

NORTHWEST  
FLORIDA  
STATE COLLEGE

**2010-11**  
**ADMISSIONS**



**SUCCESS BY DEGREES**

[www.nwfsc.edu](http://www.nwfsc.edu)

# STEP-BY-STEP GUIDE TO STARTING NORTHWEST FLORIDA STATE COLLEGE

Questions? Call (850) 729-6922 or E-mail registrar@nwfsc.edu

Northwest Florida State College is accredited to award Bachelor and Associate degrees, certificates and diplomas. Your educational goals will determine which admission steps you should complete in order to attend NWFSC. Our open door admissions policy, means any individual who is no longer enrolled in the K-12 system and is at least 16 years old\* may be admitted to NWFSC. In general, new students may be admitted to the College at any time during the year. However, some programs have a once per year admissions period, limited access, or additional admissions requirements. College-credit courses are open to degree seeking students and to those who do not intend to complete a degree or certificate and who wish to enroll for personal interest or professional development. For complete Admissions policies, see the NWFSC catalog or [www.nwfsc.edu/catalog](http://www.nwfsc.edu/catalog).

\*Dual Enrollment/Early College, the Collegiate High School, and other programs offer college credit opportunities for high school age students.

## ASSOCIATE DEGREE ADMISSIONS

### Step 1: Complete Admission & Residency Forms

Applicants for Associate degree programs must be high school graduates, have completed the GED or possess an Affidavit for Home Educated students verifying high school graduation. Complete the **Application for Admission** and the **Residency** forms. Forms are available on the back pages of this document, at all NWFSC campus locations or at the NWFSC website at [www.nwfsc.edu/admissions](http://www.nwfsc.edu/admissions). There is not a fee to apply for admission to Northwest Florida State College. Submit the completed forms in person to any college campus, or by mail or fax. Fax: (850) 729-5323. Mail: Admissions Office, Northwest Florida State College, 100 College Blvd., Niceville, Florida 32578-1295. For questions or information, contact Northwest Florida State College Admissions via e-mail at registrar@nwfsc.edu or call (850) 729-4901. For limited access programs or programs with additional admission requirements, contact the specific program department.

### Step 2: Request Official Transcripts

Request appropriate **official** transcripts and have these sent to Northwest Florida State College after you have completed and submitted your application for admission/residency forms. Depending on your educational background, these may include: high school transcript, GED diploma, Home Educated Affidavit, official college and/or university transcripts from any previous college attended, and official score reports from CLEP, DANTES, AP, AICE, or IB. Official transcripts should be sent to: Admissions Office, Northwest Florida State College, 100 College Boulevard, Niceville, Florida 32578-1295. For information call (850) 729-6922.

### Step 3: Take a Placement Test

First-time-in-college students (those with no prior college credit) must take the Florida College Placement Test (FCPT). Test scores assist Northwest Florida State College to place students in appropriate level classes based on their academic skills. Scores are not used to determine admission. The FCPT is offered at all NWFSC locations and is free of charge. Call any campus for a testing appointment. Test scores from the SAT, ACT or other approved placement test(s) may be accepted as a substitute for the FCPT if the scores are no more than two-years old and meet the established cut-offs. Those who have a bachelor's degree or transfer students who have satisfactorily completed college English, humanities, or math courses are not required to take the placement test and must have official college transcripts on file with Northwest Florida State College. For information on the placement testing information see [www.nwfsc.edu/testing](http://www.nwfsc.edu/testing) or call (850) 729-6016.

### Step 4: Orientation

New Student Orientation is required. You may meet this requirement by participating in a computerized New Student Orientation, which is available at any NWFSC location or on-line at the college website at [www.nwfsc.edu/orientation](http://www.nwfsc.edu/orientation). Call (850) 729-6922 for information.

### Step 5: Meet with a NWFSC Advisor

All new students who test into one or more preparatory courses are required to meet with an educational advisor/counselor before they may register for classes. To schedule an appointment with an academic advisor contact NWFSC in Niceville (850) 729-6922, Fort Walton (850) 863-6508, Eglin AFB (850) 678-1717, Hurlburt Field (850) 884-6296, Crestview (850) 689-7911, DeFuniak Springs (850) 892-8100 or South Walton (850) 267-2888. Academic advising is open to all new and returning students.

### Step 6: Use Your Student E-mail

Students are assigned an NWFSC student e-mail account during the application for admission process. The student e-mail address serves as the official method of communication to the student from the college. In order to stay informed and aware, students must check their account on a regular basis. Go to the website at [www.nwfsc.edu](http://www.nwfsc.edu) to see information and instructions on student e-mail.

### Step 7: Register for Classes & Pay Fees

See Schedule of Classes or website for information on registration, fee payment and activation of a student e-mail account.

## BACHELOR'S DEGREE ADMISSIONS

### Step 1: Complete Admission & Residency Forms

Complete the **Application for Admission** and the **Residency** forms if you are eligible to be admitted to a Bachelor's degree program. There is not a fee to apply for admission to Northwest Florida State College. Submit the completed forms in person to any campus location, or by mail or fax. Mail: Admissions Office, Northwest Florida State College, 100 College Blvd., Niceville, Florida 32578-1295. FAX: (850) 729-5323. Call the Admissions Office at (850) 729-4901 or e-mail at registrar@nwfsc.edu for more information.

### Step 2: Apply for Admission to the Program

Complete the additional application materials required for the program in which you are interested. Each program has a separate supplemental form(s) and specific admission criteria. Obtain application forms and information from the college website at [www.nwfsc.edu/bachelor](http://www.nwfsc.edu/bachelor) or contact the specific program department.

