



Registration  
Packet  
2021-22

[WWW.OTCOLLEGE.NET](http://WWW.OTCOLLEGE.NET)

**OUR MISSION**

**“PREPARING LEARNERS FOR SUCCESS IN HIGH  
TECH, HIGH PAYING CAREERS”**



# OKALOOSA TECHNICAL COLLEGE

## 2021-22 SCHEDULE



1976 Lewis Turner Boulevard • Fort Walton Beach, FL 32547  
Phone (850) 833-3500 Website [www.otcollege.net](http://www.otcollege.net)

### DAY PROGRAMS

Fall Classes/Spring Classes

Term 1 - August 10, 2021 - January 6, 2022

Term 2 – January 12, 2022 – May 26, 2022

### PROGRAMS

	<b>TOTAL CLOCK HOURS</b>	<b>LAB FEES Per Semester</b>
Heating, Ventilation, Air conditioning/Refrigeration 1 (Full time only)	750	\$200.00
Heating, Ventilation, Air conditioning/Refrigeration 2 (Must have experience or Level 1) (Full time only)	600	\$200.00
Automotive Service Technology 1 (Full time only)	1050	\$500.00
Automotive Service Technology 2 ( Must have experience or Level 1) (Full time only)	750	\$500.00
Building Trades and Construction Design Technology (Full time only)	900	\$250.00
Carpentry (Full time only)	1200	\$250.00
Cosmetology (Full-time only) All kits must be purchased through OTC	1200	\$425.00
Computer Systems and Information Technology (Full-time only)	1050	\$750.00
Professional Culinary Arts and Hospitality (Full-time only)	1200	\$450.00
Electrician (Full-time only) All kits must be purchased through OTC	1500	\$400.00
Licensed Practical Nursing (Full-time only)		
> LPN program start dates, class times, and fee schedule vary	1350	\$740.00
Solar Photovoltaic System (Full-time only)	600	\$425.00
Technology Support Services Prerequisite for Cybersecurity:	600	\$600.00
Welding Technology (Full-time only)	1050	\$675.00
Welding Technology (Advanced)- (Must have experience or our Welding class) (Full-time only)	750	\$675.00

The hours and tuition below are per semester

DAY PROGRAMS	DAYS	CLASS TIME	IN STATE	OUT OF STATE	HOURS
			TUITION Per Semester	TUITION Per Semester	
Full Time	Monday-Thursday	7:15 am-2:00 pm	\$1314.00	\$5022.00	450
Alabama	Days	Class time	Tuition		Hours
Full Time	Monday – Thursday	7:15 am-2:00 pm	\$1764.00		450

↓ All Tuition and Fees subject to change. Payment due by 1<sup>st</sup> day of class

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### EVENING PROGRAMS

**Term 1 - August 10, 2021 - January 6, 2022**  
**Term 2 – January 12, 2022 – May 26, 2022**

<u>PROGRAMS</u>	<b>TOTAL CLOCK HOURS</b>	<b>LAB FEES <i>Per Semester</i></b>
Heating, Ventilation, Air conditioning/Refrigeration 1 (Full time / ¾ time )	750	\$200.00
Heating, Ventilation, Air conditioning/Refrigeration 2 ( Must have experience or Level 1) (Full time/ ¾ time )	600	\$200.00
Applied Cybersecurity	750	\$800.00
Automotive Service Technology 1 (Full time/ ¾ time )	1050	\$500.00
Automotive Service Technology 2 ( Must have experience or Level 1) (Full time/ ¾ time )	750	\$500.00
Cosmetology (Full-time only) All kits must be purchased through OTC	1200	\$425.00
Electrician (Full-time or ¾ time only) All kits must be purchased through OTC	1500	\$400.00
Marine Service Technologies - (Full time/ ¾ time )	1350	\$125.00
Technology Support Services Prerequisite for Cybersecurity:	600	\$600.00
Welding Technology (Full-time or ¾ time only)	1050	\$675.00
Welding Technology –Advanced - ( Must have experience) (FT or ¾ time only)	750	\$675.00

The hours and tuition below are per semester

EVENING PROGRAMS	EVENINGS	CLASS TIME	IN STATE TUITION	OUT OF STATE TUITION	HOURS
			Per Semester	Per Semester	
Full Time	Monday-Thursday	3:00 – 9:45 pm	\$1,314.00	\$5022.00	450
3/4 Time	Monday-Thursday	4:30 – 9:45 pm	\$985.50	\$3766.50	337.5
Cyber Security and Technology Support	Monday-Thursday	5:00-9:45 pm	\$985.50	\$3766.50	337.5
Alabama	Days	Class time	Tuition		Hours
Full Time	Monday – Thursday	7:15 am-2:00 pm	\$1764.00		450
¾ Time	Monday – Thursday	4:30 – 9:45 pm	\$1323.00		337.5

⚠ All Tuition and Fees subject to change. Payment due by 1<sup>st</sup> day of class



# Okaloosa Technical College

Individuals may apply for full-time or part-time admission. Most of the training programs at Okaloosa Technical College have minimum admission or state licensure requirements. Applicants should have the basic skills for potential success in the training program and the career field they have chosen. Tutoring is available to assist students in improving basic skills.

