



**Career & Technical Program
Application Process
Student Services
352-671-4134
MarionTC.edu**

STEP ONE – Applying to Marion Technical College

- Complete the Online Application by going to: MarionTC.edu and select “Apply Now”
- Pay the \$20.00 nonrefundable application fee on-line. (Note: Veterans are exempt from paying this fee).

ONCE THE ONLINE APPLICATION HAS BEEN SUBMITTED, YOU WILL RECEIVE AN EMAIL FROM AN ADMISSIONS CLERK WITH NEXT STEP DIRECTIONS AND OTHER DOCUMENTS THAT WILL NEED TO BE SUBMITTED.

STEP TWO – Submit the Admissions Packet Online or Bring the Admissions Packet to MTC Student Services Department During Office Hours.

You will receive an admissions packet via email from your admissions clerk. These are PDF fillable forms. You have the option to complete the Admissions Packet electronically and email it back to your admissions clerk with your proof of residency documents or bring the Admissions Packet and proof of residency documents to the Student Services department. ***If submitting things via email, you must take a photo and upload your Florida license, another valid document to prove residency and any other supporting documentation.***

- Provide Proof of Identification - Driver’s License or Florida ID
- Proof that you have lived in Florida for at least a year (see page 2 & 3)
- Other Important Documents – DD214, Tuition Waiver, (if applicable)

STEP THREE – Proof of Education: have a SEALED copy of your High School or College Transcript mailed to MTC (Attention: Registrar, Marion Technical College 1014 SW 7th Road, Ocala, FL 34471) or have official transcripts emailed to rebecca.jozefik@marion.k12.fl.us by the school or recognized third-party

STEP FOUR – Apply for Financial Aid to Determine Eligibility

- Go to studentaid.gov and fill out the Free Application for Federal Student Aid (FAFSA) Our school code is 031039. You should receive a Financial Aid document from your admissions clerk.

STEP FIVE – Complete Program-Specific Requirements upon Acceptance

- Some programs have additional requirements such as immunizations, a physical, background check, recommendation letters, etc. Your Program clerk will email you these documents-- if they are required-- once you are accepted.

STEP SIX – Take Required Test

- You may be required to take a Basic Skills exam. There is a one-time fee of \$15. You will receive notification via email from your program clerk notifying you that you need to PERT, if applicable.

STEP SEVEN – Disability Services (Optional)

- If you are requesting services, call the Student Services department to set up an appointment with the school counselor. The phone number is 352-671-4134.

STEP-BY-STEP GUIDE: HOW TO COMPLETE THE FLORIDA RESIDENCY AFFIDAVIT Marion Technical College

This guide explains how to properly complete the Florida Residency Affidavit for Tuition Purposes at Marion Technical College. Completing this form accurately and submitting the required documentation is necessary to determine in-state tuition eligibility.

Step 1: Complete the Student Information Section

Fill out all student information fields using your legal name exactly as it appears on your identification documents. Incomplete or inaccurate information may delay processing of your residency determination.

Step 2: Determine Your Residency Status

Select whether you are an Independent Student or a Dependent Student. This determination affects whose residency documents must be submitted.

➤ **Independent Student:**

You are considered independent if you meet at least **one** of the following criteria as of the first day of classes:

- You are 24 years of age or older
- You are a veteran of the U.S. Armed Forces or currently serving on active duty (bring in DD214 or a licensed marked as a veteran)
- You have dependents and provide more than half of their financial support (bring in child's birth certificate)
- You file your taxes and a parent/guardian has not claimed you on theirs (bring in 1040 tax form)
- Both parents are deceased or you were a ward of the court (bring in death certificate/ DCF waiver)
- You are married (bring in marriage certificate)

➤ **Dependent Student:**

You are considered a dependent student if none of the independent criteria apply.

Dependent students must submit residency documentation from a parent or legal guardian, not the student.

Step 3: Parent or Legal Guardian Information (Dependent Students Only)

If you are a dependent student, your parent or legal guardian must complete and sign the affidavit and provide the required residency documentation

Step 4: Review and Sign the Florida Residency Declaration

Read the residency declaration carefully. By signing the affidavit, you are certifying that Florida has been your legal residence for at least 12 consecutive months prior to the start of your enrollment and that residency was not established solely for educational purposes.

