



INSTRUCTIONS FOR NON-DEGREE ENROLLMENT APPLICATION

Non Degree Application Fee (Non Refundable): An application fee of \$30.00 (check or money order) must accompany the Non Degree Application.

FLORIDA ATLANTIC UNIVERSITY • OFFICE OF THE REGISTRAR

PHONE 954-236-1010
3200 College Ave.
Davie, FL 33314

OR
www.fau.edu

PHONE 561-297-3050
777 Glades Road
Boca Raton, FL 33431

Please complete this enrollment application packet if you are a new non-degree-seeking student or if you are a non-degree seeking student who has not been enrolled at FAU within the last 12 months. You should also check the status of your immunization records.

❖ WHAT IS NON-DEGREE REGISTRATION?

Non-degree registration is for students who have at least a high school diploma and are not interested in pursuing an FAU degree at this time (i.e., taking courses for enrichment, for certification, to transfer to another institution; applied too late for upcoming term; an applicant with no admission decision).

Please note: Non Degree Students are not eligible for Financial Aid. Registration for courses requiring permission from the instructor may only be accomplished in person.

❖ HOW IS REGISTRATION ACCOMPLISHED WITH A COMPUTER FROM THE COMFORT OF YOUR HOME?

1. Mail the completed and signed non-degree application, residency form and documentation to the Office of the Registrar at one of the addresses above, or bring them to the registration area of any FAU campus. Applications must be received **NO LATER THAN 2 WEEKS** before the registration date to ensure that you can be cleared for online registration. Be sure all information is clearly printed.
2. Complete and sign the Immunization form, attach appropriate documentation and submit it to Student Health Services, 777 Glades Road, Boca Raton, FL 33431. Immunization paperwork maybe faxed to 561-297-2769. If your immunization information is incomplete, you will have an "IM" and or "MH" immunization hold. For information on the IM/MH hold, call 561-297-3512 or visit www.shs.fau.edu.
3. You will be assigned an FAU e-mail account. This will be the primary mode of contact between the University and you. Please contact Information Resource Management online to access your account at: https://banner.fau.edu/FAUPdad/lwgknum.P_DisplaID. If you have trouble with the web site contact IRM at 561-297-3999. Please do not call the Registrar's Office.
4. Check your FAU e-mail account daily for important Announcements.

****Applications received after the deadline will be processed as received****

****You will NOT receive a bill, please refer to the academic calendar for fee payment deadlines at www.fau.edu. Click on the Current Students tab, select Calendars and then select Academic Calendar****

❖ SPECIAL NOTES:

- All academic policies listed in the FAU Catalog and the Schedule of Classes at www.fau.edu, e.g., payment deadlines, drop/add and withdrawal deadlines and probationary, suspension and dismissal regulations apply to non-degree-seeking students.
- FAU parking decals are required at all campuses. Please see www.fau.edu/parking for complete information.
- Graduate courses in the College of Business are not available for non-degree registrants; graduate courses in the Department of Psychology require permission of the instructor for non-degree registrants.
- **It is the students' responsibility to ensure that they have met all prerequisites and are eligible to enroll in the courses in which they are interested.**
- Coursework is for credit and will appear on the FAU transcript. With the approval of the college in which the student is enrolled, credits earned by a **GRADUATE** non-degree seeking student may subsequently be applied to a degree program, provided the total number of such credits does not exceed one-third of the credits required for the degree.
- **Admission to degree candidacy requires an official application to the University.**

Distance Education Courses: Courses taught via the internet or taught on Non-FAU locations. Registrations for Distance Education courses DO NOT require proof of immunization.

FAU SELF-SERVICE: TO REGISTER FOR CLASSES:

Go online to <http://myfau.fau.edu>. Type in your "username" and "password" and click on "Login."

Follow the instructions suitable for your purpose; if you have problems logging in, please call the Help Desk at 561-297-3999.

TUITIONS AND FEES have been calculated and may be paid online via credit card in **BANNER**

(<http://myfau.fau.edu>) or mailing a check to the Cashier's Office (561-297-3105) prior to payment deadline date.

A COPY OF ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED!

See academic calendar at www.fau.edu/registrar/acadcal.php for registration and payment deadlines and other important dates.

FLORIDA RESIDENCY DECLARATION FOR TUITION PURPOSES

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 twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought.

- Residence in Florida must be a bona fide 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, a foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, parolee, asylee, Cuban-Haitian entrant, legal alien granted indefinite stay, or other qualified alien as defined under federal law. Other persons not meeting the twelve-month legal residence requirements 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 pursuant to section 1009.21, Florida Statutes (see "Qualification by Exception" below). 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 upon out-of-state parents for support are presumed to be legal residents of the same state as their parents.
- Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

Please print if submitting hard copy.

Name of Student: _____ Date of Birth: _____

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

Alien Registration Number: _____ Issue Date: _____

Visa Category _____

All non-U.S. citizen students seeking classification as a Florida resident for tuition purposes are required to submit documentation of their legal status in the United States as issued by the United States Citizenship and Immigration Services office.

NON-FLORIDA RESIDENT

I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that should I qualify for a future term, it will be necessary for me to submit an updated Residency Declaration while providing prescribed, supporting documentation to substantiate as "reclassification" of my status. I understand being classified as a non-Florida resident will not exclude me from the possibility of receiving a waiver to cover part or all of the out-of-state fee as defined in s. 1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the beginning of the term for which residency is sought. I do not have to complete any further portion of this form, with the exception of signing below.