## Enroll in 5 Easy Steps

**Step 1:** Complete the application. This can be picked up on campus or retrieved from the website, [otcollege.net](http://otcollege.net).

**Step 2:** Meet with Student Services Advisor. Student services will review your application and enrollment information. **You will need to provide:**

**Two proofs of Florida Residency**

**Official transcripts for high school and college (if applicable)**

**Step 3: Prepare for Payment-** Apply for the Federal Pell Grant or request documents needed for other funding methods (VA, Career Source, etc). Students who have not established one year of residency in Florida will be charged Out-of-State fees. Registration will not be officially complete until tuition, registration and lab fees have been paid or Financial Aid or VA have been awarded and verified. Turn in all paperwork at the registration desk. Pay any owed fees. \$50 application/registration fee. Watch videos on [OTCOLLEGE.NET](http://OTCOLLEGE.NET).

**Step 4: Meet with Financial Aid or VA representative-** They will ensure completion of all financial aid and VA documents. Bring proof of any additional grants, scholarships, or waivers in order to make necessary arrangements for payment. (Self-pay may skip this step).

**Step 5: Academic Assessment (if applicable)-** All students who enroll in Workforce Education Certificate Programs of 450 hours or more must complete a basic skills examination approved by the Florida Department of Education. Admission policies require that all students take an academic skills test or provide proof of acceptable forms of exemption from testing. (see below). The academic skills test measures basic skills in reading, mathematics and English/language. Must be submitted to academic.

You may be exempt from the academic skills test if you:

- Possess an Associate of Applied Science Degree or higher
- Have taken one of the following and met the required scores within the last two years: ACT, SAT, ACCUPLACER, or PERT
- Earned a valid **FLORIDA STANDARD Public HIGH SCHOOL DIPLOMA** since 2007, official transcript required
- Earned a GED (min score of 145 within 2yrs.), official transcript required. For a copy of transcript go to [www.myged.com](http://www.myged.com)
- Are Active Duty in any branch of the US Armed Forces
- Passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program in which you are now enrolling
- Proof of exemption status is required. Please see an advisor for further details.

Payment with Credit Card will be assessed a 4.0% fee.

The Okaloosa County School District does not discriminate on the basis of race, religion, color, sex, marital status, age, national origin or disability. Employment of personnel in Okaloosa County School District is in compliance with Federal and State Laws regarding nondiscrimination and preference.





# Frequently Asked Questions

## ✚ How much is tuition?

- Full time Florida resident is \$1314.00 and ¾ time Florida resident is \$985.50 per semester.
- Full time Alabama resident is \$1764.00 and ¾ time Alabama resident is \$1323.00 per semester.
- Full time out of state student is \$5022.00 and ¾ time out of state student is \$3766.50 per semester.

\*3/4 time only available for evening classes (with the exception of Cosmetology and LPN)

## ✚ When do I have to have my tuition and lab fees paid?

Tuition and lab fees should be paid by the first day of class.

## ✚ What information do I need to bring with me to register and become enrolled for a program?

- Residency Information i.e. Valid Florida Driver's License & Voter ID, (Issue date at least 1 year or older); Vehicle registration (Plate issue date at least 1 year or older); Military orders and if a military spouse, sponsors Driver's License. If last name is different than spouse bring marriage certificate.
- Transcripts – can be sent to us from the school you attended or you can bring them in yourself. High school and College. Required for everyone.
- Application/Registration Fee: Currently \$50.00 (subject to change). OTC accepts cash, check or debit/credit for registration. Debit/credit subject to 4% transaction fee.

## ✚ Do you have summer classes?

Our classes are from August – May with June and July off, with exception of Applied Cyber Security this program ends in June. OTC typically follows the Okaloosa County School District calendar with a few exceptions.

## ✚ Do I need to have a High School Diploma or GED?

If you are joining our Cosmetology or Practical Nursing Program you must have a High School Diploma or GED as these are State Licensing Programs. In order to receive certain financial aid, a high school diploma or Ged is required.

## ✚ Can I get a refund on tuition and lab fees if I decide not to stay in the Program I chose?

You can get a refund, less 10% processing fee within the first 4 days of class. You must fill out withdrawal form with Registrar.

⚡ **How long does a program last?**

Refer to the Program Catalog to see how many hours required for each program. Full time enrollment is 450 hours per semester and  $\frac{3}{4}$  time enrollment is 337.5 hours per semester. Semesters run from August to January and January to May.

