

FLORIDA PROOF OF RESIDENCY EASE Grant Process



Florida Proof of Residency Guide for EASE Grant

The Effective Access to Student Education (EASE) Grant is a financial aid program available to eligible Florida residents attending private, non-profit colleges and universities. To qualify for this grant, students must complete and submit the Florida Proof of Residency document along with two forms of supporting documentation. This guide outlines the steps for students and their families to complete this process successfully.

Why Complete the Proof of Residency Document?

The State of Florida requires proof of residency to ensure students meet the eligibility requirements for the EASE Grant. This document establishes that the student has been a legal resident of Florida for at least 12 consecutive months prior to the start of the academic term.

Completing this form allows students to:

- Access financial aid to support their education.
- Verify their status as Florida residents.
- Receive accurate funding under the EASE Grant.

Step-by-Step Process

Step 1: Download the Form

- Access the Florida Proof of Residency Document by clicking [here](#).

Step 2: Determine Who the Claimant Is

- **Independent Student** per FAFSA: **Student** is the claimant
- **Dependent Student:** If your **FAFSA requires parent or guardian** information then you are considered a dependent student for financial aid purposes. Therefore, your **parent or guardian must be listed as your claimant.**

Step 3: Collect Claimant's Supporting Documentation

Gather at least **two forms of documentation** proving Florida residency. Examples of acceptable documents include:

Primary Document: You are required to submit **at least one** document from the Primary Document list.

- A color copy of a Florida driver's license or state ID card (front and back).
- Florida Vehicle Registration
- Proof of Florida homestead exemption.
- Documentation of full-time Florida employment for at least 12 months, demonstrated by 12 pay stubs.

Secondary Document:

Declaration of domicile in Florida (must be court stamped or notarized at least 12 months prior to the first day of the semester).

- Florida Voter Registration Card.
- Florida professional or occupational license.
- 12 consecutive months of Florida utility bills with proof of payment.
- 12 consecutive months of lease agreement with proof of payment.
- Official state, federal, or court document evidencing legal ties to Florida.

Ensure the documents:

- Are dated at least 12 months prior to the start of the academic term.
- Show the name of the student or their parent/guardian (if dependent)

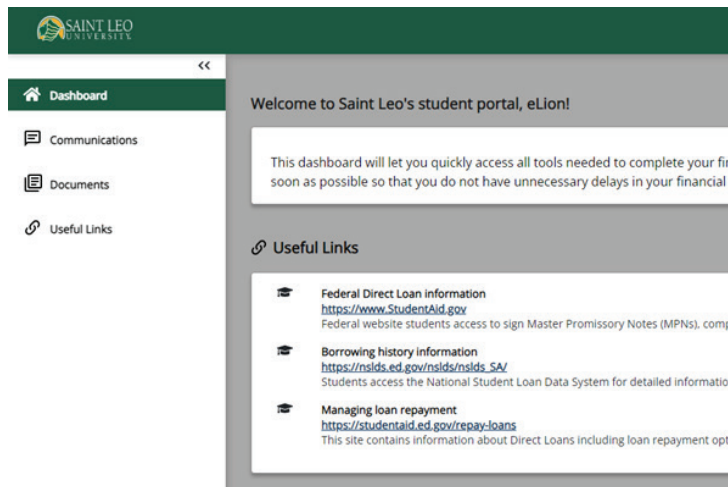
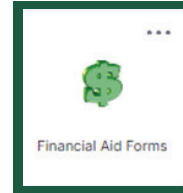
Step 4: Complete the Residency Declaration

Fill out the Florida Proof of Residency Document:

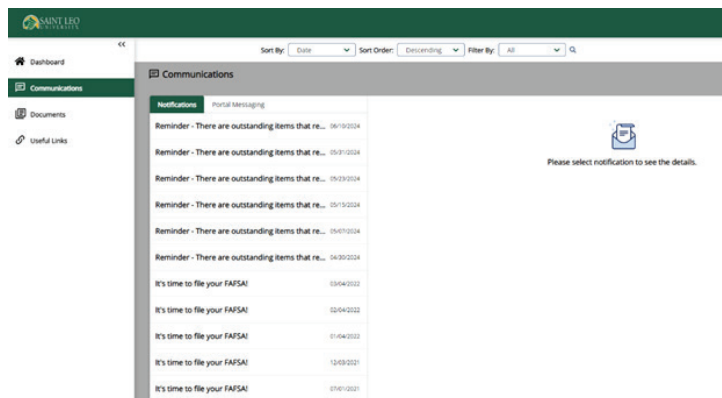
1. Enter the student's name, date of birth, and contact information.
2. Provide details about the parent/guardian claiming Florida residency if the student is a dependent and the parent/guardian filed the FAFSA.
3. List the two forms of documentation being submitted as proof.
4. Sign and date the form to certify the information provided is accurate.

