Senior Auditor Application & Registration Worksheet

Office of the Registrar
140 Seventh Avenue South, Bayboro Hall Room 102
St. Petersburg, Florida 33701

Phone: (727) 873-4645
registrar@usfsp.edu
General Information for Senior Auditor Applicants

Year-round legal Florida residents at least 60 years of age may be eligible, on a space available basis, to audit up to three (3) certain undergraduate level courses tuition-free.

Applicant Instructions:

- If you are applying for the first time, or if you have not audited in the last 12 months, print and complete this application, residency affidavit and registration worksheet.
- There is also an Immunization Health History Form requirement you must satisfy after applying. See [https://www.usfsp.edu/wellness/health/immunization-requirements/](https://www.usfsp.edu/wellness/health/immunization-requirements/). The Wellness Center is located at 200 Sixth Ave S, Room SLC 2200.
- All application materials must be submitted before 5:00 P.M. on the fifth (5th) day of the semester to Bayboro Hall Room 102, the Office of the Registrar. Senior Audit eligibility is dependent on submitting your application and/or worksheet timely so that staff have sufficient time for processing either or both. **This deadline is set by the State of Florida. No University of South Florida employee is authorized to make exceptions.**
- Staff may not begin processing registration worksheets until the sixth (6th) day of the semester. You need not be present; however, this is the earliest you can obtain confirmation you're registered, and a confirmation is necessary to obtain a USFSP ID card. USFSP ID cards are produced in the library.

Application Eligibility:

- Since Senior Auditors are registered on a space available basis only. Faculty are prohibited from guaranteeing or pre-registering Senior Auditors. Tuition cannot be waived if a Senior Auditor registers self-service in advance of the sixth (6th) day of the semester and then submits a registration worksheet.
- Prior approval by college or department permit may be required for some courses. Again, faculty do not have the authority alone to guarantee a Senior Auditor a seat in any course. Obtain any necessary permits from the respective colleges or departments prior to submitting your worksheet to the Registrar's Office. Notes or emails from instructors are not acceptable in lieu of a formal permit, and some courses are simply not available for auditing under any circumstances.
- Additional expenses, such as books, miscellaneous supplies or parking, are the responsibility of Senior Auditors. Faculty cannot expect of Senior Auditors assigned work, tests nor can faculty issue Senior Auditors grades.

Parking Information:

- Parking permits are required to park at USF St Petersburg, 24 hours a day, seven days a week.
- Parking Permits may be purchased from Parking Services located in Bayboro Hall Room 132. Their web site is at: [https://www.usfsp.edu/parking](https://www.usfsp.edu/parking)
Senior Auditor Application

<table>
<thead>
<tr>
<th>Applicant SSN (required)</th>
<th>Birth Date</th>
<th>Semester</th>
<th>Gender</th>
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<tr>
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<td>Month / Day / Year</td>
<td>YYYY MM</td>
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Name: ____________________________________________

Last                                                                   First                      Middle

Address: __________________________________________________________________________________________

Street & Number   City                              State             Zip  County                  Telephone (include Area Code)

E-mail Address: ____________________________________________________________

Emergency Contact Name: ______________________________________________

Last     First

Address & Telephone: __________________________________________________________________________________________

1. Are you a citizen of the United States?   Yes __ No __
   Are you a U.S. permanent resident (Green Card Holder)? Yes __ No __
   What is your nation of Citizenship? ______________________________________
   Visa Type (check one) □ F-1 □ F-2 □ J1 □ J2 Other __________

2. Ethnicity (Please check one): Hispanic or Latino Yes No

3. Race (please circle all that apply): American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, White

4. Have you ever been charged with or are you currently subject to disciplinary action for scholastic or any other type of conduct at any educational institution?   Yes __ No __

5. Have you been arrested, charged or are you currently being charged with a violation of law which resulted or will result in probation, community service, a jail sentence, revocation of your driver's license or a fine of $200 or more?   Yes __ No __

If your answer to either of the foregoing is “yes,” you must submit a full statement of relevant facts on a separate sheet attached to this form, and you are required to furnish the university with copies of all official documents explaining the final disposition of the proceedings. The University will undertake to expeditiously review your request for enrollment; however, your registration is conditional until the review is complete.

