applicable designation below:

A – Attorney	M – Medical	N – Nonemployee	I – Incorporated	R – Rent	O – Other
		✓			



Okaloosa Technical College

1976 Lewis Turner Blvd

Fort Walton Beach, FL 32547

Phone (850) 833-3500

FAX (850) 833-3466

Post- Secondary Career Education Application Form

Name:

Last

First

Middle

Other Names by Which You May Be Known (Maiden, etc.):

Address:

P.O. Box or House Number and Street

City

State

Zip Code

Home Phone #:

Cell Phone #:

☐ Male ☐ Female Date of birth Email address

Social Security Number: (required for IRS Form 1098-T) Birth Place: Town State

Please check the items that best describe your status:

Primary Ethnicity: ☐ Hispanic/Latino ☐ Am. Indian/ Alaska Native ☐ Asian ☐ African Amer. /Black

☐ Native Hawaiian/Pacific Islander ☐ White ☐ Nonresident Alien ☐ Other

Education and Training:

All high schools, colleges and technical centers attended must be listed for the application to be complete. List the most recent school first. *Official Transcripts Must Be Submitted* (Mailed from the school or delivered in a sealed school envelope) to the Admissions Office.

Circle Highest Grade completed: 8 9 10 11 12 College: 1yr 2 yrs. 3 yrs. 4 yrs. 5+yrs.

School Name	City/State of School	Dates of Attendance From To		What was your Major/Minor	Did you Receive Degree/Diploma Or Certificate?	Type of Degree/Diploma Certificate

Additional Information:

- New students must attend an Orientation. Before Classes Start. Dates will be mailed
- Official transcripts from High School, Technical Centers and all Colleges must be submitted directly to OTC.
- Programs over 450 hours require completion of the TABE (Test of Adult Basic Education) in order to earn completion of program. (some exemptions apply)
- Certain programs require additional testing
- In order to qualify for Financial Aid a high school diploma or GED is required.

Okaloosa Technical College is committed to the concepts of equal opportunity and equity and complies with Florida Statutes regarding non- discrimination. No person shall, on the basis of gender, marital status, sexual orientation, race, religion, national origin, age or disability, be denied receipt of services, participation in school activities, or access to programs if qualified to receive such services. Okaloosa Technical College will provide for equitable access to career education programs to ensure that impediments related to gender, race, national origin, color, disability, or age do not prevent access for students who wish to participate. Students presenting with disabilities through self-report or through the IEP (Individual Education Plan) process will be provided accommodation as appropriate to help the student achieve success.

Complete next page →

Post-Secondary Career Education Application Form (pg2)

Please check the semester that you wish to begin classes at OTC:

☐ Fall ☐ Spring ☐ Day ☐ Evening ☐ Full Time ☐ ¾ time ☐ ½ time

Program Offerings (Check One)

Architecture & Construction

☐ **Carpentry 1200 Hours**

☐ I do not plan to return to this program ☐ I plan to return to this program

☐ **A/C Refrigeration and Heating 1 750 Hours**

☐ **A/C Refrigeration and Heating 2 600 Hours**

☐ I do not plan to return to this program ☐ I plan to return to this program

☐ **Electricity 1500 Hours**

☐ I do not plan to return to this program ☐ I plan to return to this program

☐ **Solar Energy 600 Hours**

☐ I do not plan to return to this program ☐ I plan to return to this program

Business Management & Administration

☐ **Medical Admin. Specialist 1050 Hours**

☐ I do not plan to return to this program ☐ I plan to return to this program

Manufacturing

☐ **Welding 1050 Hours**

☐ I do not plan to return to this program ☐ I plan to return to this program

Health Science

☐ ***Licensed Practical Nursing 1350 Hours**

☐ I do not plan to return to this program ☐ I plan to return to this program

Human Services

☐ ***Cosmetology 1200 Hours**

☐ I do not plan to return to this program ☐ I plan to return to this program

☐ **Culinary Arts 1200 Hours**

☐ I do not plan to return to this program ☐ I plan to return to this program

Transportation

☐ **Automotive 1 1050 Hours**

☐ **Automotive 2 750 Hours**

☐ I do not plan to return to this program ☐ I plan to return to this program

☐ **Marine 1350 Hours**

☐ I do not plan to return to this program ☐ I plan to return to this program

Emergency Contact Name: _____ Relationship: _____

Phone Number: _____

*Limited Access (program requires a student interview with career program staff prior to admission.) Waiting lists are maintained for some limited access programs and students may register and enroll after receiving the appropriate program acceptance letter. An additional program application may be required.