Step 5: Submit the Form and Documentation

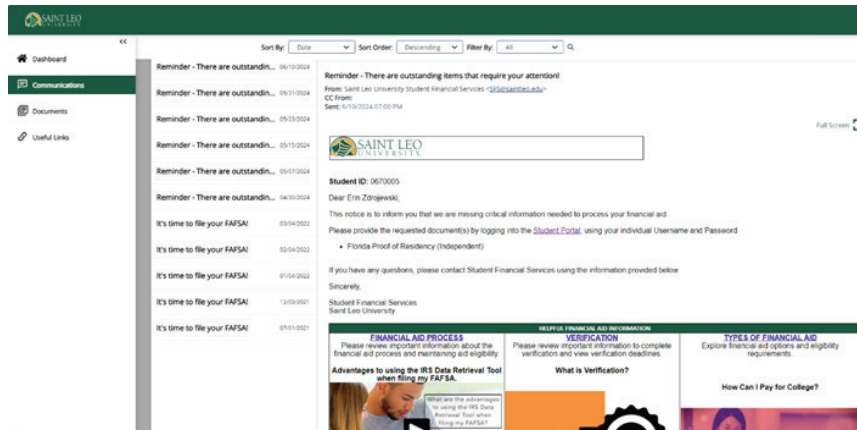
- Submit the completed form and supporting documents in your Saint Leo University Student Portal.
- Log in to your Saint Leo student portal using your Saint Leo University email address, then click on the “Financial Aid Forms” tile. This will take you to the student portal homepage.



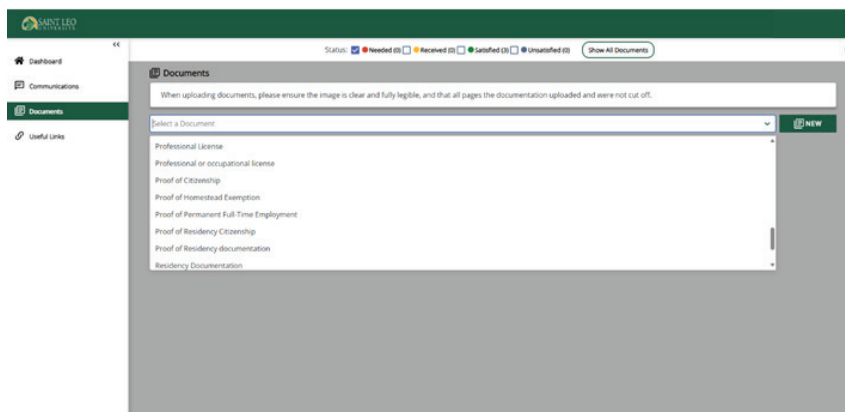
- Select **Communication** from the drop-down menu on the left-hand side.



- Students will receive an email similar to the one shown below. Please read through the email carefully.

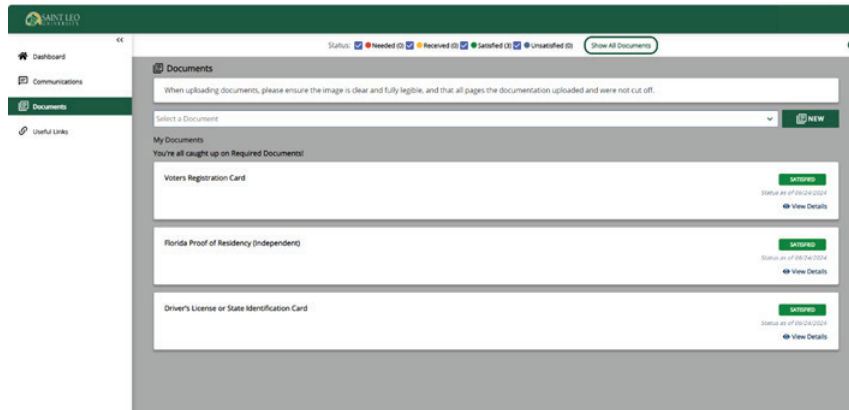


- Click on **Documents** in the left-hand drop-down menu. Then, select the appropriate option from the **Select a Document** drop-down menu. Please note that there are options for **Proof of Florida Residence** for both FAFSA filers and non-FAFSA filers.



Step 6: Confirm Submission

- After submitting the document, click on the **Show All Documents** button. If the form was submitted successfully, a green **Satisfied** icon will appear.



Form Rejected: If your form is rejected, please contact the Admissions Team to request a PDF version. A team member will email it to you. You will need to print the PDF, sign it with a wet signature, and then submit the completed form via email.

Tips for Success

- **Submit Early:** Complete and submit the form well before the semester deadline to ensure there are no delays in receiving your EASE Grant.
- **Check Documentation:** Double-check that all documents are legible, valid, and meet the date requirements because you can only submit the document one time.
- **Keep Copies:** Retain copies of your completed form and supporting documents for your records.

By following this process, students and their families can ensure timely and successful submission of the Florida Proof of Residency Document, making them eligible to receive the financial support offered through the EASE Grant.