Step 5: Select Your Residency Documentation.

You must submit **two** acceptable Florida residency documents. At least one document must be a Tier 1 document. Documents must be dated at least 12 months prior to the first day of classes and must not contain conflicting residency information. Please select your acceptable documents from the list below:

TIER 1 DOCUMENTS

(At least one required)

Florida Driver's License

Florida State Identification Card

Florida Vehicle Registration

Florida Voter Registration Card

Proof of Permanent Home in Florida occupied as primary residency for 12 months prior to the students' enrollment.

Proof of homestead exemption in Florida.

Official transcripts from a Florida High School
Transcripts for 2 or more years if diploma or
GED was earned within the last 12 months.

Letter of employment on company letterhead
proving employment in Florida for at least 30.
hours per week for a 12-month period.

TIER 2 DOCUMENTS

(May be used with Tier 1)

Declaration of Domicile in Florida in accordance
with s. 222.17

Florida professional or occupational license

Florida incorporation

Documents evidencing family ties in Florida

Proof of membership in Florida-based
charitable or professional organization

Any other documentation that supports your
request for resident status, including, but not
limited to:

- utility bills and proof of 12 consecutive months of payments;
- a lease agreement and proof of 12 consecutive months of payments;
- or an official state, federal or court document evidencing legal ties in Florida (last 12 months)

Step 6: Complete the Residency Affidavit form

After you have your two proofs of residency, please complete the Residency Affidavit on the next page.

NOTE: Documentation must be provided by the individual claiming Florida residency.

Dependent students must submit documents from a parent or legal guardian.

Need Assistance?

If you have questions regarding residency status or acceptable documentation, contact Marion Technical College Student Services for assistance before submitting your affidavit. The phone number is 352-671-4134.



MARION TECHNICAL COLLEGE
FLORIDA RESIDENCY AFFIDAVIT AND DIRECTIONS
Pursuant to Florida Statute §1009.21
For Tuition Purposes

Student Information

Student ID #:

Student Name: _____

Date of Birth: _____

Student Address: _____

Student Phone Number: _____

Student is a: ☐ U.S. Citizen ☐ Non-US Citizen ☐ Permanent Resident Alien ☐ Other

Alien Registration Number: _____

Issue Date: _____

All non-US citizen students seeking classification as a Florida resident for tuition purposes are required to submit documentation of their legal status in the United States as issued by the United States Citizenship and Immigration Services office.

Student SSN (last 4): XXX-XX- _____

Residency Status - Check One (Please read the directions on the previous pages)

☐ Independent Student

☐ Dependent Student (Parent/Legal Guardian information required)

Florida Residency Declaration

I hereby declare and affirm that I am a legal resident of the State of Florida and that I have maintained legal residence in Florida for at least twelve (12) consecutive months immediately prior to the first day of classes for the term for which residency is sought, and I have provided **two** acceptable documents. My residence in Florida was established for purposes other than enrollment in a postsecondary educational institution.

I understand that providing false or misleading information may result in reclassification to non-resident tuition status, retroactive assessment of non-resident tuition, and/or disciplinary action under Marion Technical College policies.

Independent Status:

Student Signature: _____

Date signed: _____

Dependent Status:

Parent/Guardian's Signature: _____

Date Signed: _____

Parent / Legal Guardian Information (Dependent Students Only)

Relationship to Student: _____

Address: _____

Phone Number: _____

Non-Florida Resident

I acknowledge that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that should I qualify for a future term, it will be necessary for me to submit an updated Residency Affidavit while providing prescribed, supporting documentation to substantiate as "reclassification" of my status. I understand being classified as a non-Florida resident will not exclude me from the possibility of receiving a waiver to cover part or all of the out-of-state fee as defined in s. 1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the beginning of the term for which residency is sought.

Student Signature: _____

Date Signed: _____

Marion Technical College
General Admissions Questions
(to be completed after applying online at MarionTC.edu)

Provide an Emergency Contact.

Name:

Phone Number:

Relationship:

Supply your full Social Security number to receive a 1098-T Income Tax Form.

Have you ever been convicted of a felony?

☐ Yes

☐ No

If yes, please list the charge.

