



# **New Student Application Packet 2022.2023**

# ADMISSIONS

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## **ADMISSION POLICY**

**Individuals 16 years of age and older may apply for admissions at Florida Panhandle Technical College (FPTC).**

*Applicants may be denied admission if their enrollment is perceived as a safety concern relating to the welfare of staff and/or students of Florida Panhandle Technical College. (F.S. 1001.42(8) (a), 1001.42(19) (a), 1001.43(1), 1006.07)*

*Applicants who have been expelled from any school program, have withdrawn or been withdrawn from a district or school program to avoid disciplinary action, will be considered for enrollment in this center at a minimum of one (1) year after the withdrawal date. (F.S. 1001.43(1) (e))*

*Admission applications or residency statements submitted by or on behalf of the student that contains false, fraudulent or incomplete information may result in denial of admission or dismissal from the Center.*

*Admission decisions will be made by administration. All initial applications accepted are on a probationary status. Applicants who are denied admission may appeal to the Director of the Technical College, Washington County Superintendent, and Washington County School Board. Student grievance procedures and forms are available in the Student Handbook section of the catalog.*

## **ADMISSION PROCEDURE**

### **Applicants:**

#### **1. Pick-Up Application w/ Florida Residency Form and if applicable, Pre-Register for the TABE Exam:**

Application packets are available anytime from 8:00 a.m. - 3:00 p.m. in Student Affairs. Applications and Florida Residency Forms are accepted when application is complete. Applicants holding a standard high school diploma must pay an annual \$10.00 (No Checks) non-refundable registration fee.

**REQUIRED DOCUMENTS:** Application/On-line Application available at [www.fptc.edu](http://www.fptc.edu)  
College and Career Readiness Scores (PERT, ACT, or TABE)  
FL Residency Form with 2 proofs of documentation  
Probationary Contract  
High School Transcript or a High School Equivalent Transcript  
Transcripts from all postsecondary institutions, if applicable  
Photo ID  
Method of Payment

*\*Other documentation may be requested*

**Our medical programs require CPR which may be taken at FPTC. You will be required to pay out of pocket for the CPR course unless your funding for your program is verified and secure.**

#### **2. Complete Testing Requirements:**

Applicants must pre-register to take a Basic Skills Placement Test (BSPT), unless exempt with other scores or degrees.

#### **3. Check with Financial Aid Staff if Applicable:**

While completing registration requirements, applicants may need to meet with Financial Aid staff.

#### **4. Complete Registration Process:**

All admission requirements must be met before registration is complete. Applicants will pay tuition and appropriate fees at the Business Office.

FPTC requires that applicants take the or show documentation of exemptions for the BSPT, or scores demonstrating math, language, and reading state required levels in order to enter a program without testing or possible academic remediation.

## **BASIC SKILLS EXIT REQUIREMENTS & EXEMPTIONS**

Section 1004.91, Florida Statute (F.S.) and State Board of Education Rule 6A-10.040 mandate that students who enroll in a program of 450 hours or more "may not receive a career and technical certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the career education program." FPTC provides opportunity for students to demonstrate basic skill requirement through the Test of Adult Basic Education (TABE). The Florida Department of Education has placed basic skill levels on all programs in the curriculum frameworks. Only advanced and difficult level of the TABE meet requirements.

Based on Rule 6A-10.040 and Ruler 6A-10.0315, students are exempt from the basic skills requirement if they meet any of the following conditions:

- The student presents a transcript indicating an award of a college degree at the associate of applied science level or higher.
- The student entered 9th grade in a Florida public school in the 2003-2004 school year, or thereafter, and earned a Florida Standard High School Diploma.
- A student who demonstrates readiness by achieving or exceeding the following test scores and enrolling within two (2) years after achieving such scores:
  - o Florida Postsecondary Education Readiness Test (PERT)- Reading **106** Writing **103** Math **114**
  - o ACT, American College Testing Program- Reading **19** English **17** Math **19**
  - o SAT, The College Board – Verbal **440** Math **440**
  - o Grade 10 Florida Comprehensive Assessment Test (FCAT 2.0) Reading - **262** (*Demonstrates readiness in Reading & Writing*)
- The student who is serving as an active duty member of any branch of the United States Armed Services.
- The student passes a state or national industry certification or licensure examination aligned to the career education program in which the student is enrolled.

