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June 16, 2008

MEMORANDUM

TO: Community College Vice Presidents for Student Affairs

FROM: Judith Bilsky, Ed.D., Executive Vice Chancellor

SUBJECT: Dual Enrollment Students and Florida Residency Documentation Requirements

According to 1007.271, Florida Statutes, students participating in the dual enrollment program are exempt from the payment of registration, tuition and laboratory fees. Based on this statutory exemption, eligible dual enrollment students are not required to provide community colleges with residency documentation for the purposes of assessing tuition or determining financial aid eligibility.

According to an informal survey of community college registrars, most colleges are not reviewing residency documentation for dual enrollment students. However, the Division of Accountability, Research and Measurement's Community College and Technical Center Management Information Systems (CCTCMIS) reports 91 percent of all dual enrollment students were classified as Florida residents for state reporting purposes in 2006-2007.

It is the intent of the Division of Community Colleges, the Office of Articulation, and the Division of Accountability, Research and Measurement to clarify reporting requirements related to dual enrollment participation for the following purposes:

- Standardize the reporting of residency status across all community colleges
- Ensure consistent, accurate and reliable data are being reported
- Remove barriers and facilitate access to dual enrollment courses for eligible high school students



The Community College System Student Data Base submissions require community colleges to submit information relating to local residency determinations. Data Element number 1004, Fee Classification Residency, is described as:

The student's domicile, within or without the state of Florida, identified for the purpose of assessing fees at the institution. For the purpose of assessing registration fees, a student shall be classified as Florida resident or non-resident as of the first day of classes.

The Table Values for Data Element 1004 are:

- F Florida resident
- N Non-Florida resident
- D Non-Florida resident paying differential out-of-state fee (F.S. 1009.22)
- X Unknown or not reported

All community colleges should report dual enrollment students as Table Value X, unknown or not reported, for Data Element 1004, Fee Classification Residency. In cases where a dual enrollment student completes high school and continues enrollment as a regularly admitted student within a given term, residency status should be determined through documentation verification at the time of post-high school enrollment, then reported accordingly.

Please contact Julie Alexander by telephone at (850) 245-9523 or by e-mail at julie.alexander@fldoe.org with questions about dual enrollment programs at Florida's community colleges. For additional information about state reporting, please contact Robert McMullen at (850) 245-9500 or robert.mcmullen@fldoe.org.

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