What is your native language?

Was the highest level of schooling attained in the United States, a US territory, an American school overseas, or a US military school?

☐ Yes

☐ No

Did you have a high school diploma or GED

☐ High School Diploma

☐ GED

☐ N/A

Is this your first time in a college setting?

☐ Yes

☐ No

Preferred email address:

Did you graduate from a Marion County Public School?

☐ Yes

☐ No

If you attended a MCPS, what school? Year of Graduation? Name at the time of Graduation? (You do not have to order your transcripts, we will retrieve those for you).

School

Year of Graduation

Name at time of Graduation



Financial Aid Office use only:

Student ID# _____

Student Academic/Financial Aid
Authorization to Release Information Release Form

Student's Name: _____ Last Four SS# _____
Please Print: (Last) (First) (MI)

At Marion Technical College (MTC), we strive to protect the identity and information unique to you, the student. In accordance with the Family Educational Right and Privacy Act of 1974 (FERPA), MTC students are allowed to disclose information only to those people identified by the student. The undersigned student hereby permits MTC to disclose the information specified below to the individuals and/or agencies listed in this document.

Please check the permission box that applies:

☐ I am the only person authorized to access my academic/financial information.

☐ I authorize the following individuals and/or agencies: (PLEASE PRINT LEGIBLY)

Name (First and Last): _____ Last 4 of SSN: _____

Relationship to student _____

Name (First and Last): _____ Last 4 of SSN: _____

Relationship to student _____

Name (First and Last): _____ Last 4 of SSN: _____

Relationship to student _____

Name (Caseworker or Contact): _____ Agency: _____

Name (Caseworker or Contact): _____ Agency: _____

Name (Caseworker or Contact): _____ Agency: _____

Information disclosed:

All Financial Aid Records (records include but not limited to: status of file, aid receiving, award amount and disbursement of funds information, Satisfactory Academic Progress status, income information, and any other information contained in the student information system, financial aid applications, FAFSA or financial aid file). All Academic Records (records include but are not limited to: grades, academic progress, attendance records, disciplinary actions).

I understand the information may be released orally, electronically or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect from the date it is executed; until revoked or updated by me, in writing, and delivered to the department identified above or upon my graduation from the Institution, whichever comes first.

Student signature: _____ Date: _____

Marion Technical College Refund Procedures

Marion Technical College (MTC) has fair and equitable procedures for the refund of tuition, fees, and other charges, uniformly administered and published in the MTC catalog. These procedures comply with the guidelines published by the Council on Occupational Education (COE) and Federal Title IV regulations. All refunds shall be accounted for, and audit trails maintained in accordance with Chapter 8 of the Financial and Program Cost Accounting and Reporting for Florida Schools (AKA – Red Book). Refunds, when due, will be made without requiring a request from a student and will be processed within 45 days; students with VA Education Benefits will be processed in 40 days. No funds will be held for future use.

1. Refunds for Programs/Classes/Courses Cancelled by the Institution:
 - A. Tuition and fees collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.
2. Refunds for Students Who Withdraw Before the First Day of the Term:
 - A. If tuition and fees are collected in advance of the start date of classes and the student withdraws before first day of class, no more than \$100 of the tuition and any convenience fees will be retained by the institution.
3. Refunds for Withdrawal After Term Commences:
 - A. Tuition refunds for students enrolled in CCP programs of 600 hours or greater are as follows:
 1. If a student withdraws during the first five scheduled days of the term – 100% of tuition and lab fees will be refunded. Certain miscellaneous fees are non-refundable (see full program cost sheet).
 2. If a student withdraws after the fifth scheduled day of the term – there will be no refund.
 - B. Tuition refunds for students enrolled in CCP programs of 599 hours or less are as follows:
 1. If a student withdraws during the first three scheduled days of the term – 100% of tuition and lab fees will be refunded. Certain miscellaneous fees are non-refundable (see full program cost sheet).
 2. If a student withdraws after the third scheduled day of the term – there will be no refund.
4. Refunds for Students Enrolled in Continuing Workforce Education, Community Enrichment Classes or Limited Contract Classes:
 - A. All fees are non-refundable for courses related to Continuing Workforce Education (CWE), Community Enrichment Classes or Limited Contract Classes.
5. Students Administratively Dismissed:
 - A. Students administratively dismissed will not be eligible for a refund.
6. Waiver, Voucher and Agency Payment:
 - A. Students who pay tuition and fees but are entitled to a waiver, voucher or agency payment shall be entitled to a refund of tuition and fees only if required documentation is presented to the school before the completion of the program/term.