## **PROGRAM SELECTION**

The Student Affairs staff will explain the TABE test results and counsel with each student to assist them in selecting the most appropriate career choice. Career exploration options are available to students to explore career opportunities and evaluate program choices. Upon the selection of a program, students may be asked to interview with the instructor and may enroll in the technical program of their choice on a space available basis.

## **ENROLLMENT**

Students may enroll in our programs at various times throughout the year. However, many programs must limit enrollment to the beginning of their course/program due to the unique requirements of their courses. Please see the individual program sections for enrollment information specific to each program. Contact Student Affairs if you need additional information concerning admissions.

## **TECHNICAL DUAL ENROLLMENT**

Eligible high school students are allowed to enter at the beginning of each semester but must obtain approval from administration. High School credits awarded are based on attendance and performance. Summer attendance may be required for some career and technical programs. Some programs are not available to high school students. Please check with a high school counselor or FPTC Student Affairs staff for more information.

## **TRANSCRIPTS**

At the completion of a program a certificate of completion along with a transcript will be issued to the student provided there are no outstanding fees. A \$5 charge will be required for each additional transcript request.

FLORIDA PANHANDLE TECHNICAL COLLEGE

Florida Residency Classification for Tuition Purposes

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parents or legal guardian has, established and maintained a legal residency in Florida for at least twelve months. To qualify as a Florida resident for tuition purposes, you must be a U.S. Citizen, permanent resident alien, or legal alien granted indefinite stay by the U.S. Bureau of Citizenship and Immigration Services. Other persons not meeting the twelve-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. All other persons are ineligible for classification as a Florida "resident for tuition purposes." 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.

I. OUT - OF - STATE RESIDENTS If a Florida resident, proceed to section II and III.

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and 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 to be considered for Florida residency classification.

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

II. FLORIDA RESIDENTS

This section must be completed if you claim Florida residency for tuition purposes.

- Attach copies of document(s) required.
• Your and/or your parents' most recent tax return or other documentation may be requested to establish dependence/independence.
Dependent: a person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service.
Independent: a person who provided more than 50% of his/her own support.
• A copy of marriage certificate is required in all cases of spouse claiming partner's residency.
• Select below all that apply.
[ ] A. I am an independent person and have maintained legal residence in Florida for at least 12 months.
[ ] B. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
[ ] C. 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
[ ] D. 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: Copy of marriage certificate, claimant's voter registration, driver's license and vehicle registration.)
[ ] E. I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence.
[ ] F. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay and have maintained a domicile in Florida for at least 12 months. (Required: INS documentation and proof of Florida residency status.)
[ ] G. I am a member of the armed services of the United States and I am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am a member's spouse or dependent child. (Required: Copy of military orders or DD2058 showing home of record.)
[ ] 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. (Required: Copy of employment verification.)
[ ] I. I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s.240.551, F.S.).

III PERSON CLAIMING RESIDENCY SHOULD COMPLETE THIS SECTION IN FULL.

- 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 a Florida resident classification is sought. All documentation is subject to verification.
• Florida Panhandle Technical College protects the social security numbers of all individuals which are in its possession. As required by Florida law (119.071(5)), FPTC uses for the social security number for identification and verification purposes.

Please Print:

1. Name of Student: \_\_\_\_\_ 2. Student Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

3. Name of person claiming Florida residency: \_\_\_\_\_

4. Claimant's relationship to student: \_\_\_\_\_ 5. Claimant's telephone number: ( \_\_\_\_\_ ) \_\_\_\_\_

6. Claimant's permanent legal address: \_\_\_\_\_

Street / P.O. Box Apt. No. City State Zip Code

7. Claimant's driver's license: State: \_\_\_\_\_ Number: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

8. Claimant's vehicle registration: State: \_\_\_\_\_ Tag Number: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

9. Claimant's voter registration: State: \_\_\_\_\_ Number: \_\_\_\_\_ County: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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 BOR Rule 6C-6.001(60, F.A.C.).

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

## FLORIDA PANHANDLE TECHNICAL COLLEGE

### Information on Florida Residency Classification for Tuition Purposes

Students who are admitted to public-supported postsecondary educational institutions in Florida must complete an affidavit and provide proof of "residency for tuition purposes" in accordance with state law.