### Step 3: Request Official Transcripts

Request **official** transcripts and have these sent to NWFSC. Depending on your educational background, transcripts may include: high school transcript, GED diploma, Home Educated Affidavit, official college and/or university transcripts from any previous college attended, and official score reports from CLEP, DANTES AP, AICE, or IB. Official transcripts should be sent to: Admissions Office, Northwest Florida State College, 100 College Boulevard., Niceville, Florida 32578-1295. For information call (850) 729-4901. To assist you, transcript request forms are available at [www.nwfsc.edu/transcripts](http://www.nwfsc.edu/transcripts).

### Step 4: Orientation & Advising

Schedule an advising appointment with the appropriate bachelor's advisor. BAS in Project Management call (850) 729-4900, BS in Nursing call (850) 729-6473 or BS in Education call (850) 729-4973. Baccalaureate programs may have separate orientation requirements. Students should have a program of study in place by the end of their first term at NWFSC. General NWFSC new student orientation is available through the on-line orientation on the college website at [www.nwfsc.edu/orientation](http://www.nwfsc.edu/orientation).

### Step 5: Use Your Student E-mail

Students are assigned an NWFSC student e-mail account during the application for admission process. The student e-mail address serves as the official method of communication to the student from the college. In order to stay informed and aware, students must check their account on a regular basis. Go to the website at [www.nwfsc.edu](http://www.nwfsc.edu) to see information and instructions on student e-mail.

### Step 6: Register for Classes & Pay Fees

See Schedule of Classes or website for information on registration, fee payment and activation of a student e-mail account.

## CERTIFICATE PROGRAM ADMISSIONS

Complete the Northwest Florida State College Application for Admission and Residency forms and submit to NWFSC. Applicants for the Applied Technology Diploma or college credit or vocational certificate programs may be admitted to the College without the standard high school diploma or GED high school equivalent diploma provided the program to which a student is applying does not require the high school diploma or equivalent. Contact the NWFSC Nursing & Allied Health or Public Safety Divisions for program requirements for limited access programs or programs with additional admission requirements. Submit high school transcripts or GED diploma and transcripts from any previously attended post-high school institution.

**NORTHWEST FLORIDA STATE COLLEGE**  
 100 College Boulevard • Niceville, Florida 32578  
**APPLICATION FOR ADMISSION**

**NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USE:** See reverse.

**STUDENT INFORMATION:**

1. STUDENT SOCIAL SECURITY NUMBER:    -   -      (PLEASE PRINT IN INK)
2. \_\_\_\_\_  
 LAST NAME FIRST NAME MIDDLE NAME MAIDEN NAME
3. \_\_\_\_\_  
 MAILING ADDRESS CITY STATE ZIP
4. (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 HOME PHONE NUMBER WORK PHONE NUMBER CELL PHONE NUMBER
5. \_\_\_\_\_  
 PERMANENT HOME ADDRESS CITY STATE ZIP
6. \_\_\_\_\_  
 NAME EMERGENCY CONTACT ADDRESS EMERGENCY CONTACT STATE ZIP
- RELATIONSHIP TO STUDENT:  
 Spouse  Sibling  Parent  Other (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 HOME PHONE NUMBER WORK PHONE NUMBER
7. DATE OF BIRTH: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 8. COUNTRY OF BIRTH \_\_\_\_\_  
 MONTH DAY YEAR
9. CITIZENSHIP:  U.S. CITIZEN  RESIDENT ALIEN Resident Alien # \_\_\_\_\_ Country of Citizenship \_\_\_\_\_  
 INTERNATIONAL STUDENT (Attach copy of VISA or PRA card)

**Foreign / International Students ONLY**

Visa Type	Date Issued	Expiration Date	Country of Birth	Country of Citizenship
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10. GENDER:  MALE  FEMALE
11. ETHNICITY: ARE YOU HISPANIC/LATINO?  YES  NO
12. RACE: (Check all that apply)  
 AM INDIAN/ALASKAN NATIVE  ASIAN  BLACK  HAWAIIAN/PACIFIC ISLANDER  WHITE
13. PRIMARY LANGUAGE:  ENGLISH  GERMAN  SPANISH  FRENCH  OTHER (Specify) \_\_\_\_\_
14. WHEN DO YOU PLAN TO ENTER NORTHWEST FLORIDA STATE COLLEGE?  
 FALL (August) Year \_\_\_\_\_  SPRING (January) Year \_\_\_\_\_  SUMMER (May/June) Year \_\_\_\_\_
15. MAJOR CODE (Refer to Major Code list)  
 VOCATIONAL CREDIT CERTIFICATE PROGRAM \_\_\_\_\_  ASSOCIATE OF SCIENCE DEGREE \_\_\_\_\_  
 ASSOCIATE OF APPLIED SCIENCE DEGREE \_\_\_\_\_  BACCALAUREATE DEGREE \_\_\_\_\_  
 ASSOCIATE OF ARTS DEGREE \_\_\_\_\_  NON-DEGREE \_\_\_\_\_  
 COLLEGE CREDIT CERTIFICATE/ATD PROGRAMS \_\_\_\_\_
16. HIGH SCHOOL GRADUATION DATE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ HIGH SCHOOL \_\_\_\_\_  
 STANDARD HIGH SCHOOL DIPLOMA  FLORIDA GED CITY \_\_\_\_\_ STATE \_\_\_\_\_  
 CERTIFICATE OF COMPLETION  OUT-OF-STATE GED  OTHER \_\_\_\_\_  
 SPECIAL DIPLOMA  HOME EDUCATED  DID NOT GRADUATE FROM HIGH SCHOOL
17. NORTHWEST FLORIDA STATE COLLEGE CAMPUS YOU WILL PRIMARILY ATTEND:  
 NICEVILLE  FT. WALTON BCH.  HURLBURT FIELD  EGLIN AFB  CRESTVIEW  DEFUNIAK SPRINGS  SOUTH WALTON
18. RESIDENCY:  FLORIDA RESIDENT (In-State)  ALABAMA DIFFERENTIAL OUT-OF-STATE TUITION  
 (Per Residency Classification Form) County:  Okaloosa  Walton  Other (Specify) \_\_\_\_\_  
 OUT-OF-STATE (Specify State) \_\_\_\_\_
19. How did you learn about NWFSC?  High School Visit  Family  Friend  Website  Facebook  
 Community Event (Specify) \_\_\_\_\_  Other (Specify) \_\_\_\_\_
20. PREVIOUS POSTSECONDARY EDUCATION: List all colleges, universities, technical schools, etc. you have attended since high school. Unless you are a non-degree seeking student you must request transcripts from all of these institutions and all CLEP, IB, AP, etc. official score reports.