⚡ **Are there subsequent expenses other than Tuition, Lab Fees and Books?**

- Examples some of our programs require the purchase of a kit during 1<sup>st</sup> semester. This list is:
  - Cosmetology – Kits approximately \$1000.00. (Subject to change)
  - Scrubs – Black
- Electrical Kit - Cost varies by teacher \$300 - \$500. Refer to catalog for tools included.  
\*Kits must be purchased through OTC.
- Nursing books
- Welding tools
- Certifications
- Basic skills testing

⚡ **What time does school start?**

Day Classes are Monday through Thursday 7:15am – 2:00pm

Evening classes Monday through Thursday

Full time enrollment 3:00pm – 9:45pm

$\frac{3}{4}$  time enrollment 4:30pm – 9:45pm

Technology Support and Applied Cyber Security 5:00pm – 9:45pm

⚡ **Does OTC have Dual Enrollment?**

Yes, for daytime classes see your students High School Counselor for details.

⚡ **Is OTC an Accredited Facility?**

OTC is accredited by the Accrediting Commission of the Council on Occupational Education.

⚡ **Are there any Prerequisite's or other requirements for any Programs?**

- The Automotive Program requires the student have a Current Valid Driver's License.
- Before you can start in the Cyber Security Program you must take the Technology Support Program.





## **Financial Aid Introduction**

The primary purpose of financial aid is to provide financial assistance to those in need to attend school. Our Student Services Center personnel are available to assist students in the application process and provide additional assistance for students in need. Computers are available in the Student Services Center for applicants to use to apply for financial aid. These computers can also be used to access career planning sites such as: One Stop for Education and Career Planning and FACTS.org Florida Academic Counseling and Tracking for Students.

## **Financial Aid Personnel**

Mendy Owens – [Melinda.Owens@okaloosaschools.com](mailto:Melinda.Owens@okaloosaschools.com)

Office Number – (850) 833-3500, Option 1, Option 4

Jerry Lawhorn – VA Representative – [Jerry.Lawhorn@okaloosaschools.com](mailto:Jerry.Lawhorn@okaloosaschools.com)

Office Number – (850)833-3500, Option 1, Option 5

## **Pell Grant**

Okaloosa Technical College participates in the Federal Pell Grant Program through the U.S. Department of Education's Federal Student Aid office. Applying for federal student aid is FREE by submitting the Free Application for Federal Student Aid (FAFSA). We will be happy to help you through the steps to apply for federal student aid. You will need our school code for your financial aid application. Okaloosa Technical College - school code - 032303.

1. Go to [www.studentaid.ed.gov/sa/fafsa/filling-out/fsaid](http://www.studentaid.ed.gov/sa/fafsa/filling-out/fsaid) to apply for and create a FSA (Federal Student Aid) ID and Password. A FSA ID lets you apply, "sign" your online FAFSA, make corrections to your application, and more – all online. If you are a dependent your parent(s) must also apply for a FSA ID.
2. Collect the documents needed to apply, including income tax returns and W-2 forms (and other records of income). Collect your Social Security benefits information for anyone in the household, as well as information on child support / alimony paid or received. A full list of what you will need may be found at: <https://studentaid.ed.gov/sa/fafsa>.
3. Complete the FAFSA as soon as possible. Apply online at: <https://studentaid.ed.gov/sa/fafsa>.
4. Review your Student Aid Report (SAR) – the result of your FAFSA application. If necessary, make changes or corrections and resubmit your SAR for reprocessing. Your complete, correct SAR will contain your Expected Family Contribution (EFC) – the number used to determine your federal student aid eligibility.
5. **Once you have been accepted into a program at OTC contact the Financial Aid Office to schedule an appointment and review your Financial Aid eligibility.** If you are selected for verification, the financial aid office will ask you to submit additional documentation such as - Tax Transcripts, proof of high school graduation/GED, etc, as required. **Be sure to meet any of the school's deadlines, or your financial aid may be delayed.**
6. Whether you're selected for verification or not, make sure the financial aid office at the school has all the information needed to determine your award eligibility.
7. All students: Contact the financial aid office if you have any questions about the aid being offered.
8. If your FSA ID has been locked you can update your FSA ID to unlock your account. If you have an FSA ID but do not remember your username, click Forgot Username. If you have an FSA ID but do not remember your password, click Forgot Password.
9. If your FSA ID is disabled you must contact customer service for more information at **1-800-4-FED-AID (1-800-433-3243)**.

## **Florida Student Assistance Grant for Career Education (FSAG-CE)**

The FSAG-CE is a need-based grant program available to Florida residents enrolled at full-time in certificate programs of 450 or more clock hours at OTC. FSAG-CE is a decentralized state of Florida program, which means that each participating institution determines application procedures, deadlines, student eligibility, and award amounts.