I certify this application is complete, correct and understand falsifying or withholding information may result in disciplinary action and withdrawal from the University. I agree to abide by the policies of the Florida Board of Education and the rules and regulations of this University.

Applicant’s Signature ____________________________________________ Date _________________

Office Use ONLY

New _______     FSR ______     Continuing _______          Residency Determination ________________________________

Processor _________     Date ______      Comments _____________________________________________________________________________
A Florida senior “resident for tuition purposes” is a person 60 or older who can prove having established and maintained **legal ties and physical presence** in Florida for at least a year immediately preceding the semester you are seeking senior auditor admissions status. To prove you qualify, sign this affidavit and attach **four (4)** forms of proof:

- **Two** (2) legal ties* each of which must show it was originally issued to you more than one year before the first day of the semester and

- **Two** (2) proofs that clearly show you have continuously resided in Florida one or more years before the first day of the semester. To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the ICE. Documentation is subject to verification as simply living in Florida does not in itself establish legal residence. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.

Name _______________________________________________ Birth date ________________________________

Permanent Address______________________________________________________________________________

**Acceptable forms of proving legal ties* to the State of Florida**, two (2) copies must be dated/issued at least 12 months prior to the first day of the semester. Continuing legal ties with another state prevents establishment of FL residency.

- Florida driver’s license
- Florida vehicle registration
- Florida voter’s registration
- Declaration of Domicile
- Proof of purchase of a permanent home in Florida
- Florida occupational/professional license
- Florida incorporation or Proof of employment

**Proof of Physical Presence** – senior auditors must also provide two (2) forms of proof you have been maintaining continuous residence in the State of Florida for the domicile year prior to the semester you are applying. Physical presence may be documented by copies of **proof of employment, leases, rent receipts or utility bills in your name for accounts established a year ago or longer**.

I, __________________________________________, being first duly sworn, do hereby swear or affirm that I have been or will be a Florida resident and domiciliary for the preceding 12 months. Florida is my true, fixed and permanent home and place of habitation. Florida is the state where I live and to which I intend to remain. As evidence of my intention to have made Florida my permanent home, I hereby supply certain documents which show that I began establishing my domicile at least 12 months ago.

I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statute.

________________________________________________________________________

Signature of senior auditor                                                                  Date
Senior Auditor Registration Worksheet

Submit this worksheet only if you are already eligible to continue as a Senior Auditor. Otherwise, submit it with your completed Senior Auditor application to the Registrar’s Office. This worksheet does not guarantee registration in the courses requested. Remember registration eligibility is on a space available basis only, and to obtain any necessary permits from colleges and departments prior to submitting this worksheet.

This worksheet is valid only for the semester indicated:

Semester/Year: Fall ________ Spring ________ Summer ________ (specify which session)

Name: _______________________________________________________________________

USF SP Student ID Number: ________________________________

Signature: ___________________________________________ Date: ____________________

List Preferred Courses Below

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<th>CRN</th>
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List Alternate Course(s) Below

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Note: Senior Auditor Applications and Worksheets may be turned in to the Registrar’s Office (Bayboro Hall 102) anytime ahead of the one-day registration deadline for the semester, but not after. Please do not hold them until the one-day only registration day for the semester.
To Search for Course Offerings, Go To [http://www.usfsp.edu/register](http://www.usfsp.edu/register) and click on

Prospective Student Schedule Search

Once you have chosen your preferred course(s) you'd like staff to register you in on a space-available basis on Senior Audit registration day, write-in the following distinct information on your Senior Auditor Registration Worksheet:

1. the 5-digit course reference number (CRN),
2. the three-letter course Prefix (subject; e.g. Art or Hty, etc),
3. the 4-digit course Number and
4. the 3-digit course section

Submit your worksheet as soon as possible to Office of the Registrar staff in Bayboro Hall, Room 102.

Worksheets are processed in date order received, not in alphabetical order by Senior Auditor last name, so the earlier you submit your worksheet, the more likely there may be space available in your preferred course(s).

The State of Florida sets all deadlines and acceptable forms of proof you are a legal and physically present year-round resident of Florida for Senior Auditor eligibility.

University of South Florida employees have no authority to negotiate either missed deadlines or forms of proof.