NAME OF INSTITUTION	CITY/STATE	DATE OF ATTENDANCE	DEGREES EARNED

21. I certify that the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements within this application or residence affidavit may result in disciplinary action, denial or admission, and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the policies of the Board of Trustees and rules and regulations of the College. I hereby authorize Northwest Florida State College to obtain student records electronically from any Florida school or college previously attended or any college placement test scores. I further agree to allow all my records to be electronically transferred to the institution of my choice. I certify that as a condition of my admission, I will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during enrollment at Northwest Florida State College.

# NORTHWEST FLORIDA STATE COLLEGE

## RESIDENCE CLASSIFICATION

### ***Read this important information – Your tuition assessment depends on it!***

This information summarizes Northwest Florida State College's procedure for verification of Florida residency for tuition purposes in compliance with the provisions of Florida Statute 1009.21 and State Board of Education Rule 6A.10.044. The requirements are established at the state level. NWF State College will abide by the laws of the state and the regulations established by the Board of Education. Any questions about classification should be directed to the Office of Enrollment Services at (850) 729-4901. Please note: *The staff should not be expected to debate the fairness or equity of the Florida Statutes or State Board Rules but rather assist the student (and their parents, if applicable) in interpreting the statute and rule.*

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 residence in Florida for the 12 months immediately preceding the first day of classes of the term for which enrollment is requested. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Other persons not meeting the 12 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 [Florida Statute S.1009.21(11)]. To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, lawful permanent resident, or certain individuals granted indefinite stay by the U.S. Citizenship and Immigration Service. Living in or attending school in Florida does **NOT** 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 unless one parent has established legal residence in Florida for more than 12 months. 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 FL residency is sought. (See reverse side for eligible documentation.)

#### NON-FLORIDA RESIDENTS ONLY

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

Print Name	Signature in ink	Today's Date	Date moved to Florida	Prior State of Residence
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#### ***Two issues exist when determining residency for tuition assessment (1) Determination of dependent/independent status and (2) Establishment of legal Florida residency.***

**1. DEPENDENT VS. INDEPENDENT STATUS** – The determination of dependent or independent status is the basis for whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's/guardian's documentation of residency (as a dependent). The following definitions are provided in rule:

**DEFINITIONS**     **DEPENDENT:** A person under 24 years of age claimed as a dependent on another person's tax return and who received 50 percent or more of his/her support from another person

**INDEPENDENT:** A person 24 years or older who provides more than 50 percent of his/her support.

**INDEPENDENT STUDENT** – A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes **provided they have income totaling 50% of the cost of attendance for an independent, in-state student as defined by the Financial Aid Office.** If you are applying as an independent student, place a check mark beside item you are basing independency on.

- The student is 24 years of age or older **by the first day of classes of the term** for which residency status is sought at a Florida institution.
- The student is married. (Attach copy of marriage certificate)
- The student has children who receive more than half of their support from the student. (Attach copy of tax return)
- The student has other dependents that live with and receive more than half of their support from the student. (Attach copy of tax return)
- The student is a veteran of the U.S. Armed Forces or is currently serving on active duty in the U.S. Armed Forces for purposes other than training. (Attach copy of military orders or DD214)
- Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court. (Attach documentation)
- The student is classified as an independent by the financial aid office at the institution.
- The student is under 24 years of age but can provide documentation substantiating that he/she provides 50% or more of the cost of attendance for independent, in-state students as defined by the financial aid office (exclusive of federal, state, and institutional aid or scholarships). ***Student will be required to submit most recent year's tax return and may be required to fill out a "Request for In-State Tuition Consideration" form.***

**DEPENDENT STUDENT** – All other students who do not meet the above definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

#### **2. ESTABLISHMENT OF LEGAL FLORIDA RESIDENCY -- PHYSICAL PRESENCE VERSUS FLORIDA RESIDENCE FOR TUITION PURPOSES**

Living or attending school in the State of Florida is not tantamount to establishing a legal residence for tuition purposes. In this regard, substantial documentation must be provided to support permanent residency over and above mere physical presence to attend school. Such documentation must reflect and support a claim to maintaining twelve continuous months of residency in Florida prior to the first day of classes for the term of enrollment.

