



Industrial & Culinary Application Packet

Dear Prospective Student,

First Coast Technical College is accepting applications for the Industrial and Culinary 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

Automotive Services Technology	Total 1800 hours / 56 weeks
Diesel Systems Technician	Total 1800 hours / 56 weeks
Heating, Ventilation, Air-Conditioning/Refrigeration	Total 1350 hours / 42 weeks
Landscape and Turf Management	Total 900 hours / 28 weeks
Nursery Management	Total 900 hours / 28 weeks
Professional Culinary Arts & Hospitality	Total 1200 hours / 37 weeks
Welding Technologies	Total 1800 hours / 56 weeks

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. Go to <https://fctc.edu/transcripts/> to learn how to submit your official sealed [Transcripts](#).
- Apply for **Federal Student Aid**. Go to www.fafsa.ed.gov. FCTC's school code is **012544**. 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](#) and submit to Admissions.



Program Fees

Go to your program at [FCTC.edu](https://fctc.edu) and click on **Program Costs** for a complete cost breakdown.

Program Requirements

All students must be 16 years of age and not enrolled in high school prior to entering the programs.

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 at Registration in Building A 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 Testing@FCTC.edu.

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 AdultEd@FCTC.edu or calling (904) 547-3434.

	CASAS		TABE Scores		
	Reading	Math	Reading	Math	Language
Automotive	239	241	576	627	584
Diesel	239	236	576	596	584
Heating, Ventilation, AC/Refrigeration	239	241	576	627	584
Landscape & Turf Management	239	236	576	596	584
Nursery Management	239	236	576	596	584
Professional Culinary Arts & Hospitality	239	236	576	596	584
Welding	239	236	576	596	584

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 StudentAdvising@FCTC.edu.



FCTC USE ONLY:	
FOCUS ID	_____
DATE	_____
Initials	_____

Industrial & Culinary Application

Start Date _____

- | | |
|--|---|
| <input type="checkbox"/> Automotive Services Technology | <input type="checkbox"/> Landscape and Turf Management |
| <input type="checkbox"/> Diesel Systems Technician | <input type="checkbox"/> Nursery Management |
| <input type="checkbox"/> Heating, Ventilation, A/C Refrigeration | <input type="checkbox"/> Professional Culinary Arts & Hospitality |
| | <input type="checkbox"/> Welding Technology |

Last Name	First Name	Full Middle	Maiden/Other Names
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Street Address	Apt/Unit Number
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City	County	State	Zip
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Cell Phone _____ Work Phone _____

Email _____

Date of Birth _____ Place of Birth _____

Social Security Number _____

***This is required for FCTC to furnish annual 1098T.**

Emergency Contact Information

Emergency Contact 1 _____	Emergency Contact 2 _____
Relationship _____	Relationship _____
Contact Number _____	Contact Number _____
Circle One Cell / Home / Work	Circle One Cell / Home / Work



Education History

High School: check highest grade completed 9th 10th 11th 12th

Did you receive your diploma or GED? Yes No

Have you participated in high school dual or secondary enrollment or had prior career and technical education (CTE) training? Yes No

If yes, type of program _____

Dates of attendance _____ School _____

Reason for leaving the program _____

College: check all that apply

Some Classes 1yr. 2yr. 3yr. 4yr. Other

If you received a college diploma, please check all that apply.

Technical Certificate/License Associates Bachelor

Master's Doctorate Other

List courses taken since high school _____

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

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

The following information is not used in the eligibility process

Applicant's Gender Female Male

Race White, Non-Hispanic Black, Not Hispanic Hispanic Multi-Racial
 Asian /Pacific Islander American Indian / Alaskan Native 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 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).

Applicant Print Name

Signature of Applicant

Date



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:

<p>TIER 1: MUST have at least one from this tier</p> <ul style="list-style-type: none"> <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 occupied as primary residence by student of parent/legal guardian (if student is 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. 	<p>TIER 2:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Declaration of domicile in Florida <input type="checkbox"/> Document evidencing family ties in Florida <input type="checkbox"/> Florida professional or occupational license <input type="checkbox"/> 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: utilities bill for 12 months, lease agreement for 12 months)
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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

5/18/2021



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 _____

5/18/2021