Anticipated Financial AID

☐ PELL ☐ Bright Futures ☐ Montgomery GI ☐ Post 911 ☐ Florida Pre Paid ☐ WIOA ☐ Voc Rehab ☐ Self Pay
☐ Other _____

Student Goal(s)

☐ Improve Basic Skills ☐ Retain Employment ☐ Employment
☐ Unsure, need counseling session ☐ Personal use/ growth ☐ other _____

How did you hear about us?

☐ Friends/ Family ☐ Internet ☐ Newspaper ☐ Radio Station ☐ Other _____

Have you ever been convicted of a felony? Yes ☐ No ☐

Applicant Signature: _____ Date: _____



2016-2017

Student Center and Parking Tag Request Form

PLEASE PRINT

NAME: _____

(LAST)

(First)

(M.I.)

PROGRAM: _____

☐

STUDENT CENTER

☐

NEW

☐

RETURNING

☐

INITIAL FEE \$5.00

☐

REPLACEMENT \$5.00

Non-refundable after first 10 days

VEHICLE MAKE/MODEL: _____ YEAR: _____

COLOR: _____ TAG NUMBER: _____ STATE: _____

☐

PARKING TAG

☐

NEW

☐

INITIAL FEE \$5.00

☐

REPLACEMENT \$5.00

Non-refundable after first 10 days

OFFICIAL USE ONLY

DATE: _____

STUDENT NUMBER: _____ DECAL # _____

GENERAL INSTRUCTIONS:

Students currently enrolled in an ongoing program at Okaloosa Technical College will receive a student center card and parking tag at time of registration. To receive a student center card and tag student must provide proof of payment and the above completed form. Only one parking tag will be issued per student. Lost or stolen student center and/or parking tag will be replaced for a fee of \$5.00 per item. Students currently enrolled in an ongoing program at Okaloosa Technical College and who have received a student center/parking pass will be allowed to park on OTC campus. These fees are non-refundable after the first ten days of class.



Residency Classification Form

Student Name: _____

Date of Birth: _____

Florida Residency Classification for Tuition Purposes

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parents or legal guardian has, established and maintained a legal residency in Florida for at least twelve months. 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. Bureau of Citizenship and Immigration Services. Other persons not meeting the twelve-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. 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.

I. NON-FLORIDA RESIDENTS If a Florida resident, proceed to section II and III.

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and if I should qualify for some future term, it will be necessary for me to file the required documentation prior to the beginning of the term to be considered for Florida residency classification.

Signature: _____ Date: _____

II. FLORIDA RESIDENTS

This section must be completed if you claim Florida residency for tuition purposes.

- Attach copies of document(s) required.
- You and/or your parents' most recent tax return or other documentation may be requested to establish dependence/independence.
Dependent: a person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service.
Independent: a person who provided more than 50% of his/her own support.
- A copy of marriage certificate is required in all cases of spouse claiming partner's residency.
- Select below all that apply.
 - ☐ A. I am an **independent person** and have maintained legal residence in Florida for at least 12 months.
 - ☐ B. I am a **dependent person** and my parent or legal guardian has maintained legal residence in Florida for at least 12 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 12 months
 - ☐ D. I am **married to a person** who has maintained legal residence in Florida for at least 12 months. I have now established legal residence and intend to make Florida my permanent home. (**Required:** Copy of marriage certificate and claimant's voter registration, driver's license or vehicle registration.)
 - ☐ 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 United States Immigration and Naturalization Service, I am a **permanent resident alien or other legal alien** granted indefinite stay and have maintained a domicile in Florida for at least 12 months. (**Required:** INS documentation and proof of Florida residency status.)
 - ☐ G. I am a **member of the armed services** of the United States and I am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am a member's spouse or dependent child. (**Required:** Copy of military orders or DD2058 showing home of record.)
 - ☐ H. I am a full-time instructional or administrative employee, **employed by a Florida public school, community college or institution of higher education**, or I am the **employee's spouse or dependent child**. (**Required:** Copy of employment verification.)
 - ☐ I. I am a qualified beneficiary under the terms of the **Florida Prepaid College Program** (s.240.551, F.S.).

III PERSON CLAIMING RESIDENCY SHOULD COMPLETE THIS SECTION IN FULL.

- Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought. All documentation is subject to verification.

Okaloosa Technical College protects the social security numbers of all individuals which are in its possession. Pursuant to Florida Statute, 119.971(5)(a)OTC collects and uses your SSN only for the following purposes in performance of the college's duties and responsibilities, including compliance with federal and state statutes related to employment, financial and academic assistance, inter-institutional articulation or transfer, and for actions imperative to the performance of OTC duties and responsibilities as prescribed by law.