#### DOCUMENTARY EVIDENCE

To be in compliance with Florida Law and State Board of Education Rule, **two forms of documentation dated or issued at least 12 months prior to the first day of classes for the term in which residency is requested is REQUIRED.** Possession of a legal tie to any other state (i.e. driver's license, vehicle registration, voter registration) negates the ability to be classified as a Florida resident for tuition purposes. (See reverse side)

#### NON-CITIZENS

Non-immigrants with the following visa types shall be considered eligible to establish residency for tuition purposes. Eligibility criteria as provided on the reverse side must be met. Visa Types: A, E, G, H-1, H-4 (if spouse or child of H-1), I, K, L, N, O-1, O-3 (if spouse or child of O-1), R, NATO-1-7, T, and V. Certain other non-citizens who fall within certain categories shall also be considered eligible to establish residency for tuition purposes. Please contact the NWFSO Enrollment Services Office for further clarification."

**COMPLETE RESIDENCY AFFIDAVIT ON REVERSE SIDE**

**RESIDENCE CLASSIFICATION (CONT.)**

**FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT – CHECK ONE CATEGORY**

A. I am an independent person and have maintained legal residence in Florida for at least 12 consecutive months.

B. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 consecutive months.

C. I am a dependent person who has resided for 5 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 consecutive months. (Attach copies of tax returns and a notarized Addendum to Residence Statement available at all Northwest Florida State College campus locations)

D. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. (Attach a copy of marriage certificate and proof of FL 12-month residency for spouse plus copy of applicant's FL Driver's license or FL ID card.)

E. I was previously enrolled at a Florida institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and I am now re-establishing Florida legal residence. (Need official transcript)

F. According to the U.S. Immigration and Naturalization Service, I am a lawful permanent resident or other individual granted indefinite stay. I have maintained domicile in Florida for at least 12 months. (Attach INS documentation and proof of Florida 12-month residency)

G. I am a member of the armed services of the United States and am stationed in Florida on active military duty (attach copy of orders), or my home of record is Florida (attach LES or DD2058) or I am the member's spouse or dependent child. (Attach applicable documentation from above)

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]. (Attach a copy of employment letter)

J. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program. (Attach copy of Pre-paid ID card)

M. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by same for the purpose of job-related law enforcement or corrections training. (Attach training authorization form)

O. I am an active member of the FL National Guard who qualifies under S.250.10(7) and (8). (Attach copy of orders)

**REQUIRED OF ALL FLORIDA RESIDENTS** – A person other than the student (e.g. parent) should complete this affidavit if the student is dependent or seeks to be classified as a Florida resident by virtue of a relationship. Otherwise, the student should complete this affidavit. **All items below MUST be filled out for form to be complete.**

1. Name of Student \_\_\_\_\_ 2. Student SSN \_\_\_\_\_

The CLAIMANT is the person who is claiming Florida residency [e.g., the student, (if independent), parent, spouse, or legal guardian]. All questions below pertain to the claimant.

3. Name of Claimant \_\_\_\_\_ 4. Relationship of Claimant to Student \_\_\_\_\_

If claimant's last name differs from student's last name, then documentation must be attached to establish relationship.

5. Permanent Legal Address of Claimant \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

6. Telephone Number of Claimant (\_\_\_\_) \_\_\_\_\_ 7. Date Claimant began Establishing Florida Residence: MO \_\_\_\_/DAY \_\_\_\_/YR \_\_\_\_

**PROVIDE VERIFICATION FROM TWO (2) OF THE FOLLOWING DOCUMENTS. BOTH DOCUMENTS MUST PERTAIN TO THE CLAIMANT AND SHOW FL RESIDENCY FOR THE PRECEDING 12-MONTHS PRIOR TO THE FIRST DAY OF CLASSES FOR THE TERM OF ENROLLMENT**

**FIRST TIER** – Place a check mark beside documents you are basing Florida residency on (at least one of the two documents submitted must be from Tier I). As some evidence is more persuasive than others, more than two items may be requested. Additionally, there must be an absence of information that contradicts the applicant's claim of residency. FL driver's license and FL ID card are considered to be one item.

- \_\_\_ FL Drivers license: Number \_\_\_\_\_ Issue Date \_\_\_\_\_ If driver license held from another state, must relinquish
- \_\_\_ FL Identification Card (Issued by DMV): Number \_\_\_\_\_ Issue Date \_\_\_\_\_
- \_\_\_ FL Voter registration card: Number \_\_\_\_\_ Issue Date \_\_\_\_\_
- \_\_\_ FL Vehicle Registration: Decal Number \_\_\_\_\_ Issue Date \_\_\_\_\_
- \_\_\_ Declaration of domicile (Attach copy; must be dated one year prior to enrollment date)
- \_\_\_ Proof of purchase of a permanent home that is occupied as a primary residence of the claimant (Attach copy of homestead exemption)
- \_\_\_ Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within last 12 months)
- \_\_\_ Proof of **permanent** employment -- one or more jobs for at least **30 hours per week** for a 12-month period (Attach letter on letterhead from employer)
- \_\_\_ Benefit histories from Florida agencies or public assistance programs (Attach copies from previous 12-month period)

**SECOND TIER** – Place a check mark beside documents you are basing Florida residency on (may be used in conjunction with one document from First Tier). Copies of all documents you check below must be submitted with your residency form.

- \_\_\_ A Florida professional or occupational license
- \_\_\_ Florida incorporation
- \_\_\_ Documents evidencing family ties in Florida (Contact Admissions Office for required documentation)
- \_\_\_ Proof of membership in Florida-based charitable or professional organizations
- \_\_\_ Utility bills showing proof of previous 12 months of payment
- \_\_\_ Lease agreement for previous 12 months signed by tenant(s) and landlord
- \_\_\_ State or court documents evidencing legal ties to Florida

**IF YOU HAVE DOCUMENTATION OTHER THAN ITEMS LISTED ABOVE, THEN YOU WILL BE REQUIRED TO FILL OUT A "REQUEST FOR IN-STATE TUITION CONSIDERATION" FORM AVAILABLE AT ALL NORTHWEST FLORIDA STATE COLLEGE CAMPUS LOCATIONS.**

I do, hereby, affirm that the above named student meets all requirements as indicated above for the classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above named student to the penalties for making a false or fraudulent statement.

