FLORIDA DEPARTMENT OF EDUCATION
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FLORIDA STUDENT HOMELESSNESS VERIFICATION FOR TUITION AND FEE EXEMPTION PURPOSES

Applicable for use at School District Career Centers, Charter Career Centers, and Florida College System Institutions

Pursuant to section 1009.25, Florida Statutes (F.S.), and Rule 6A-10.087, Florida Administrative Code (F.A.C.), each Florida College System institution's board of trustees, each district school board with a career center, and each board of directors for a charter technical career center (hereafter referred to as "institution"), must exempt students experiencing homelessness from the payment of tuition and fees, including lab fees. This form must be completed for each student exempted from the payment of tuition and fees based on their status as a student experiencing homelessness.

Who is a "student experiencing homelessness" for the purpose of the tuition and fee exemption? An individual who lacks a fixed, regular, and adequate nighttime residence, including an individual who would meet this definition but for their residence in college dormitory housing. Examples include:

- An individual who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (doubled-up).
- An individual who is living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
- An individual who is living in emergency or transitional shelters.
- An individual whose primary nighttime residence is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- An individual who is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

This tuition and fee exemption applies to students who have been identified as a "homeless child or youth" under the McKinney-Vento Homeless Assistance Act while in grades K through 12 and who continue to experience homelessness; it also includes students who were not previously identified as a "homeless child or youth" while in grades K through 12, but who are now experiencing homelessness defined in section 725 of the McKinney-Vento Homeless Assistance Act, Section 1009.25, F.S., or Rule 6A-10.087, F.A.C.

Students who were determined to be experiencing homelessness in the prior school year are presumed to maintain the same status for each subsequent year at the same institution, unless the student informs the institution that circumstances have changed, or the institution has specific conflicting information about the student's circumstances and has informed the student of this information.

Do both parts of this form need to be completed? No. Only one part is required to be filled out for each student seeking a tuition and fee exemption under section 1009.25(1)(e), F.S., depending upon the information available for the student:

- **Part 1:** Certain individuals are authorized to confirm that a student is experiencing homelessness for the purposes of the tuition and fee exemption. If a determination that the student is experiencing homelessness can be or has been made by any of the parties listed in Part 1, no further action is needed once Part 1 is completed and acknowledged by the institution. This form shall be considered as sufficient documentatation and adequate for the same or subsequent year in the absence of documented conflicting information. If a determination by the listed individuals is **not** available for the student, the institution is not required to have Part 1 completed and may skip to **Part 2**.

- **Part 2:** Part 2 is required to be completed only when the confirmation required in Part 1 is not available. Institutions must make a case-by-case determination of the student's circumstances and document the information in Part 2.

THE FALCON HOPE CENTER

Homeless Tuition Exemption Acknowledgement Statement

Name _____ DSC ID_____

By submitting the Florida Student Homelessness Verification for Tuition and Fees Exemption Purposes Form, you acknowledge and understand the following:

- Submission of this form is required to petition for the Students Experiencing Homelessness Exemption. If eligibility is confirmed, the exemption will be applied to applicable tuition and fee charges on your student account.
- This documentation will become part of your official student record and will be maintained accordingly.
- There is no age restriction for utilizing this exemption.
- Once your eligibility has been verified and documentation processed, you are not required to resubmit documentation for future terms unless:
  - Your circumstances change,
  - The institution receives conflicting information regarding your status, or
  - You re-enroll after being inactive for twelve (12) consecutive months or more.
- This documentation is valid only for the student named on the form and is not transferable to any other individual, including family members.
- You will receive notification of approval or denial through your official Falcon email account.
- If you no longer qualify for this exemption, you are responsible for meeting Florida Residency for Tuition Purposes reclassification requirements to be considered for in-state tuition. Additional information on residency criteria is available on the Residency Information & Waivers webpage.
- You must report any changes in your status; failure to do so may result in student disciplinary sanctions under the Student Code of Conduct.

Student Signature_____ Date_____

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Name of Student: _____ **Date of Birth:** _____

First Name, Middle Name, Last Name, Suffix (if applicable) *MM/DD/YYYY*

Student ID#: _____

Current Phone Number of Student: **Cell phone:** (___) _____ **Other:** (___) _____

Current Mailing Address of Student: *(if none, please list name, phone number, and mailing address of current contact, general delivery and zip code, or school address)*

_____

Street Address or Post Office Box *State* *Zip Code*

PART 1: DETERMINATION BY SPECIFIED PARTIES

☐ Not applicable. Skip to **Part 2.**

This form confirms my determination that as of ___/___/___, the student named above is "an individual who lacks a fixed, regular, and adequate nighttime residence" as defined in section 725 of the McKinney-Vento Homeless Assistance Act, Section 1009.25, F.S., or Rule 6A-10.087, F.A.C.

Signature:	**Date:**
Printed Name:	**Phone:**
Email:	
Title:	
Agency/Organization Name:	
Role (check one): ☐ School district homeless liaison ☐ A director of an emergency shelter program funded by the United States Department of Housing and Urban Development, or the director's designee ☐ A director of a runaway or homeless youth basic center or transitional living program funded by the United States Department of Health and Human Services, or the director's designee ☐ A continuum of care lead agency, or its designee ☐ Director or a designee of a director of an emergency or transitional shelter, street outreach program, homeless youth drop-in center, or other program serving individuals who are experiencing homelessness ☐ Director or a designee of a director of a program funded under TRIO or GEAR UP ☐ A financial aid administrator at the same or another institution who previously made a determination	

By signature below, the named institution acknowleges receipt of the confirmation contained in Part 1:

Signature:	**Title:**
Institution Name:	**Date:**

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Name of Student: _____ **Date of Birth:** _____
First Name, Middle Name, Last Name, Suffix (if applicable) *MM/DD/YYYY*

Student ID#_____

Current Phone Number of Student: **Cell phone:** _(___ _)_____ **Other:** _(___ _)_____

Current Mailing Address of Student: *(if none, please list name, phone number, and mailing address of current contact, general delivery and zip code, or school address)*

_____
Street Address or Post Office Box *State* *Zip Code*

PART 2: CASE-BY-CASE DETERMINATION BY INSTITUTION

If a determination by the individuals listed in Part 1 is **not** available for the student, then the institution must complete **Part 2.** Absent the information in Part 1, an institution must make a case-by-base determination of the student's homeless status, which must be based on a written statement from, or a documented interview (whether via in person, telephone, or other electronic means) with, the student. During this case-by-case determination, institutions may also consider documents otherwise provided by the student that assist in evaluating the student's eligibility.

If applying under part 2, please answer the following questions (attach an additional page if more space is needed):

1. What are your current living conditions, and how are you managing basic needs like food, transportation, and personal safety? What types of support have you sought or received? Are you in need of any specific, additional support at this time?

2. Can you describe the specific circumstances that led to your experience with homelessness while attending college?

3. Did you attach a letter of support from a third party (i.e. community agency, friends/family supporting you, or other individual aware of your living situation)?

OFFICE USE ONLY

The following determination is made as to the above-named student:

☐ Student's status as a student experiencing homelessness **confirmed**.

☐ Student's status as a student experiencing homelessness **not confirmed**. Provide explanation:

Signature:	**Title:**
Institution Name:	**Date:**