Additional Refund Procedures:

- A processing fee will be charged except for an administratively cancelled program.
- Certain miscellaneous fees are non-refundable (see full program cost sheet).
- Application fees are non-refundable unless administratively approved.
- No refunds will be made until ALL financial obligations have been verified by appropriate personnel.
- If student tuition and fees have been paid by the MTC Financial Aid fund or a sponsoring agency, the refund will be returned to the MTC Financial Aid fund or the agency that sponsored the student. Students are responsible for any unpaid tuition and fees.

- Payments made by credit/debit card will be refunded to the same credit/debit card used for payment. Convenience fees will not be refunded on credit/debit card transactions unless the class is administratively cancelled. Cash/check payments will be refunded by a school district check. The check will be made payable and mailed to the name on the original receipt.
- Official transcripts will be held until ALL debts owed to the school are paid unless student is on a payment plan in good standing.
- Students who feel they have been treated unfairly may appeal using the student grievance procedure as presented in the Student Handbook.
- Adult General Education (AGE)/English Speakers of Other Languages (ESOL) –No refunds after the third scheduled day of class.

Date

Signature

Print Name

Annual Notification of Nondiscrimination 2025-2026

Marion Technical College offers the following career certificate programs, including career academies

wherein students may earn industry certification: Applied Information Technology, Automotive General Service Technician, Baking and Pastry Arts, Commercial Class "B" Driving, Commercial Vehicle Driving, Nursing Assistant (Long Term Care), Cosmetology, Emergency Medical Technician – ATD, Fundamental Foodservice Skills, Firefighter, Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1, Massage Therapy, Mental Health Technician, Firefighter/Emergency Medical Technician – Combined, Phlebotomy, Practical Nursing, Professional Nursing (LPN-RN), Radiologic Technology, Welding Technology.

Marion Technical College admissions is open enrollment based on criteria designated by the Department of Education requirements per program. Application is limited to space and safety restriction numbers per program.

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race (including anti-Semitism), ethnicity, color, national origin, sex, sexual orientation, disability (including HIV, AIDS, or sickle cell trait), pregnancy, religion, marital status, age (except as authorized by law), military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes").

A lack of English language skills will not be a barrier to admission or participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation. Complaints or inquiries regarding Title IX or 504 compliance may be submitted to the designated compliance officer at 1614 E. Fort King Street Ocala, FL 34471:

ADA, Title IX, and Equity Compliance: Dawana Gary, Ed.S., Director, Equity and Compliance

Phone: (352) 671-7711; Email address: dawana.gary@marion.k12.fl.us

Section 504 Compliance: Anna Williams-Jones, M.A.Ed., Director, Exceptional Student Education

Phone: (352) 671-6832; Email address: anna.williams-jones@marion.k12.fl.us

Student Title IX Complaints: Cynthia Lugo Hampton, Coordinator I of Student Discipline

Phone: (352) 236-0536; Email address: cynthia.lugohampton@marion.k12.fl.us

Marion Technical College is a drug and tobacco free campus.

The student shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled or counterfeit substance or substitute for such, alcoholic beverage, inhalant or intoxicant, or over the counter drugs (excluding headache medication) of any kind, on the school grounds either before, during or after school hours or off the school grounds at a school activity, function or event. Also, a student shall not possess, have under his/her control, sell or deliver any device, or contrivance, instrument or paraphernalia containing the substance or substances described in this paragraph or any residue of such substance or devices intended for use or used in injecting, inhaling/inhalant/huffing, smoking, administering, or using any of the foregoing prescribed drugs, narcotics, or stimulants. Use of a drug authorized by a medical prescription from a registered physician for a specific student shall not be considered a violation of this rule .

I have read the Marion Technical College Nondiscrimination Statement and the Drug Free Campus Statement and acknowledge that I understand both of these statements.

Student Signature _____

Date _____