Signature in ink of person claiming Florida residency \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT CERTIFICATION**

I certify that the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements within this application or residence affidavit may result in disciplinary action, denial, or invalidation of credits or degrees earned.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Rev. 10/06; 01/07; 10/07; 02/08; 07/08; 12/09; 03/10 "Equal Access/Equal Opportunity Institution"

## Notification of Social Security Number Collection and Usage

In compliance with FL Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security Number (SSN). Northwest Florida State College (NWFSC) collects and uses your SSN only for the following purposes in performance of the College's duties and responsibilities. To protect your identity, NWFSC secures your SSN from unauthorized access, strictly prohibits the release of your SSN to unauthorized parties contrary to state and federal law, and assigns you a unique student or employee identification number. This unique ID number is used for all associated educational and employment purposes at NWFSC.

### State and Federal Statutes and Regulations that Mandate the Use of Social Security Numbers

Purpose	Required Use of SSN's	Mandatory	Statute
<b>STUDENTS</b>			
Admission/Application	Requires SSN for tracking students and authorizes collection under IRS Code	Student may refuse, but may be subject to \$50 penalty under IRC Sect.25A. (Hope/Lifetime Learning tax credit) Pursuant to 1008.386 F.S. College may not require SSN as a condition of admission or of graduation	1008.386 , F.S. (College may not require SSN as a condition of admission or graduation) SBE Rule 6A-1.0955(3)(e) (authorizes college to maintain information including SSN on adult students) IRC Section 25A (Hope/Lifetime learning credit tax reporting) 119.071(5)(a), FS. Collection and disclosure
Athletes	Issuance of Letters of Intent (LOI's) and Financial Aid Participation Report (FAPR's)	FCCAA State Commissioners/ NCJAA Region VIII Directors and NJCAA National Office requirement	
Collegiate High School	<ul style="list-style-type: none"> <li>• Federal Impact Card</li> <li>• SSN Verification Form</li> <li>• Free/Reduced Lunch Forms</li> </ul>	Requires Parent's SSN Required by Okaloosa County School District Required	
College Reach-Out program (CROP) Agency for Workforce Programs Federal Work Study	Administrative use and FDOE and DOE; SSNs may also be used for verifying eligibility for programs and establishing residency requirements.	Mandatory for eligibility and administrative use	119.071(5)(a), FS. FWS 34CFR 668.36
Dental	Application to take Dental Assisting National Boards	Required by DANB	
Dual Enrollment	Report grades to school district	Required by school districts	
Financial Aid	Requires institution to verify student's SSN, collection of information, including parents of dependents seeking aid. Requires student to submit SSN to obtain grant, loan or work assistance. Requires institutions to verify SSN in national database and reporting. Required to complete FAFSA. Required for Bright Futures and other scholarships for eligibility purposes.	Mandatory to be eligible for assistance. In addition to its use by USDOE as a student identifier, the SSN is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study Program, and is required on all loan applications for use by the lender/servicer/guarantor.	20 USC 1078; 20 USC sections 1090, 1091, 1092. Section 483 of the Higher Education Act of 1965 (collection of SSNs of students and parents) 34 CFR 668.16, (administrative use) 34 CFR 668.33 (verify residency) 34 CFR 668.36, (verify with FAFSA)
Income Taxes	Issuance of forms 1098T (tuition payments) and 1098 E (loan interest)	SSN or TIN required for filing	26 USC 3402, 6051 26 CFR 1.6050
Hope/Lifetime Tax Credit	Reporting of SSNs to IRS	Student may refuse, but subject to fine.	Federal Register, June 16, 2000\IRC Sect. 25A
Law Enforcement and Corrections Academies	Report completions of classes and grades for certification	Required by FDLE	
Nursing – RN and BSN	Florida Board of Nursing	Required for Licensure	

## MAJOR CODES

### A. ALL PROGRAMS:

#### 1. VOCATIONAL CREDIT CERTIFICATES

5094 _____ Auxiliary Law Enforcement Officer Basic	5000 _____ Dental Assisting	5092 _____ Law Enforcement Basic
5091 _____ Corrections Basic	5095 _____ Firefighting Basic	

#### 2. COLLEGE CREDIT CERTIFICATES and APPLIED TECHNOLOGY DIPLOMA (ATD) PROGRAMS

6370 _____ Accounting Technology Management (Certificate)	6440 _____ Graphic Design Production (Certificate)
6560 _____ Audio Technology (Certificate)	6441 _____ Graphic Design Support (Certificate)
6052 _____ AutoCAD Foundations (Certificate)	6094 _____ Homeland Security Emergency Manager (Certificate)
6381 _____ Business Management (Certificate)	6022 _____ Infant/Toddler (Certificate)
6021 _____ Child Care Center Management (Certificate)	6146 _____ Information Technology Management (Certificate)
6020 _____ Child Development/Early Intervention (Certificate)	6145 _____ Information Technology Technician (Certificate)
6140 _____ CISCO CCNA (Certificate)	6382 _____ Marketing Operations (Certificate)
6045 _____ Computer Programming (Certificate)	B580 _____ Medical Coder/Biller (ATD)
6046 _____ Computer Programming Specialist (Certificate)	6101 _____ Medical Office Management (Certificate)
6141 _____ Computer Specialist (Certificate)	6155 _____ Microsoft Certified Systems Developer (Certificate)
B575 _____ Customer Service Technology (ATD)	6100 _____ Office Management (Certificate)
6580 _____ Digital Media/Multimedia Authoring (Certificate)	6102 _____ Office Specialist (Certificate)
6581 _____ Digital Media/Multimedia Presentation (Certificate)	6095 _____ Paramedic (Certificate)
6051 _____ Drafting (Certificate)	6024 _____ Preschool (Certificate)
6093 _____ Emergency Administrator and Manager (Certificate)	6585 _____ Stage Technology (Certificate)
6096 _____ Emergency Medical Technician (Certificate)	

