

[To receive application information on Dental Assisting, Emergency Medical Services, Fire Science, Law Enforcement, Massage Therapy, Medical Assisting, Nursing Assisting, Adult Patient Care Technician, Practical Nursing, Optometric Assisting or Surgical Technology Programs, Click here or go to Programs, then Career Preparation on our home page. These programs are allocated on the East Campus on Lakewood Ranch Blvd.](#)

[For Adult General Education Programs including English as a Second Language and GED Test Preparation, Click here.](#)

FOR ALL OTHER PROGRAMS, PLEASE READ BELOW

Application Checklist

- Submit Manatee Tech Application. *(Fee \$40 due at time of course registration)*
First speak to a MTC counselor to learn the latest course information by visiting the campus or calling 751-7900, ext. 1000. To apply, complete an application on-line or in person at MTC. Use FireFox or Google Chrome: <http://www.manateetech.edu/apply.html>. Internet Explorer will not work. Use your email address to create your username. If you are not sure of the program start date, please contact a counselor.

- Complete the TABE Exam or provide proof of exemption. Fee \$25 (due at time of scheduling)
After submitting an application and speaking to a counselor, call or visit MTC during business hours to schedule the TABE, room 129 or 751-7900, ext. 1013. If scheduling by phone, a debit or credit card is required. If the TABE was taken at another location within the last two years, provide a copy to your MTC counselor. A TABE exemption is granted for those who (1) have a college degree A.A.S. or higher, or (2) have a Florida standard public high school diploma if enrolled in 9th grade in 2003-04 or after, (3) earned a GED (2014 version) within the last two years with scores of 145 on each subject and minimum of 580 total, or (4) are actively serving in the armed forces. To receive exemptions provide transcripts to your MTC counselor.

- Submit FL Residency Documents and Form (attached).
Follow instructions on the form which includes a list of approved documents.
Students who do not meet the FL Residency requirements will be charged out-of-state tuition rates.

- Apply for Financial Aid.
Apply on-line at www.FAFSA.ED.GOV at least two weeks prior to your registration deadline. The FAFSA school code is 015496. See the Financial Aid instructions at Reception Desk or on website.

- Receive an acceptance letter from Manatee Tech.
A few weeks prior to your enrollment, you will receive an acceptance letter with instructions about making an appointment to register and pay for classes.

Florida Residency Classification

To receive in-state tuition rates, students must prove that they have maintained Florida residency for at least 12 complete months prior to their first day of school. (See approved documents listed on back).

Scan this form and two Florida documents to: ierullid@manateeschools.net

or deliver/mail to: Residency Manatee Technical College, 6305 State Road 70 E., Bradenton, FL 34203

Dependent or Independent Student? Please check the appropriate classification

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

A student who meets any of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

1. 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;
2. The student is married;
3. The student has children who receive more than half of their support from the student;
4. The student has other dependents who live with and receive more than half of their support from the student;
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training;
6. Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court;
7. The student is working on a master's or doctoral degree during the term for which residency status is sought; or
8. The student is classified as an independent by the financial aid office at the institution.

Applicants under age 24 can claim independence with proof of acceptable income and based on strict guidelines from Florida Statutes. See: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1009/Sections/1009.21.html

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

_____ 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. (Required: A copy of most recent tax return on which you were claimed as a dependent or other proof of dependency).

_____ 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: A copy of marriage certificate, claimant's voter registration, driver's license and vehicle registration).

Residence in Florida must be as a bonafide 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, you must be a U.S. Citizen or an eligible non-citizen. 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.

Person claiming Florida Residency must complete this section and sign.

If student is a dependent, documents and signature must be from a parent/guardian.

Include photocopies of two documents from approved list on back.

Name of student _____

Name of person claiming Florida residency _____ Relationship to student _____

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 Rule 6C-7.005 F.A.C.

Signature of person claiming Florida Residency _____ Date _____

In-State Tuition for MTC Students

State statutes require that all adult students who attend MTC pay for tuition rates based on whether or not the student, or parent/guardian for a dependent student, has resided in Florida for the past 12 months.

What is Proof of Residency?

Two documents are required. At least one (1) must be from First Tier; the second document may also be from First Tier or may be from Second Tier.

First Tier

- Florida driver's license or State of Florida identification card
- Florida voter registration card
- Florida vehicle registration
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
- 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 full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period)

Second Tier

- A Florida professional or occupational license
- Florida incorporation
- Documents evidencing family ties in Florida
- Proof of membership in Florida-based charitable or professional organizations
- Utility bills and proof of 12 consecutive months of payments
- Lease agreement and proof of 12 consecutive months of payments
- State or court documents evidencing legal ties to Florida
- Benefit histories from Florida agencies or public assistance programs
- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)

Unacceptable Documents that May NOT be Used

- Hunting or fishing licenses
- Library cards
- Shopping club/rental cards
- Birth certificate
- Passport