1009.21, Florida Statutes (FS)  
and BA-10.044, Florida Administrative Code (FAC)

Non-U.S. citizen students and /or parents must provide evidence of eligible legal immigration status in the U.S. before being considered for Florida resident fees. Please check with the Registrar's Office at the campus you will attend for more specific information on the non-U.S. Citizen categories that are eligible to be considered for in-state fees. International Students and non U.S. citizens admitted into the United States with the following visas are NOT ELIGIBLE to pay Florida resident fees: B, C, D, F, H4 (if 21 or over), J, M, P and Q.

ALL DOCUMENTS SUPPORTING THE ESTABLISHMENT OF FLORIDA RESIDENCY MUST BE DATED, ISSUED, OR FILED 12 MONTHS BEFORE THE FIRST DAY OF CLASS OF THE TERM IN WHICH THE RESIDENCY-FOR-TUITION-PURPOSES CLASSIFICATION IS SOUGHT. ALL DOCUMENTS MUST BE RECEIVED BY NO LATER THAN THE 100% REFUND DATE FOR THE TERM IN WHICH FLORIDA RESIDENCY IS BEING REQUESTED OR IT WILL APPLY FOR THE FOLLOWING TERM. PLEASE NOTE THAT THE NAME(S) LISTED ON ALL DOCUMENTS MUST MATCH.

If you are under the age of 24, you will be automatically considered "dependent" unless you can prove otherwise (see below). Students age 24 and over will be automatically considered independent unless proven otherwise.

If you are claiming to be independent and are under the age of 24, you must provide proof of financial independence. Independent students under the age of 24 must prove sufficient income in the previous year (check with the registrar's office on your campus for more information) and not be claimed by another person on their taxes (must show prior year taxes); have a dependent child and have received Florida state aid; show proof of marriage; be a veteran of the U.S. service (DD214) required ; be classified as "independent" by the financial aid office at Washington-Holmes Technical Center; or declared ward of the state or project independence recipient by a Florida state agency.

Please note that, per current Florida law, stepparents are not eligible to claim Florida residency on behalf of a dependent student. All students and/or parents (based on dependent or independent status) are required to submit the Florida residency affidavit and at least two of the following documents with dates that evidence the 12-month qualifying period. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two documents may be requested. No single piece of documentation will be considered conclusive. Additionally, there must be an absence of information that contradicts the applicant's claim of residency.

**First Tier** (at least one of the two documents submitted must be from this list)

- Florida Driver's license (if known to be held in another state previously, must have relinquished ) OR a State of Florida identification card (if evidence of no ties to another state)
- Florida voter registration card
- Florida vehicle registration
- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant (warranty deed)
- 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 or 1040 income tax forms and/or W-2 forms (one or more jobs for at least 30 hours per week for a 12-month period), this may include paycheck stubs from work in Florida (from at least 1 year ago and current) and/or a letter of employment in Florida on official company letterhead (from at least 1 year ago)
- Benefit histories from Florida agencies or public assistance programs; this may include proof of state of Florida unemployment, state aid, or social security benefits, including foster care , road to independence, and ward of the state

**Second Tier** (may be used in conjunction with one document from First Tier)

- A Florida professional or occupational license
- Florida incorporation
- Proof of membership in Florida-based charitable or professional organizations
- Other documentation that supports the student's request for resident status

Examples of "other" documentation:

- 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

Unacceptable Documents (may not be used)

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

NOTE: The above serves as a summary of Florida law and related policies/procedures applied by Florida Panhandle Technical College in determining eligibility of residency-for-tuition-purposes. Further information is available at the Registrar's Office at the campus the student plans to attend. NOTE THAT NO SINGLE DOCUMENT SHALL BE CONCLUSIVE AND ALL DOCUMENTATION IS SUBJECT TO VERIFICATION. THERE MUST ALSO BE A LACK OF EVIDENCE OF TIES TO ANOTHER STATE IN ORDER FOR FLORIDA RESIDENCY TO BE GRANTED.

ADDITIONAL NOTICE: LIVING IN THE STATE OF FLORIDA FOR 12 MONTHS OR MORE DOES NOT AUTOMATICALLY CLASSIFY AND/OR RECLASSIFY STUDENT AND/OR PARENT AS A FLORIDA RESIDENT FOR TUITION PURPOSES. ALL INFORMATION IS SUBJECT TO CHANGE WITHOUT NOTICE.