To qualify for FSAG-CE funding, a student must be a Florida resident and a U.S. citizen or eligible non-citizen and complete the current year FASFA. A student's residency and citizenship status are determined by OTC financial aid staff. Questions regarding such status should be directed to the financial aid or admissions office at OTC. Students owing a repayment or who are in default under any state or federal grant, loan, or scholarship program are NOT eligible. Current enrollment is also a requirement. FSAG-CE recipients must have a high school diploma, a GED, or be at least 18 years of age. Students must meet Florida's general eligibility requirements for receipt of state aid.

## **CareerSource Okaloosa Walton**

CareerSource may have funding available for certain high demand programs. The goal of the Florida Workforce Investment Opportunity Act (WIOA) is to build a skilled workforce. The Ft Walton Beach Office is located at 409 Racetrack Rd (850)833-7587. WIOA Orientations are held at 9am every Tuesday at the Ft Walton Beach Center. No appointment needed for the orientation. The current scholarship is worth up to \$6000. All of the programs at OTC are on the eligibility list for the WIOA Scholarship.

## **Veterans' Benefits**

Veterans' education benefits are approved for virtually all courses offered at Okaloosa Technical College.

Students planning to use veterans' education benefits should contact the Financial Aid Department at 850-833-3500 for details. You will receive general information on veterans' educational benefits, assistance in applying for benefits, and an explanation of attendance policies and satisfactory progress requirements. The necessary Veteran Administration forms are available from the Student Services Kiosk.

How to apply for VA Education Benefits:

1. Go to [www.vets.gov](http://www.vets.gov)
2. Apply for Education Benefits
3. Follow the steps and review the documents you will need to have handy to apply
4. Answer the questions to begin the application process
5. Complete the OTC Request for Certification Form EACH Term.

## **MyCAA**

My Career Advancement Account (MyCAA) is a workforce development program that provides tuition assistance to eligible Military Spouses. Spouses of service members on active duty in pay grades E-1 to E-5 and O-1 to O-2 who can start and complete their course work while their military spouse is on Title 10 military orders. This program includes spouses married to members of the National Guard and Reserve Components. Spouses may visit the MyCAA Spouse Portal at [www.aiportal.acc.af.mil/mycaa](http://www.aiportal.acc.af.mil/mycaa) for additional information and to apply.

## **Other Scholarships and Sources of Financial Aid**

Okaloosa Technical College can process aid for students qualifying for funds from the following sources: Florida Prepaid College Tuition Program, Florida Bright Futures Scholarship, Vocational Rehabilitation, and some third-party agencies. Other scholarship programs may be available to help you with costs associated with attending Okaloosa Technical College.

**Completing the FAFSA is the gateway to earning any of these forms of financial aid. You may not receive any other form of financial aid from the school if you have not first completed the FAFSA.**



**Okaloosa Technical College**  
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For Office Use Only	
Registration Fee	
<input type="checkbox"/> Waived	_____
<input type="checkbox"/> Receipt #	_____

Name: \_\_\_\_\_  
Last First Middle Date

Other Names by Which You May Be Known (Maiden, etc.): \_\_\_\_\_

Address: \_\_\_\_\_  
P.O. Box or House Number and Street City State Zip Code

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Male  Female Date of birth \_\_\_\_\_ Email address \_\_\_\_\_

Social Security Number: \_\_\_\_\_ (required for IRS Form 1098-T) Birth Place: \_\_\_\_\_  
Town State

Have you attended OTC Before?  Yes  No If Yes what Program \_\_\_\_\_. Did you complete the program  Yes  No

**Please check the items that best describe your status:**

Citizenship:  US Citizen  Eligible Non-Citizen A# \_\_\_\_\_  
 Visa- Type \_\_\_\_\_  DREAMER  DACA

Primary Ethnicity:  Hispanic/Latino  Am. Indian/ Alaska Native  Asian  African Amer. /Black  
 Native Hawaiian/Pacific Islander  White  Other

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Method of Payment**

PELL  Bright Futures  Montgomery GI  Post 911  Florida Pre Paid  WIOA  Voc Rehab  
 MYCAA  Self-Pay  VA Voc Rehab  Other \_\_\_\_\_

**NOTICE**

If the registered student does not attend class and does not notify the Registrar prior to the first day of class, the student will be responsible for 10% of the semester tuition. In addition, if the registered student withdraws or is dropped within the first ten (10) days of the start date the student will be responsible for 10% of the semester tuition. Said fees will be due and payable immediately.  
 \*ALL PRICES ARE SUBJECT TO CHANGE\*



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**Student Goal(s) (Choose One)**

- Retain Employment       Employment  
 Unsure, need counseling session       Personal use/ growth

**How did you hear about us?**

- Friends/ Family       Internet       Newspaper       Radio Station       Other \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Fall       Spring       Day       Evening       Full Time       ¾ Time