#### 3. A.A.S. DEGREES (Two-year program leading to technical or specialized employment)

A540A _____ Architectural Design & Construction Technology - Architectural Design/CAD Option	A095C _____ Emergency Administration and Management - Criminal Justice Option
A540B _____ Architectural Design & Construction Technology - Building Construction Option	A095D _____ Emergency Administration and Management - Emergency Administration Option
A380A _____ Business Administration - Management Option	A440A _____ Graphic Arts Technology - Graphic Design Option
A380B _____ Business Administration - Marketing Option	A440C _____ Graphic Arts Technology - Visual Artist Option
A380D _____ Business Administration - Accounting Technology Option	A500 _____ Health Services Management
A140B _____ Computer Engineering Technology - CISCO Academy Option	A450 _____ Industrial Management Technology
A140C _____ Computer Engineering Technology - TIA A+ Option	A350 _____ Manufacturing Technology
A140D _____ Computer Engineering Technology - Microsoft IT Academy (MCSE/MCSA) Option	A560 _____ Music Production Technology
A140E _____ Computer Engineering Technology - UNIX System Administrator	A145 _____ Networking Administrator
A090A _____ Criminal Justice Technology - Criminal Justice Option	A100A _____ Office Administration - General Office Administration Option
A090B _____ Criminal Justice Technology - Law Enforcement/Corrections Academy Option	A100B _____ Office Administration - Legal Office Administration Option
A570 _____ Customer Relationship Management	A100C _____ Office Administration - Medical Office Administration Option
A155A _____ Database Technology - UNIX System	A100D _____ Office Administration - Medical Information Coder/Biller Option
A580 _____ Digital Media/Multimedia Technology	A585A _____ Theater & Entertainment Technology - Acting Specialization Option
A050B _____ Drafting and Design Technology - Mechanical Design/CAD Option	A585B _____ Theater & Entertainment Technology - Dance Specialization Option
A050C _____ Drafting and Design Technology - Technical Illustration/CAD Option	A585C _____ Theater & Entertainment Technology - Musical Theater Option
A020 _____ Early Childhood Education	A585D _____ Theater & Entertainment Technology - Technical Theater Option
A095A _____ Emergency Administration and Management - Fire Science Option	A585E _____ Theater & Entertainment Technology - Costuming Specialization Option
A095B _____ Emergency Administration and Management - Homeland Security Option	

#### 4. A.S. DEGREES (Two-year program leading to technical or specialized employment, or selected SUS baccalaureate degree programs)

2370 _____ Accounting Technology	2155 _____ Database Technology	2000 _____ Nursing (RN)
2040 _____ Computer Information Administrator	2020 _____ Early Childhood Education	2165 _____ IT Security
2045 _____ Computer Programming & Analysis	2095 _____ Emergency Medical Services	2050 _____ Radiography
		2480 _____ Recreation Technology

#### 5. A.A. DEGREE (Two-year transfer program leading to a baccalaureate degree)

1043 \_\_\_\_\_ Check here if you plan to seek the Associate of Arts degree that will prepare for entry into an upper level baccalaureate degree program. Worksheets for selected programs are available from academic advisors and in the Office of Enrollment Services on the Niceville Campus, at the Fort Walton Beach Campus, and at other Northwest Florida State College Centers. A worksheet for your specific program will be prepared to guide you in selecting courses to prepare for the A.A. degree.

#### 6. BACCALAUREATE DEGREE (Students interested in these programs must also complete a Baccalaureate Application Form which can be obtained at [www.nwfsc.edu/bachelors](http://www.nwfsc.edu/bachelors). Select the link for the degree program you are interested in.) A two-year Associate degree is required for entry into these programs.

Bachelor of Applied Science in Project Management	
R100C _____ Emphasis in Acquisitions	S100 _____ Bachelor of Science in Nursing
R100D _____ Emphasis in Project Management	S200E _____ Bachelor of Science in Elementary Education
R100E _____ Emphasis in Training & Development/Human Resources	S200M _____ Bachelor of Science in Middle Grades Math Education
R100F _____ Emphasis in Quality Improvement	S200S _____ Bachelor of Science in Middle Grades Science Education
R100G _____ Emphasis in Public Services	
R100H _____ Emphasis in Technology Management	

#### 7. SIMULTANEOUS ENROLLMENT FOR HIGH SCHOOL STUDENTS

NWFSC has simultaneous enrollment programs for high school students, to provide a means for educational acceleration for academically superior students. These include Dual Enrollment/Early College, Early Admissions and the Collegiate High School at NWF State College. If you are interested in these programs you will **not** use this form for admissions. Contact NWFSC Dual Enrollment/Early College Office at (850) 729-5205 for more information on eligibility criteria and enrollment procedures.

