



Human Services Program

Dear Prospective Student,

First Coast Technical College is accepting applications for the Human Services Programs. All classes meet at the Main Campus in St. Augustine. As you begin your student journey, please refer to the Application Checklist below.

Course Length

*Cosmetology	Total: 1200 Hours / 37 Weeks
Facial Specialty	Total: 260 Hours / 8 Weeks
Nail Specialty	Total: 240 Hours / 8 Weeks

All applicants must be 16 years of age upon completion of the program or have a high school diploma.

*** CASAS or TABE scores must be on file unless you meet the basic skills exemption requirement.**

If you meet the above requirements, please continue with this Application Checklist

- Request your official sealed high school or GED **transcripts**. If you have an Associate degree or higher, this can be sent in lieu of high school or GED transcripts. Click here to learn how to submit your official sealed [Transcripts](https://fctc.edu/transcripts/). <https://fctc.edu/transcripts/>
- Apply for **Federal Student Aid**. Go to www.fafsa.ed.gov. FCTC's school code is **012544**. If you have a high school diploma or GED, you may be eligible for financial aid for the Cosmetology program. Facial Specialty and Nail Specialty are not eligible for financial aid. For more information, click [Financial Aid](https://fctc.edu/financial-aid/) . <https://fctc.edu/financial-aid/>
- Go to your program on FCTC.edu and click **Create My FCTC Account** to start your pre-registration, if you have not already.
- Upon receipt of your official transcripts, you will receive email notification which will determine your **assessment requirements**. See page 2 for more information.
- Complete this Application** which includes [Florida Residency Affidavit](#), submit and pay at Registration.

(904) 547-3282 • 2980 Collins Avenue St. Augustine, Florida 32084 • FCTC.edu



Program Fees

Go to your program at FCTC.edu and click on **Program Costs** for a complete cost breakdown.

Program Requirements

Age	All students must be 16 years of age upon completion of the program	
Education	Cosmetology	High School Diploma, GED or Higher Degree
	Facial Specialty	High School Diploma, GED and assessments not required*
	Nail Specialty	High School Diploma, GED and assessments not required*

* Facials or Nails do not require taking an assessment. If you plan to move into a program more than 450 hours such as Cosmetology, you will be required to take an assessment.

Assessment Score Requirements

Once your official transcripts (high school, GED or college) are reviewed, you will receive an email letting you know if you will need to take an assessment to determine your reading and math abilities or if you are basic skills exempt.

To take the assessment, you can pay in person or call (904) 547-3383 or (904) 547-3381 to make an over the phone payment. Then, to schedule your appointment, contact the [Test Center](#) by emailing fctctesting@stjohns.k12.fl.us or calling (904) 547-3390.

For those who are interested in assistance to prepare for assessments, [Academic Coaching](#) <https://fctc.edu/programs/coaching/> is offered through Adult Education by emailing adult-ed@stjohns.k12.fl.us or calling (904) 547-3434.

	CASAS		TABE Scores		
	Reading	Math	Reading	Math	Language
Cosmetology	239	229	576	577	577
Facial Specialty	no requirements		no requirements		
Nail Specialty	no requirements		no requirements		

Auxiliary Aid

FCTC provides auxiliary aids and services for persons with disabilities. If you need assistance during the course of your study, please visit Student Advising in Building A or fctc-studentadvising@stjohns.k12.fl.us.



FCTC USE ONLY:	
FOCUS ID	_____
DATE	_____
Initials	_____

Human Services Application

Check the program to which you are applying:

- Cosmetology Facial Specialty Nail Specialty

Name _____
Last First Full Middle Maiden/Other Names

Last four digits of Social Security # _____ Date of Birth _____ Place of Birth _____

Address _____
Street Apt/Unit Number City

County _____ State _____ Zip _____

Home Phone _____ Work _____ Cell _____

Email _____

Emergency contact _____ Phone Number _____

Check Highest Grade Completed: 8 9 10 11 12 College: 1 2 3 4 years Graduate

Prior Career and Technical Education (CTE) Training Yes No

Type of Program _____ Dates of Attendance _____

Reason for Leaving Program _____



List courses taken since high school

Three horizontal lines for listing courses taken since high school.

If you think you have previous experience that you feel is relatable to this program, please explain below.

Two horizontal lines for explaining previous experience.

Have you ever been convicted of a crime, found guilty or entered a plea of no-contest to a crime other than a traffic violation? Yes No If yes, please explain: _____

Horizontal line for explaining conviction details.

The following information is not used in the eligibility process.

- Applicant's Gender Female Male
- Race White, Not Hispanic Black, Not Hispanic Asian/Pacific Islander Hispanic
 American Indian/Alaskan Native Multi-Racial Other _____
- Are you a United States citizen? Yes No
- Is English your second language? Yes No

I understand that submitting this application does not guarantee admittance into a program and that all application fees are non-refundable. I have been provided the consumer information notice at <http://fctc.edu/consumer/gainful-employment/> and campus security report on the FCTC website at <http://fctc.edu/about/safety/>. FCTC will also provide a paper copy of the campus security report upon student request.

The FCTC Student Handbook is located at <http://fctc.edu/students/handbook/>. I have read the FCTC student handbook and I agree to accept responsibility and will comply with all policies outlined in the FCTC student handbook.

I verify that all information contained in this application is true and correct. I authorize First Coast Technical College to contact former employers and educational institutions listed in this application, and further authorize these employers and educational institutions to release information to officials of First Coast Technical College concerning my performance and progress while under their employ or enrolled in their program(s).

Signature of Applicant

Date updated 4/14/2020



Florida Residency Affidavit for Tuition Purposes

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

Students who have been established as exempt from paying tuition fees or use Florida Prepaid are exempt from the residency requirement.

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 ____/____/____

Students must provide **TWO qualifying forms of documentation** proving at least 12 consecutive months residency prior to enrollment. Please select **TWO qualifying forms of documentation from Tier 1 or ONE from Tier 1 & ONE from Tier 2.**

Please indicate which required Florida residency supporting documents you are providing:

TIER 1: MUST have at least one from this tier

- Florida driver license or State of Florida ID card
- Florida voter registration
- Florida vehicle registration
- Proof of permanent home in Florida which occupied as primary residence by student of parent/legal guardian (if student is dependent)
- Proof of homestead exemption in Florida
- Transcripts from a Florida high school for multiple years, if the Florida high school diploma or GED was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period
- Proof of active duty residing or stationed in Florida

TIER 2:

- Declaration of domicile in Florida
- Document evidencing family ties in Florida
- Florida professional or occupational license
- Florida incorporation
- Proof of membership in a Florida-based charitable or professional organization
- Any other documentation that supports the student's request for resident status (Examples: utilities bills for 12 months, lease agreement for 12 months)

Claimant's Driver License

State _____ Number _____ Issue Date ____/____/____

Claimant's Voter Registration

State _____ County _____ Number _____ Original Issue Date ____/____/____

Claimant's Vehicle Registration

State _____ Number _____ Original 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 and independent proof if required are attached

Reviewed 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.
 - o **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.
 - o **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 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 and who receives more than 50% of the true cost of living expenses from 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), F.S.
- 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.

NON-FLORIDA RESIDENT 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 to be considered for Florida residency reclassification

Printed Student Name _____	State of Residence _____
Student Signature _____	Date _____