<p><b><u>Architecture &amp; Construction</u></b></p> <p><input type="checkbox"/> Building Trades &amp; Construction Design Technology 900 Hours</p> <p><input type="checkbox"/> Carpentry 1200 Hours</p> <p><input type="checkbox"/> A/C Refrigeration and Heating 1      750 Hours</p> <p><input type="checkbox"/> A/C Refrigeration and Heating 2      600 Hours</p> <p><input type="checkbox"/> Electricity      1500 Hours</p> <p><input type="checkbox"/> Solar Photovoltaic System      600 Hours</p> <p><b><u>Manufacturing</u></b></p> <p><input type="checkbox"/> Welding      1050 Hours</p> <p><input type="checkbox"/> Advanced Welding      750 Hours</p>	<p><b><u>Health Science</u></b></p> <p><input type="checkbox"/> *Licensed Practical Nursing      1350 Hours</p> <p><b><u>Human Services</u></b></p> <p><input type="checkbox"/> Cosmetology      1200 Hours</p> <p><input type="checkbox"/> Culinary Arts      1200 Hours</p> <p><b><u>Transportation</u></b></p> <p><input type="checkbox"/> Automotive 1      1050 Hours</p> <p><input type="checkbox"/> Automotive 2      750 Hours</p> <p><input type="checkbox"/> Marine      1350 Hours</p> <p><b><u>Technology</u></b></p> <p><input type="checkbox"/> Cybersecurity      750 Hours</p> <p><input type="checkbox"/> Technology Support Services      600 Hours</p>
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Please answer the following questions:

1. Are you employed?  Yes  No
2. Are you open to text messages from our school?  Yes Cell Number \_\_\_\_\_  No
3. Single parent?  Yes  No
4. Displaced Homemaker  Yes  No
5. First time at a vocational College  Yes  No
6. Military status  Active duty  Retired  Reserves
7. Are you a Veteran?  Yes  No
8. Have you ever been convicted of a felony? Yes  No

## Okaloosa Technical College STUDENT PRIOR CREDIT EVALUATION

<b>Student's Name:</b>
<b>Student's Current Program:</b>
<b>Email Address:</b>

<b>EDUCATION HISTORY</b>						
Type of School	Name and Location	Program of Study	Degree/Certificate Completed	Highest Grade Completed	Years Attended	Y/N*
<b>High School</b>						
<b>Postsecondary Education</b> <small>(Student to list all colleges, technical centers, etc., even if VA education benefits were not used)</small>						

<b>Military Training</b>	<b>Joint Services Transcript (JST)</b>	
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<b>Student's Signature:</b>	<b>Date:</b>
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## AREA BELOW IS FOR SCHOOL USE ONLY

The student referenced above may be eligible to receive Federal and/or VA education benefits. As such, Title 38, Code of Federal Regulations §21.4253(d)(3) requires schools to obtain and evaluate official transcripts related to all previous post-secondary education and training, regardless of whether or not the student previously used Financial Aid and/or VA education benefits. In addition, it further requires that schools apply such transfer credit toward the requirements of the student's current program as appropriate under the school's published policy for granting prior credit. Please complete the appropriate information below and return it to the Financial Aid Office.

**NOTE:** Credit does not have to be granted if not applicable; however, all must be evaluated and documented.

**Transcript:** Please attach copies of all official transcripts (*attach even if denying transfer credit*). **NOTE:** \*In the table above, please indicate **Y** for Yes or **N** for No in the far right column as to whether or not an official transcript was obtained.

### Evaluation of Hours:

Total **credit** hours granted (indicate semester or quarter hours): \_\_\_\_\_

Total **clock** hours granted: \_\_\_\_\_

### Explanation of Non-transfer of Hours:

Evaluator's Name and Title (please print):

Evaluator's Signature:

Date:



**FLORIDA RESIDENCY FOR TUITION PURPOSES  
RESIDENCY AFFIDAVIT**

THIS SECTION MUST BE COMPLETED IN FULL IF YOU ARE CLAIMING FLORIDA RESIDENCY FOR TUITION PURPOSES PURSUANT F.S. 1009.21

Name of Student \_\_\_\_\_ Last 4 of SS# \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_ DOB \_\_\_\_\_

Claimant Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

*(Claimant is the person who is claiming Florida Residency, e/g/, the student, parent, spouse or legal guardian)*

Permanent Legal Address of Claimant \_\_\_\_\_

Date Claimant Began Establishing Residency in Florida \_\_\_\_\_

**Exempt (Must attach qualifying documentation):**

*Students established as exempt from paying tuition, out-of-state fees, or use Florida Prepaid are exempt from the residency requirement. See back for details.*

**Students must provide TWO forms of documentation proving at least 12 consecutive months' residency prior to enrollment.  
Please indicate which required Florida residency supporting document you are providing:**

