

This completed form must be taken or mailed to your county treasurer's office. Jefferson Community College will accept this form if you live in Lewis, St. Lawrence, or Oswego Counties, however, the college will not accept this form from any other county; only the official certificate of residence completed by your county treasurer's office will be accepted.

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE, PURSUANT TO SECTIONS 6301 AND 6305 OF THE EDUCATION LAW, IN CONNECTION WITH ATTENDANCE AT A COMMUNITY COLLEGE

STATE OF NEW YORK

COUNTY OF _____ } Social Security Number: _____

_____, does hereby swear (or affirm) that (s)he resides

Last First MI

at _____, in the (City) (Village) (Town) of _____

County of _____; State of New York that (s)he now is, and has for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and application been, a resident of the State of New York;

that (s)he now is, or has been for a period of _____ months within the six months immediately prior to the date of this affidavit (or affirmation) and application a resident of the County of _____; and that (s)he has lived at the following places during the year immediately prior to the date of the affidavit (or affirmation) and application:

Addresses

Dates

Applicant further state that (s)he plans to enroll at _____ (College or Institute) and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of _____ a certificate of residence pursuant to the requirements of Article 125 of the Education Law.

Signature of Applicant

Sworn to (or affirmed) before me this _____ Day of _____, 20____.

Notary Public or Commissioner of Deeds

This space for use of Chief Fiscal Officer of County

Certificate Issued [] Certificate Not Issued []

Date _____ By _____

Education Law, Section 6305, provides: "The chief fiscal officer of each county, as defined in section 2.00 of the local financial law, shall, upon application and submission to him of satisfactory evidence, issue to any person desiring to enroll in a community college as a non-resident of said county...Such person shall, upon his registration for each college year, file with the college such a certificate of residence shall be valid for a period of one year from the date of issuance. Education Law, Section 6201, paragraph 4 defines "Resident." A person who has resided in the state for a period of at least one year and in the county, city, town, intermediate school district, as the case may be, for a period of at least six months, both immediately preceding the date of such person's registration in a community college or, for the purposes of section sixty-three hundred five of this chapter, his application for a certificate of residence.

In the event that a person qualified as above for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding his application for a certificate of resident pursuant to section sixty-three hundred five of the chapter, the charges to the counties of residence shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.

JEFFERSON COMMUNITY COLLEGE

Watertown, New York

Memo To: Important Notice for New York State Students Residing **Outside** Jefferson County

Subject: Certificate of Residence

Tuition for out-of-county students is double the normal tuition charge if they do not provide a valid certificate of residence. It is, therefore, important that you read these instructions carefully and comply with them in all aspects.

Our records indicate that your legal residence is outside Jefferson County. If you have lived in New York State for at least one year and in your present county for at least six months, you are eligible to receive a certificate of residence.

To accomplish this, you must complete the attached affidavit and application, have your signature witnessed by a Notary Public, and ***submit the affidavit to your County Treasurer***. They will then issue a certificate of residence to you if they determine that you do, in fact, meet the residence requirements.

In the event that you qualify for State residence, but have been a resident of two or more counties in the State during the six months preceding your application for a certificate, you must submit to each County Treasurer an affidavit and application.

Your **certificate of residence** must be completed and returned before any non-resident tuition charges are removed. If you do not submit the form within the required timeframe you will be responsible for all additional non-resident charges.

Please contact the Financial Services & Student Records Office at 786-2355 immediately if you have any questions about the residence requirement.