## Probationary and Enrollment Contract

My signature below indicates that I have been informed of the following information and that I understand the content herein.

All students are enrolled into Florida Panhandle Technical College on a probationary period. I understand that I have been accepted into Florida Panhandle Technical College on a probationary basis for a period of one year. I have been notified of my probationary status.

I understand that my past and future will have an effect on employment and some life experiences could prohibit me from employment in the workforce.

Students should also be aware that as of November 2021, many employers began requiring proof of a COVID-19 immunization to participate in clinical operations, co-operative work-study, or for employment. Students should be aware that, in some cases, the lack of a COVID-19 immunization may prevent the student's ability to complete a program or be placed for employment thereafter.

I understand that FPTC does not control any such regarding such outside requirements. Students must decide how they handle such a situation should it arise; but should also consider their enrollment decisions in a manner that will address FPTC's enrollment and withdrawal policies exclusive of outside influences.

I understand that it is the choice of the student to continue enrollment at Florida Panhandle Technical College. I understand that failure to comply with campus or school board policy and/or procedure will result in the termination of my enrollment. I also understand that progress monitoring of my attendance, conduct and academic performance will be used to determine my enrollment status. If termination occurs, I understand that I will not be eligible for admittance into the technical college for a period of up to one year from the date of dismissal.

My signature below indicates that I have read the content herein and understand my responsibility to enroll knowing the probationary and enrollment policies of FPTC and the possible affect of outside requirements, beyond the control of FPTC.

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Printed Student Name

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Enrollment Date

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Student Signature

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Date Signed

# Florida Panhandle Technical College

## Parking Permit

Please check one:		
FPTC Faculty/ Staff _____	Student: High School _____	Adult _____
Program: _____		

<b>Contact Information</b>		
Full Name: _____		
Address: _____		
City: _____	State _____	Zip Code: _____
Home Phone: _____	Cell Phone: _____	

Automobile 1	Automobile 2	Automobile 3
Decal#: _____	Decal#: _____	Decal#: _____
Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____
Color: _____	Color: _____	Color: _____
Tag:# _____	Tag:# _____	Tag:# _____
<i>If other than FL, list state. _____</i>	<i>If other than FL, list state. _____</i>	<i>If other than FL, list state. _____</i>

**Parking on campus is a privilege!**

Any of the following actions will result in loss of your parking permit:

1. Driving in a reckless fashion at any time on campus property.
2. Use of vehicle to leave campus without proper checking out procedures.
3. Transporting another student off campus without proper approval.

Please note the following:

- Parking permits shall be affixed to the vehicle rear windshield, preferably the driver's side.
- Vehicles are subject to search as to the code of student conduct and discipline.

I have read the above information and understand the benefits and limitations of having a parking permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ACKNOWLEDGEMENTS

Student Name: \_\_\_\_\_ Program: \_\_\_\_\_

COVID/Infectious Disease Waiver: I have read, understand, and consent.

Probationary Contract: I have read, understand, and consent.

Authorization to Provide Name, Address and Phone # to Military Recruiter: Yes \_\_\_ No \_\_\_

Handbook Agreement: I have read, understand, and consent.

(Such as but not limited to Basic skills requirement; withdrawal policies, satisfactory progress; attendance expectations; and grading policy)

FPTC Campus Code of Conduct: I have read, understand, and consent.

Internet Use Agreement: I have read, understand, and consent.

Tobacco Agreement: I have read, understand, and consent.

Give Permission to be Photographed/Videoed on Campus for Promotional Purposes: Yes \_\_\_ No \_\_\_

Receive Digital Documentation/Announcements to Personal Email: Yes \_\_\_ No \_\_\_

FERPA Agreement: Private \_\_\_ Give someone permission \_\_\_ Name \_\_\_\_\_

\*Dual Enrollment Student – parent’s will have access according to Washington County School District policy for K-12 students.

My signature indicates that I am aware that my records will be provided as required to state or/or federal reporting agencies.

My signature below indicates that I have read all of the handbook content from the online application and I agree to the content therein and above.