FIRST TIER: MUST have at least one from this tier	SECOND TIER:
<input type="checkbox"/> Florida driver license or State of Florida ID card <input type="checkbox"/> Florida Voter Registration <input type="checkbox"/> Florida Vehicle registration <input type="checkbox"/> Proof of permanent home in Florida which is occupied as primary residence by the student of the parent/legal guardian (if the student is a dependent) <input type="checkbox"/> Proof of homestead exemption in Florida <input type="checkbox"/> Transcripts from a Florida high school for multiple years, if the Florida high school diploma or GED was earned within the last 12 months <input type="checkbox"/> Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month Period <input type="checkbox"/> Proof of active duty residing or stationed in Florida	<input type="checkbox"/> A declaration of domicile if Florida <input type="checkbox"/> A document evidencing family time in Florida <input type="checkbox"/> A Florida professional or occupational license <input type="checkbox"/> A Florida incorporation <input type="checkbox"/> Proof of membership in a Florida-based charitable or professional organization <input type="checkbox"/> Any other documentation that supports the student's request for resident status (Examples: utility bills for 12 months, lease agreement for 12 months)

Claimant's Driver License			
State _____	Number _____	Issue Date _____	
Claimant's Voter Registration			
State _____	County _____	Number _____	Issue Date _____
Claimant's Vehicle Registration			
State _____	Number _____	Issue Date _____	
Non U.S Citizen Only			
Resident Alien Number _____		Issue Date _____	

*I do hereby swear and 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 F.S. 837.06*

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY – Please ensure copies of residency documents, independent proof if required, or exemptions are attached.**

Reviews by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: Yes  No

**FLORIDA RESIDENCY DEFINITIONS**

A Florida "resident for tuition purposes" is an independent person who has, or a dependent person whose parent or legal guardian has established and maintained legal residence in Florida for at least twelve (12) months. Residency in Florida must be for the purpose of establishing a permanent legal residence and not merely to just attend school at an institution of higher education. To qualify as Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the bureau of Citizenship and Immigration Services. Other persons not meeting the twelve (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 and Florida Board of Education for exemption. All other persons are ineligible for classification as a "Florida Resident for Tuition Purposes."

Documents supporting the establishment of legal residence in Florida must be dated, issued, or filed 12 months prior to the first day of classes of the term for which an in-state classification is sought.

**Who may be eligible to establish Florida residency for tuition purposes?**

- U.S. citizens, permanent resident aliens, and certain Visa categories
- Independent persons (not claimed by anyone other than themselves for Federal Income Tax purposes), who have resided, and been employed in a permanent, full-time position, in Florida for the last 12 months or more.
  - **Independent:** 24 years of age or older; married (must provide marriage certificate if student is under 24); has children who receive more than half of their support from the student; has other dependents who live with and receive more than half their support; is a veteran of the U.S. Armed Forces or is currently serving on active duty (provide DD214); both of the student's parents are deceased (provide death certificates); student was (until age 18) a ward of the court.
  - **Dependent:** All students who do not meet the definition of an independent student shall be classified as dependent.
- Either parent or legal guardian of a dependent child. Federal Income Tax documents will be required to prove dependency. The term "dependent child" means any person, whether living or not living with his/her parent or legal guardian, who is eligible to be claimed by his/her parent or legal guardian as a dependent under the Federal Income Tax who received more than 50% of the true cost of living expenses for his/her parent or legal guardian.

**Who is not eligible to establish Florida residency for tuition purposes?**

- Students who are dependent on out-of-state parents (claimed on the parent(s) Federal Income Tax form).
- Students who moved to the State of Florida for the sole purpose of attending an institution of higher education.
- Students who claim independence but cannot document independence.
- Certain Visa Categories.

**Who is exempt from establishing Florida residency for tuition purposes?**

- Students who are exempt from paying fees (DCF, homeless waivers) are exempt from providing proof of residency F.S. 1009.25(2) (c) (d) and (f). attach proof of exemption.
- Students paying with Florida Prepaid College Program. Each qualified beneficiary shall be classified as resident for tuition purposes, regardless of his or her actual legal residence. F.S. 1009.98 (a)1. Attach copy of FL Prepaid card.
- New 7/1/2014: Out-of-state fee waiver for honorable discharge veterans of the U.S. Armed Forces, U.S. Reserve Forces, or the National Guard, who reside in the state while enrolled at a state university, FCS institution, career center operated by a school district under s. 1001.44, or charter technical center, F.S 1009.26 Attach copy of DD214.

**NON-FLORIDA RESIDENTS ONLY**

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

Printed Student Name \_\_\_\_\_ State of Residence \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_





**FINANCIAL AID APPLICATION**

This form is required to be considered for any academic financial assistance.

All questions are to be answered or the application will be returned to you for completion; if not applicable, use N/A

You are responsible for updating all information.