1. Name of Student: _____
2. Name of person claiming Florida residency: _____
3. Claimant's relationship to student: _____ 4. Claimant's telephone number: (____) _____
4. Claimant's permanent legal address: _____
 Street / P.O. Box Apt. No. City State Zip Code
6. Claimant's driver's license: State: _____ Number: _____ Issue Date: ____/____/____
7. Claimant's vehicle registration: State: _____ Tag Number: _____ Issue Date: ____/____/____
8. Claimant's voter registration: State: _____ Number: _____ County: _____ Issue Date: ____/____/____

I do hereby swear or affirm 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, Florida Statutes, and to BOR Rule 6C-6.001(60, F.A.C.).

Signature of person claiming Florida residency _____ Date _____



Residency Acceptable Documents

Applicant must provide Two Forms of Documentation and complete residency classification form

THE DOCUMENTS MUST INCLUDE ONE OF THE FOLLOWING:

- Florida Voter's Registration Card
- Florida Driver's License
- Florida Identification Card
- Florida Vehicle Registration
- Proof of permanent home in Florida which is Primary residence
- Proof of Homestead exemption in Florida
- Transcripts from Florida HS for multiple years if diploma was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hrs per week for a 12 month period
- Marriage license and spouse proof of residency

THE DOCUMENTS MAY INCLUDE ONE OF THE FOLLOWING:

- A declaration of Domicile in Florida
- Florida Occupational or Professional License
- Florida Incorporation
- A document evidencing family ties in Florida
- Proof of membership in a Florida based Charity or Professional Organization
- Utility bills and Proof of 12 consecutive months of payments
- Lease Agreement and 12 consecutive months of payments
- Official State, Federal, or Court Document evidencing legal ties to Florida
- Any other Approved documentation that supports the students request for resident status



OKALOOSA TECHNICAL COLLEGE

2016 ADULT FALL SCHEDULE

1976 Lewis Turner Boulevard • Fort Walton Beach, FL 32547

Phone (850) 833-3500 Website www.otcollege.net

DAY PROGRAMS

August 10, 2016 – January 10, 2017

PROGRAMS

	CLOCK HOURS	LAB FEES
Automotive Service Technology 1	1050	\$250.00
Automotive Service Technology 2 (Must have experience)	750	\$250.00
Carpentry I	600	\$100.00
Carpentry II	600	\$100.00
Cosmetology (Advanced)	1200	\$175.00
Culinary Arts (Full-time only)	1200	\$250.00
Licensed Practical Nursing (Full-time only)	1350	\$270.00
➤ LPN program start dates, class times, and fee schedule vary		
Welding (Full-time or ½ time only)	1050	\$500.00
Welding (Advanced)	750	\$500.00

DAY PROGRAMS	DAYS	CLASS TIME	IN STATE TUITION	OUT OF STATE TUITION	HOURS
Full Time	Monday-Friday	7:05-1:40 pm	\$1,246.50	\$4,968.00	450
1/2 Time - Early	Monday-Friday	7:05-9:42 am	\$623.25	\$2,484.00	225
1/2 Time - Late	Monday-Friday	11:02-1:40 pm	\$623.25	\$2,484.00	225

EVENING PROGRAMS

August 10, 2016 – January 10, 2017

PROGRAMS

	CLOCK HOURS	LAB FEES
Air Conditioning, Refrigeration & Heating 1	750	\$135.00
Air Conditioning, Refrigeration & Heating 2 (Must have experience)	600	\$135.00
Automotive Service Technology 1	1050	\$250.00
Automotive Service Technology 2 (Must have experience)	750	\$250.00
Cosmetology (Full-time only)	1200	\$175.00
Electricity (Full-time or ¾ time only)	1500	\$135.00
Marine Service Technology	1350	\$100.00
Medical Administrative Specialist (Full-time only)	1050	\$260.00
Solar Photovoltaic System Design (FT or ¾ time only) (Prerequisite Electricity)	600	\$135.00
Solar Thermal System Design, Installation and Maintenance	600	\$135.00
Welding (Full-time or ¾ time only)	1050	\$500.00
Welding Technology –Advanced	750	\$500.00

EVENING PROGRAMS	EVENINGS	CLASS TIME	IN STATE TUITION	OUT OF STATE TUITION	HOURS
Full Time	Monday-Thursday	3:00 – 9:45 pm	\$1,246.50	\$4,968.00	450
3/4 Time	Monday-Thursday	4:30 – 9:45 pm	\$934.88	\$3,726.00	337.5
1/2 Time – Early	Monday-Thursday	3:00 – 6:45 pm	\$623.25	\$2,484.00	225
1/2 Time - Late	Monday-Thursday	6:30 – 9:45 pm	\$623.25	\$2,484.00	225

- A \$15.00 testing fee will be assessed for all students upon initial entry into a program.
- **Class availability and schedules are subject to change based on enrollment**
- Financial aid and veteran's benefit information available upon request.