**B. NON-DEGREE SEEKING:** 3500 \_\_\_\_\_ Non-Degree Seeking      3050 \_\_\_\_\_ Concurrent Enrollment

# PLACEMENT TESTING

## APPROPRIATE PLACEMENT

First-time-in-college students who do not have qualifying ACT or SAT scores taken within the last two (2) years must take the FL College Placement Test (FCPT). See below for eligibility scores. This requirement applies to students who wish to enter an AA, AS, or AAS degree-seeking program or to non-degree seeking students who wish to enroll in an English, Math, Reading, Social Science, or Humanities course or any courses which require English, Math, or Reading prerequisites. The FCPT is offered at all NWFSC locations and is free of charge.

TEST	Reading REA0001 PrepRd 1	Reading REA0002 PrepRd 2	Reading REA2105 Adv Read	English ENC0020 PrepEng A	English ENC0080 PrepEng B	English LIN1670 Writ/Gram	English ENC1101 EngCom1	Algebra MAT0024 PrepAlg 1	Algebra MAT1033A Inter Alg	Algebra MAC1105 Coll Alg
FCPT	20-63	64-82	83	20-68	69-82	83-91	92	50-71**	72-89	90
ACT	<18 FCPT Required	<18 FCPT Required	18	<17 FCPT Required	<17 FCPT Required	17-20	21	<19 FCPT Required	19-20	21
SAT 1	<440 FCPT Required	<440 FCPT Required	440	<440 FCPT Required	<440 FCPT Required	440-499	500	<440 FCPT Required	440-499	500

\*\*Students scoring below 50 on the Algebra subtest of the FCPT should take an Arithmetic test. Student is then advised to see an academic advisor/counselor for course placement.

## FCPT OVERVIEW

The FCPT tests basic skills in the areas of Reading, English, and Mathematics so that you can be properly placed in courses appropriate to your skill level. A study guide is available on the NWFSC website at [www.nwfsc.edu/testing](http://www.nwfsc.edu/testing) or you may want to brush up on skills using an ACT or SAT manual.

If your scores on the FCPT are below college level, you will be placed in preparatory courses to help you develop your skills. Students must begin prep instruction in their first term of enrollment and continue until they have satisfied all preparatory requirements.

## TESTING SCHEDULE – *(During registration periods additional testing times may be available)*

**A DRIVER'S LICENSE, FL ID CARD, OR MILITARY ID IS REQUIRED FOR IDENTIFICATION. All testing supplies will be provided. Do NOT bring personal items to the test such as cell phones, pagers, calculators, paper, books, notebooks, backpacks, etc. Cell phones are not allowed in the testing rooms.**

**Niceville Campus** – 100 College Boulevard, Niceville, FL 32578; Monday 8:30 am and 1:00 pm; Tuesday 8:30 am, 1:00 pm and 5:00 pm; Thursday 1:00 pm; Friday 8:30 am. By appointment only. All testing is conducted in Room C-200. Call 729-6922 or register online at [www.nwfsc.edu/testing](http://www.nwfsc.edu/testing). 24-hour notice required.

**Fort Walton Beach Campus** – 1170 Martin Luther King Jr. Blvd., Fort Walton Beach, FL 32547; Tuesday 9:30am and 1:30 pm; Wednesday 7:00 pm (Bldg. 7, Room 764). By appointment only. Call 863-6504 or 863-6520.

**Chautauqua Center / DeFuniak Springs** – 908 U.S. Highway 90 W., DeFuniak Springs, FL 32433; Offered the 1st and 3rd Wednesdays of each month – 9:00 am. Evenings by appointment. Call 892-8100.

**Robert L.F. Sikes Center** – 805 E. James Lee Blvd., Crestview, FL 32539. Call 689-7911 for testing schedule.

**Eglin Center** – Building 251, Room 124C, Eglin AFB, FL 32542; Tuesday, Wednesday, Thursday – 9:30 am, 11:30 am, 1:30 pm. Active duty military, dependents, and civil service only. No appointment needed. Call 678-1717 for details.

**Hurlburt Center** – Building 90220, Room B, Hurlburt Field, FL 32544; Monday, Wednesday – 8:00 am, 11:00 am, 1:00 pm; Friday 8:00 am and 11:00 am. Active duty military, dependents and civil service only. By appointment only. Call 884-6296.

**South Walton Center** – Call (850) 267-2888 for testing information and appointment.

## STUDENTS WITH SPECIAL NEEDS

Students requiring special accommodations for the FCPT due to a disability must have their documentation on file with the Office for Students with Special Needs. This office is located in the Student Services Building (C-2) at the Niceville campus. For more information, call 729-6922.

# FINANCIAL AID

NWFSC awards more than \$20 million in financial assistance annually through federal, state, and local grants, college work-study, loans and scholarships. For detailed information on financial aid and a complete list of available scholarships, visit the Financial Aid website at [www.nwfsc.edu/financialaid](http://www.nwfsc.edu/financialaid), refer to the NWFSC catalog or the NWFSC Financial Aid Office. Local scholarships are available through the NWFSC Foundation. Call (850) 729-5370.

## GRANTS

Grants are awards for students with financial need. Grants do not have to be repaid.

- **Federal Pell Grant:** The largest federally funded, undergraduate grant program. Awards are based on students' enrollment status and their expected family contribution as determined by information they supply on the Free Application for Federal Student Aid (FAFSA). Awards for students enrolled full-time range from \$555 to \$5,550 per academic year.
- **Federal Supplemental Educational Opportunity Grant (FSEOG):** Offered to undergraduates who demonstrate exceptional financial need. Awards generally range from \$100 to \$500 per year.
- **Academic Competitiveness Grant:** Available to first and second year students in a program of study who are U.S. citizens, enrolled full-time, Pell grant recipients, completed a rigorous secondary school program of study, and 2<sup>nd</sup> year students must have at least a 3.0 GPA. Awards are \$750 for First Year students; and \$1,300 for Second Year Students per academic year.
- **Florida Student Assistance Grant (FSAG):** A need-based, state grant program for undergraduates attending eligible Florida institutions. Recipients must demonstrate need, meet residency requirements, and be enrolled in eligible academic degree programs. Awards range from \$200 to \$1,800 per academic year.