**APPLICANT INFORMATION**

Check for Self-Pay

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Social Security Number \_\_\_\_\_ Birthdate \_\_\_\_\_

Birthplace \_\_\_\_\_ Current Age \_\_\_\_\_ Sex \_\_\_\_\_

Marital Status Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced/Separated \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

What program will you be enrolled in? \_\_\_\_\_

Expected date of graduation \_\_\_\_\_

Number of dependent children for whom you are responsible \_\_\_\_\_ Age(s) \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Contact Number \_\_\_\_\_

**EMPLOYMENT BACKGROUND**

Currently employed? YES \_\_\_ NO \_\_\_ Will you continue employment while enrolled? YES \_\_\_ NO \_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

**EMERGENCY INFORMATION**

Emergency Contact \_\_\_\_\_

Phone \_\_\_\_\_





**Vendor Application and Substitute Form W-9**  
**Purchasing – Bay Area Office**  
**School District of Okaloosa County**  
**120 Lowery Place S.E., Fort Walton Beach, FL 32548**

MIS 2079  
REV 4/16

**Telephone (850) 833-7668 Fax (850) 833-6327**

In order to comply with IRS regulations, we are requesting Taxpayer Identification information that will be used to determine whether you will receive a Form 1099 for payment(s) made to you by the school district. For questions regarding this form, please use the address or telephone number provided above. In order to comply with the IRS rules, please provide us with your social security number (SSN) or federal employer identification number (FEIN). This is *not* a request for state sales tax exemption.

In the event this information is not provided, or should the IRS notify us that the provided information is incorrect, all payments made to you may become subject to a 28% Backup Withholding Tax Rate. **Please print clearly or type.**

**PART 1** – Please provide the correct Tax Identification Number (TIN), be it FEIN or SSN and the applicable name and address as shown on your income tax return. The TIN is (check one)  FEIN  SSN

Federal Employer Identification Number (FEIN) \_\_\_\_\_ OR \_\_\_\_\_

**A** Social Security Number (SSN) \_\_\_\_\_  
 Example 99-9999999  
 Example 999-99-9999

**B** NAME as shown on your income tax return \_\_\_\_\_

**C** ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

**PART 2** – Mark below the number that accurately describes the business or individual completing this form:

- 1  **INDIVIDUAL/SOLE PROPRIETOR, SELF EMPLOYED OR SINGLE-MEMBER LLC**
- 2  **CORPORATION, PROFESSIONAL ASSOCIATION OR PROFESSIONAL CORPORATION**  
 (A corporation formed under the laws of any state within the United States) Check One  C Corporation  S Corporation
- 3  **PARTNERSHIP**
- 4  **TRUST/ESTATE**
- 5  **LIMITED LIABILITY COMPANY** Check One  C Corporation  S Corporation  Partnership
- 6  **NOT FOR PROFIT CORPORATION** (Section 501 (c) (3) Internal Revenue Service – please attach IRS determination letter)
- 7  **GOVERNMENTAL ENTITY** (City, County, State, or U.S. Government)
- 8  **FOREIGN CORPORATION OR ENTITY** (A foreign entity formed under the laws of a country other than the United States)  
 Is income connected with business in the United States?  YES  NO If answer is YES, complete and attach Form W-8EC1
- 9  **NONRESIDENT ALIEN** (An individual temporarily in the U.S. who is not a U.S. citizen or resident)

Under the penalties of perjury, I certify that I have examined this request and to the best of my knowledge and belief, it is true, correct and complete.

**D** \_\_\_\_\_  
 Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT COMPLETE \*\*\*\*\*OFFICIAL USE ONLY FOR AS400\*\*\*\*\* DO NOT COMPLETE**

Vendor # \_\_\_\_\_ Select "E" OR "S":  E – Employer Identification Number  
 S – Social Security Number

Mark applicable designation below:

A – Attorney	M – Medical	N – Nonemployee	I – Incorporated	R – Rent	O – Other
		✓			

NOTICE: Per F.S.S. 119.071 (5) (a), social security number is collected for financial business.



## Collection of Social Security Numbers

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection, release and usage of your Social Security Number (SSN).

Pursuant to Florida Statute, 119.971(5) (a) 2.a., Okaloosa Technical College collects and uses your SSN only for the following purposes in performance of the college's duties and responsibilities, including compliance with federal and state statutes related to financial and academic assistance, inter-institutional articulation or transfer, and for actions imperative to the performance of Okaloosa Technical College's duties and responsibilities as prescribed by law.

To protect your identity, Okaloosa Technical College will secure your SSN from unauthorized access; strictly prohibit the release of your SSN to unauthorized parties contrary to state and federal law, and assign you a unique student identification number. This ID number is used for associated educational purposes at Okaloosa Technical College, except as set out below.