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

\_\_\_\_\_  
Date



## **TRANSFER OF PROGRAM**

A student considering a transfer from a current program of study must contact Student Affairs for guidance and assistance. Except in cases of extreme circumstances, dual enrolled student transfers will only be permitted at the beginning of a semester period due to the possibility of a loss of credit required for graduation. A transfer during a course is discouraged and may result in additional fees. Transfers will only be approved upon program availability and in the best interest of all parties involved.

## **REFUND POLICY**

Refunds, when due, shall be made without requiring a request from the student, within forty-five (45) days:

1. of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or
2. from the date the institution terminates the student or determines withdrawal by the student.

## **CANCELATION REFUNDS**

If tuition and fees are collected in advance of the start date of a program and the class is canceled, 100% of the tuition and fees collected will be refunded. The refund will be made within forty-five (45) days of the planned start date.

## **WITHDRAWAL REFUNDS**

If a student withdraws on or before the first day of class, appropriate refunds will be made within forty-five (45) days of the class start date. One hundred dollars (\$100.00) of the Commercial Vehicle Driving Program deposit is non-refundable.

A refund will only be issued if a course is dropped within ten (10) calendar days after the enrollment date, with the exception of the Commercial Vehicle Driving (CVD) and public safety courses. Refunds will only be made for CVD and public safety courses if dropped the first day of class. The only exceptions will be cases in which the CVD instructors determine a student should be withdrawn. In this case, a prorated amount will be refunded.



**Notification regarding social security collection and usage:** In compliance with Florida Statute 119.071(5), Florida Panhandle Technical College may collect your social security number for the following legitimate employment business and/or educational purposes: payroll eligibility verification, workers' compensation claims reporting, enrollment in and processing of employment benefits provided to the vendor administering district benefits, pre-employment background check, drug screening, income reporting, accurate maintenance and transfer of records, and completing immigration related documentation necessary for sponsorship.

Washington County will collect and use your social security number only for these purposes in performance of the district's duties and responsibilities. Providing your social security number is a condition of employment and GED assessment, but is optional upon student registration.



## **FPTC Policy for Student Withdrawal Request Form**

### **Purpose**

The Student Withdrawal Form is used by FPTC teachers for accurate record keeping of a student's parting information at the time of program withdrawal for record keeping and reporting purposes.

### **Procedure**

FPTC instructor's will have the student complete the top portion of the form to the Student Signature line. The instructor will file and hold the form until the student's withdrawal date.

At the time the student withdraws, the instructor shall have the student take the form to the required departments to verify outstanding fees or document needs.

After signatures are obtained, the student shall return the form to the instructor to complete the allowable drop reasons.

### **Reporting**

The content of this form is to document allowable withdrawals and reportable completers for the instructor's CPL COE Report due annually.

### **Posterity**

The Instructor may keep a hard copy or a digital copy of the finalized for reporting purposes.

Student Services has made a "FILE UPLOAD" section in the Student's "CTE" Demographic Tab of the FOCUS SIS System.

**COMPLETE THE INFORMATION IN THE HIGHLIGHTED BOX - NEXT PAGE**

## STUDENT WITHDRAWAL REQUEST FORM

Student: Please complete the following section Bound in the Double Border

Student Name		Program Name	
Street Address		Employer's Name	
City/State/Zip		Street Address	
Date of Birth		City/State/Zip	
Primary Phone Number		Alternate Phone Number	
Alternate Contact		Employment Date	
Alternate Contact		Job Title	
Alternate Contact		Supervisor's Name	

Are you enlisted in the military? Yes \_\_\_\_\_ No \_\_\_\_\_ Branch \_\_\_\_\_ Are you planning on entering the military? Yes \_\_\_\_\_ No \_\_\_\_\_ Branch \_\_\_\_\_ Are you planning on continuing school? Yes \_\_\_\_\_ No \_\_\_\_\_ If so where \_\_\_\_\_

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

Student: STOP and return this form to Student Services to complete the withdrawal process.

**AT THE TIME OF STUDENT WITHDRAWAL, STUDENT SHOULD HAVE THIS FORM COMPLETED BY THE DEPARTMENTS BELOW, THEN RETURN IT TO THE INSTRUCTOR.**

Student Services will contact the following department for withdrawal clearance.