## SCHOLARSHIPS

Scholarships are awards based on grades or other special criteria. Scholarships do not have to be repaid.

- **Florida Bright Futures:** This program is provided by the State of Florida. Each award has different academic criteria for eligibility and provides a different award amount. Specifics regarding the Florida Bright Futures program can be found at [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org)
- **Privately Funded Scholarships:** A number of privately funded scholarships are available through NWFSC. Scholarships may be based on financial need or academic merit. See the scholarships list at: [www.nwfsc.edu/financialaid/scholarships](http://www.nwfsc.edu/financialaid/scholarships)
- **The NWFSC Foundation Scholarship Application** requires completion of the FAFSA in addition to the scholarship application which can be downloaded from [www.nwfsc.edu/financialaid/scholarships](http://www.nwfsc.edu/financialaid/scholarships) and returned by the specified deadline date (usually March 1st of each year).

## EMPLOYMENT

- **Federal Work Study (FWS):** FWS is a federally funded, need based student work program. Applicants must be enrolled and demonstrate financial need. Students usually work 10-20 hours per week and earn \$9.00 to \$9.50 per hour.

## LOANS

Federal Direct Loans are available for undergraduate, graduate and professional students. You **MUST** be enrolled at least half-time (6 credit hours) to be eligible for a Direct Loan. Financial need is not a requirement to obtain an Unsubsidized Direct Loan. However, if you demonstrate financial need, the U.S. Department of Education will pay interest that accrues on the loan during certain periods.

- **Federal Direct Loan:** The William D. Ford Loan Program is referred to as Direct Loans. The Health Care and Education Affordability Reconciliation Act of 2010 ("HCEARA" – H.R. 3872) mandates that, effective July 1, 2010, all federal student loans (Stafford, PLUS) will be originated through the Federal Direct Loan

program. The FFELP, which permitted private lenders to originate these loans, is eliminated effective June 30, 2010. Like the old FFELP, these loans are guaranteed by the Federal Government. You repay these loans to the US Department of Education.

- **Plus Loans:** Plus loans are loans parents can obtain for their dependent undergraduate children. These loans are made through the Direct Loan program.

## WHO IS ELIGIBLE FOR AID?

Eligibility requirements for most financial aid programs at NWFSC are listed below. You must:

1. Be a U.S. citizen, national, or permanent resident alien.
2. Be enrolled or accepted for enrollment in an approved program of study.
3. Have a high school diploma or the recognized equivalent, or for certain certificate and Applied Technology Diploma programs, have passing scores on an approved ability-to-benefit test.
4. Make satisfactory academic progress toward a degree. Standards of academic progress include Grade Point Average, Successful Completion Rate, and 150% Maximum Time Frame. A complete explanation of NWFSC's financial aid academic progress requirements can be found in the college catalog or at: [www.nwfsc.edu/financialaid/standardsAcademicProgress.html](http://www.nwfsc.edu/financialaid/standardsAcademicProgress.html)
5. Register with the Selective Service Administration, if required to do so.
6. Not be in default on a federally funded or insured student loan or owe repayment on previous financial aid received at NWFSC or other institution.

## HOW TO APPLY

1. Complete a Free Application for Federal Student Aid (FAFSA). Apply electronically using FAFSA on the web as it can save weeks in processing time and has a built-in editing format to reduce errors. Go to FAFSA on the Web at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - **Request a federal PIN:** Your federal PIN is your electronic identifier and allows you access to personal information in various U.S. Department of Education systems. You can request a PIN at: [www.pin.ed.gov](http://www.pin.ed.gov)
  - Follow the instructions on the FAFSA web site.
  - Sign your FAFSA. Students can sign the FAFSA electronically using their federal PIN.
  - After applying, you can check the status of your application and/or make corrections online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. You will receive a Federal Student Aid Report (SAR) from the federal processor after you submit your FAFSA. The SAR indicates your Expected Family Contribution (EFC), which is used to determine your eligibility or ineligibility for financial aid. If you provide your e-mail address on your FAFSA, you will receive online SAR information as soon as 24 hours after your FAFSA is processed. If NWFSC is listed in the College Release Section of your SAR, we will receive your electronic application directly from the processor.
3. Follow up on your application. It may be selected for Verification. You are responsible for following up on your aid application. You can check the status of your financial aid on RaiderNet at the NWFSC Web site.
4. You will receive a Notification of Financial Aid Award from NWFSC. When NWFSC has received your electronic application information from the federal processor, and you have been admitted to NWFSC, if you are eligible for aid, we will award you an aid package based on your demonstrated need. You will receive Notification of Financial Aid Award through the U.S. Postal system, as well as RaiderNet, stating the terms and conditions of aid programs awarded you. Read it carefully, and follow any instructions that pertain to you.

Northwest Florida State College  
100 College Blvd.  
Niceville, FL 32578  
(850) 678-5111  
www.nwfsc.edu



**NORTHWEST FLORIDA STATE COLLEGE** is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, creed, disability, marital status, national origin, race, religion, or sex, in its employment practices or in the admission and treatment of students in its programs and activities.

# NORTHWEST FLORIDA STATE COLLEGE