### Admissions

Federal legislation relating to the Hope Tax Credit and other tax benefits for education require that all postsecondary institutions report student SSNs to the Internal Revenue Service. This IRS requirement makes it necessary for colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the College for this purpose, but the IRS is then authorized to fine the student \$50 pursuant to the Internal Revenue Code, Section 25A. To avoid potential fines, please complete form, W-9S, and return it to the Okaloosa Technical College campus' financial aid office. While the collection and use of Social Security Numbers may be authorized, a student is not required to provide his or her Social Security Number as a condition of enrollment or graduation.

Non-credit programs may use your Social Security Number for the purpose of reporting to the state to facilitate the process of certification and license renewal, and for reporting non-credit course and in-service training information as required by state law.

### Financial Aid

A student's SSN is required for the following financial aid purposes: The U.S. Department of Education's Free Application for Federal Student Aid (FAFSA) requires applicants to report their SSN for all federal financial aid programs as a student identifier for processing and reporting [34 CFR 668.16]. In addition to its use by USDOE as a student identifier, the SSN is required for the Department of Homeland Security to investigate citizenship status [34 CFR 668.32, 33], for the federal Work Study Program [34 CFR 668.36], and for all loan applications for use by the lender/servicer/guarantor.

Okaloosa Technical College collects a student's SSN on certain institutional scholarship applications for student files and federal and state audit/reporting purposes.

If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant [1009.40 FS], Florida Work Experience [1009.77 FS] or Bright Futures [1009.53 FS], the Florida Department of Education will require the SSN on its grant/scholarship disbursement website and for reporting purposes.

I have read and understand the information regarding collection of Social Security Numbers.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



ANNUAL NOTICE OF RIGHTS UNDER THE  
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA). 20 U.S.C 1232g: 34 CFR Part 99, affords students over eighteen years of age and parent certain rights with respect to student educational records. These rights are:

- a. Right to inspect and review the student's educational records within 45 days of receipt of the request for access.
- b. Right to request the amendment of the student's educational records when the student believes the records are inaccurate.
- c. Right to consent to disclosure of personally identifiable information contained in the student records, except to the extent that FERPA authorized disclosure.
- d. Right to file a complaint with the U.S. Department of Education concerning alleged failures by the school District to comply with FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202

FERPA permits OTC to disclose appropriately designated directory information without written consent, unless a student over the age of 18 or his/her parents have advised Okaloosa County Schools to the contrary. Directory information is limited to the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates, awards, received, and the most recent previous educational agency or institution attended. The district may, from time to time, include directory information in school, district, or media communications. In addition, directory information may be released to outside entities as public information, upon request, in accordance with Okaloosa County School Board Policy.

If you do not want your directory information released in accordance with FERPA, please complete Part One of the request provided below and return to your school.

If you have previously requested that your student information not be classified as directory information, but would now like to remove that restriction, you must provide written notice of that change. If you want to rescind your prior request, please complete Part Two of the request below and return to your school.

.....  
**REQUEST REGARDING DISCLOSURE OF DIRECTORY INFORMATION**

**Part One**

As required by the Family Educational Rights and Privacy Act, 20 U. s. C. 1232g, I \_\_\_\_\_, have received the Annual Notice of Rights pertaining to release of directory information and request that my student information not be classified as directory information and not be subject to release as such. I understand that by completing and submitting this form, OTC will restrict the disclosure of directory information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part Two**

I have previously requested that my student information not be classified as directory information (not be subject to release). And I want to rescind that request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date







# Okaloosa Technical College

Kelly Hayes, Director  
Phone: (850) 833-3500  
Fax: (850) 833-3466

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## Media Release

I hereby consent to the disclosure of the following information when related to an activity or an academic assignment within Okaloosa County District Schools, in accordance with the Family Educational and Privacy Act, 20 USC 1232g:

Please initial the following items for which your permission is granted:

- Publication on the Internet of my creative efforts, including stories and artwork
- Use of my name in Internet publications (including Facebook, Twitter and official school/district List servers)
- Use of my picture/video in school/district Internet publications (including Facebook, Twitter and official school/district List servers)
- Use of my picture/video in school-approved publications and media events coverage

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Student's Signature

Date





Okaloosa Technical College

Kelly Hayes, Director  
Phone: (850) 833-3500  
Fax: (850) 833-3466

**REQUEST TO RELEASE INFORMATION**

-----  
Student Name (Please PRINT)

-----  
Student Number

I \_\_\_\_\_, understand that as a student who is at least 18 years of age, I am legally responsible for my own educational decisions, including the ability to release my information to specific individuals or entities.

I \_\_\_ DO \_\_\_ DO NOT give Okaloosa Technical College permission to release my attendance, discipline, academic information, enrollment verification, student financial aid, etc. to my parent(s)/ guardian(s)/ spouse or entity (i.e. Vocational Rehabilitation, WIOA Scholarship, etc) listed below:

-----  
\* Name of person/entity to release to (Please PRINT)

-----  
Relationship

-----  
\* Person to release to (SIGNATURE)

*\*NOTE: A picture ID will be required*

-----  
Student Signature

-----  
Date