### OUTSTANDING FEES

Department	Books/Supply Fees/Etc.	Amount \$	Signature
Registrar's Office			
Financial Aid Office			
Teacher			

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

Student Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Student Services - Additional Enrollment Information:

Start & Drop Date of Program: Program Name \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_

Start of New Program: Program Name \_\_\_\_\_ Date \_\_\_\_\_

100% Refund Amount: \$ \_\_\_\_\_ Why:  10 day 1<sup>st</sup> course of program

Called to Active Duty Date: \_\_\_\_\_

**STUDENT –RETURN TO INSTRUCTOR AFTER OBTAINING REQUIRED SIGNATURES**

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Instructor – Allowable Drop Reasons:

Special Notes:  Refused Employment  Death  Medical Issues  Family Issues  Peace Corp   
Church Mission  Pregnancy  Jail  Federal Government Service  Military Relocation  
 Other – describe \_\_\_\_\_

Attach Documents (Court Proceedings, Obit, Church letter, Military papers, Doctors Note, Jail Document):

**Student Withdrawal Form will be sent to Instructor  
after registration completed.**

# Applying for Federal Financial Aid

Fill out the Free Application for Federal Student Aid (FAFSA)

[www.studentaid.gov](http://www.studentaid.gov)



If you have never applied for FAFSA aid, click on **Create Account**. If you have applied in the past, simply click on **Log In** and enter your previously used information. Keep your login information accessible.

Choose **2021-2022** application through May 2022

Choose the **2022-2023** application for enrollment after June 2022 .

If you're starting a new FAFSA, you will be asked to create a username (a.k.a. the FSA ID) and password. These will be used to import taxes from the IRS website (if applicable), and to electronically sign and submit the FAFSA Online.

It will take 3-5 business days after submission before FPTC can access your records.

If you are a **dependent student** that is filling out the FAFSA, **your parent will also** need to create an **FSA ID** and password. Dependent individuals need to provide tax information (W-2s, tax returns, records of untaxed income, assets) SSNs, birthdates, dates of marriage (and/or divorce or separation) for your parents, as well as for yourself.

For FAFSA purposes, you are a **dependent** if you are under the age of 24 (and will not turn 24 during this calendar year), are single, and have no dependents for which you provide more than 50% financial support. To be eligible for federal student aid, students must have a standard high school diploma or high school equivalency (formerly known as the GED), and not have already received a degree from a four-year college or university.

Once created, **BE SURE TO KEEP FSA LOG IN and ID in a SAFE PLACE.** You will need it in the future!

NOTE: Federal financial aid approval does not mean automatic admittance into Florida Panhandle Technical College.

# COMPLETING YOUR FAFSA.

[www.studentaid.gov](http://www.studentaid.gov)

FPTC School Years:  
June 2021-May 2022 = 21.22. School Year  
June 2022-May 2023 = 22.23 School Year

## Have Handy:

- School Code: **013898** -Washington-Holmes Technical Center ( yes, the old name)
- Your Social Security number and your name ASIT APPEARS on the Social Security card.
- Date of Birth.
- The address where you receive your mail & state of residence.
- Driver's License # (if applicable)
- Alien Registration Number (if not a U.S. Citizen)
- Marital status.
- Your federal income tax returns, W2 statements, or other records of money earned —applicants must use second-most recent tax returns. People filling out the 2021-2022 option for **FAFSA** , will use **2019 returns**. FAFSA completion for **2022.2023** will use their **2020 returns**\*.
- Bank statements and records of investments.
- Records of untaxed income. (such as child support received, interest income and veteran's not-education benefits)
- Your FSA ID.
- A VALID and accessible email address.
- Eligibility status: The application will prompt you to enter information about your eligibility, such as when you will graduate high school/what year of college you'll be entering, and what degree you're working toward.

\*FAFSA applications use taxes from TWO YEAR PRIOR to the application year.

**LINK TAXES:** You can LINK your taxes to the FAFSA. Use the IRS *Data Retrieval Tool (IRS DRT)* when completing the FAFSA "Student Tax Filing Status" section.



FPTC will have access to 2021/2022 application within 3-5 business days. If you have completed your application and received an email that it has been processed, call the FPTC Financial Aid Office at (850) 638-1180 ext 6319 to see if it has been received. Once it has been received, you will need to come to the financial aid office for verification and to complete additional forms.



Prospective FPTC student needing assistance filling out the FAFSA, may come to the Financial Aid Office.

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC    <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the U.S.)</i></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶

Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*