Student Name: _____

Signature of Student: (Electronic or ink): _____ Date: _____

TO BE COMPLETED BY THE STUDENT SEEKING FLORIDA RESIDENCY FOR TUITION PURPOSES:

I qualify as a resident for tuition purposes, as defined by s. 1009.21, Florida Statutes, for the term for which this application is submitted. I understand that it will be necessary for me to present evidence of residency for tuition purposes, supporting my claim as a Florida resident for tuition purposes. I have read the residency information on qualifying as a dependent or independent student, and declare that: (select one of the options below):

I am a dependent student, as defined by s. 1009.21(1)(a), Florida Statutes, in that I am eligible to be claimed as a dependent under the federal income tax code by the claimant below. The claimant is my "parent" as defined by s. 1009.21(1)(f), Florida Statutes, (i.e., either or both parents of the student, any guardian of a student, or any person in a parental relationship to the student). My parent has maintained legal residence in Florida for at least the past 12 consecutive months. As defined by section 1009.21(1)(d), Florida Statutes, "legal resident" or "resident" means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17." A copy of your parent's tax return may be requested to establish dependence.

I am an independent person who has maintained legal residence in Florida for at least the past 12 consecutive months. I provide more than 50% of my own support. An independent student generally includes a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, a ward of the court, or someone with legal dependents other than a spouse, pursuant to the United States Department of Education for the purposes of federal financial 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 (including financial independence.) A copy of your tax return may be requested to establish independence.

I meet residency requirements through one of the Qualifications by Exception below (check appropriate exception):

TERM OF APPLICATION: (check one): FALL SPRING SUMMER YEAR: 20 _____

QUALIFICATION BY EXCEPTION (to be completed by student.)

As provided in s. 1009.21, Florida Statutes, I qualify for residency based on the following permitted exception (documentation required):

I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s. 1009.98, Florida Statutes.) (Required: Copy of Florida Prepaid Recipient card.)

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/or other documents required to establish residency.)

I was previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I am transferring to another Florida state postsecondary institution within 12 months of the previous enrollment. (Required: Evidence of previous enrollment as a FL resident)

I was previously enrolled at a Florida state postsecondary 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.

Active duty members of the Armed Services of the United States residing in this state and their spouses and dependent children, and active drilling members of the Florida National Guard. (Required: Copy of military orders or DD2058 showing home of record.)

Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida. (Required: Copy of military orders.)

United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children. (Required: Copy of marriage certificate or proof of dependency.)

- Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children. (Required: Employment Verification)
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education. (Required: proof of scholarship and Latin America or Caribbean residency.)
- Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities. (Required: Certification letter from State Academic Common Market Coordinator.)
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Required: Employment verification/payment agreement).
- McKnight Doctoral Fellows and Finalists who are United States citizens. (Required: Verification from graduate studies.)
- United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate. (Required: Proof of enrollment in graduate program for FL teaching certificate.)
- Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed. (Required: Proof of active duty membership for specified purpose.)
- Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where the foreign liaison officer is stationed. (Required: Proof of active duty membership for specified purpose.)

TO BE COMPLETED BY THE CLAIMANT / PERSON CLAIMING FLORIDA RESIDENCY:

Note: If the student is a dependent, the parent is the claimant and will complete this section and provide evidence of residency supporting the claim. If the student is independent, the student is the claimant and will complete this section and provide evidence of residency supporting the claim. **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.**

Claimant/Name of Person Claiming FL Residency: _____

Claimant's Relationship to Student: _____

Claimant's Address: _____

Telephone Number: _____

Date Claimant began establishing legal FL residence (if upon birth, enter birthdate): _____

PROVISION OF DOCUMENTS TO SUPPORT CLAIM OF FLORIDA RESIDENCY:

Per s. 1009.21(3)(c), Florida Statutes, the residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified below. No single piece of evidence shall be conclusive.

A. Claimant must provide at least one of the following of his/her personal documentation:

- Florida Voter's registration card Number: _____ Issue Date: ____/____/____
- Florida Driver's license. Number: _____ Original Issue Date: ____/____/____
Current Issue Date: ____/____/____
- Florida State identification card. Number: _____ Original Issue Date: ____/____/____
Current Issue Date: ____/____/____
- Florida Vehicle registration. Number: _____ 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, multiple leases reflecting a Florida address, 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.)
- [] Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months.
(Dates of Attendance: _____ Graduation Date: _____ / _____ / _____). (Required: transcript)
- [] 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 and/or verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer.)

B. Claimant may provide one or more documents from the following categories to demonstrate residency in Florida (to be used in conjunction with one document from above):

- [] Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes.
- [] 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.

RESIDENCY DECLARATION :

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on all pages of this Residency Declaration. I understand that any false or misleading information on this Residency Declaration, or provided in support of this Residency Declaration, will subject me to penalties pursuant to section 837.06, Florida Statutes, for making a false statement. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my claim as a Florida resident for tuition purposes.

Student Name (Please Print): _____

Claimant Name (if not the Student): _____

Signature of Claimant (Electronic or ink): _____ Date: _____