

Tioga County Residency Certificates

Residency Certificates are required of students by Community Colleges. The purpose of obtaining a residency certificate from the student's County of Residence is to give permission to the Community College to bill the County for matching tuition from the State, County and Student.

To qualify for a Residency Certificate the student must present proof to the County that he/she has been a resident of the State for a MINIMUM OF ONE YEAR and in TIOGA COUNTY FOR A MINIMUM OF SIX MONTHS prior to the start of the semester to be covered.

Application for a Certificate **must** be obtained from the Community College. Applications for some schools may also be available on their websites. Acceptable proof would include a driver's license, utility bills, bank statements, and personal mail if the envelope is NOT a window envelope and the postmark is clearly legible. If these are not available, in some cases there may be other forms of proof that could be acceptable.

If the applicant has resided at more than one place in the year covered, proof must be submitted for each place of residence dated at the time that the applicant moved to that address.

Applications can be presented in person or by mail. In both cases it is necessary that the proof be included with the application.

**STUDENTS MUST COMPLETE ALL SHADED AREAS
SEE REVERSE SIDE FOR DIRECTIONS**

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCY

Pursuant to Sections 6301 and 6305 of the New York State Education Law

Social Security # _____

Semester _____ Year _____

STATE OF NEW YORK, COUNTY OF _____

(HOME COUNTY)

I, _____ do hereby swear (or affirm) that I reside at
(full name)
_____, in the City/Village/Town of _____, County
of _____, State of New York; that I now am and have for a period of one year prior to
the date of this affidavit (or affirmation) been a resident of the State of New York; that I now am, or have been for a
period of six months prior to the date of this affidavit (or affirmation) a resident of the County of _____

Students 25 years of age and older may omit parent information

Parent's Address: _____ From: ____/____/____ To: ____/____/____
(Street) (City) (Zip)

Student's Permanent Address: _____ From: ____/____/____ To: ____/____/____
(Street) (City) (Zip)

If less than one year at the above address, list your addresses (include dates of residence) for the PAST YEAR:

Street City Zip From: To:

Did you graduate from a New York State High School or receive a GED from New York State? Yes No
If yes, please provide High School Name, Location and Dates Attended

Name: _____ City/Town _____

From: _____ To: _____ Graduation or GED Date: _____

Citizenship: United States Citizen Other Visa Type _____ Resident Alien# _____

I further state that I plan to enroll in Broome Community College and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Office of the County of _____ a certificate of residence pursuant to the requirements of Article 126 of the Education Law. (Home County)

YOUR SIGNATURE MUST BE NOTARIZED IF YOU LIVE OUTSIDE OF BROOME COUNTY

Sworn to before me this _____ day

of _____, 20_____.

(NOTARY SIGNATURE)

(NOTARY STAMP)

YOUR SIGNATURE

(SIGNATURE)

(DATE)

FOR USE BY YOUR COUNTY'S CHIEF FISCAL OFFICER

(SIGNATURE)

(DATE)

Education Law, Section 6305, provides: "The chief fiscal officer of each county, as defined in section 2.00 of the local finance 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 student, a certificate of residence showing that said person is a resident of said county. Such person shall, upon his registration for each college year, file with the college such a certificate of residence issued not earlier than two months prior thereto, and such certificate of residence shall be valid for a period of one year from the date of issuance". Education law, Section 6301, 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, school district or community college region, 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 article, his or her application for a certificate of residence.

INSTRUCTIONS FOR COMPLIANCE WITH THE CERTIFICATE OF RESIDENCY REQUIREMENT

Per New York State Education Law, all students enrolled at BCC who intend to benefit from tuition rates for New York State Residents **MUST SUBMIT** a Residency Affidavit **OR** a Certificate of Residency. Failure to submit the appropriate documentation will result in **NON-RESIDENT TUITION CHARGES which will DOUBLE YOUR TUITION.**

DEPENDENT STUDENTS:

A student who is a dependent of a person who lives outside of New York State is a resident of the other state for Community College Tuition purposes regardless of where the student resides. Residents of another state are required to pay out of state rates (double the Resident Tuition Rate) **except in limited cases as noted under "OTHER" below.**

BROOME COUNTY RESIDENTS:

If you have been a legal resident of New York State for the past year AND a resident of Broome County for the last six months, fill out the RESIDENCY AFFIDAVIT, sign it and submit it to the Student Accounts Office. **Residing in Broome County solely to attend school** (relocating from your parent's home or a prior address) **does not** constitute legal residency. Documentation may be requested for verification.

OTHER NEW YORK STATE RESIDENTS:

(Non-resident charges will apply if a residency certificate is not submitted).

If you have been a legal resident of New York State for the past year and a resident of a county or counties other than Broome, follow these instructions:

1. Fill out the Residency Affidavit(s).
2. Have your signature(s) notarized.
3. Bring the Affidavit to your County Treasurer(s). **DO NOT** return the Affidavit(s) to BCC.
4. The Treasurer(s) will keep the Affidavit(s) and issue a Certificate of Residency to you.
5. Submit the certificate(s) to the Student Accounts Office.

NON-NEW YORK STATE RESIDENTS:

Out of State Tuition Rates (double the tuition for NYS residents who submit a residency certificate) is charged to all students who have not been legal, permanent residents of New York State for the past year. This includes:

1. International Students holding an F1 Visa.
2. Temporary Residents (short term job assignments or living here while attending college for example).
3. Any person who is in the US on a Visa.

OTHER: You may be eligible for resident tuition regardless of your permanent domicile if, **within the last five years you: received a GED from New York State OR graduated from a New York State high school that you attended for at least 2 years.** Please note that a Certificate of Residence issued by your home county will still be required as explained above.

MAIL AFFIDAVIT OR CERTIFICATE TO:

Broome Community College
Student Accounts Office
PO Box 1017
Binghamton NY 13902

FOR CLARIFICATION OR QUESTIONS PLEASE CONTACT:

Student Accounts Office
Student Services Building Room 113
607-778-5230

Contact information is listed below for counties where most students who are non-Broome County residents reside. If your county is not listed refer to your local telephone directory for the Treasurer or Chief County Fiscal Officer.

CHENANGO COUNTY

County Treasurer
County Office Building
Norwich NY 13815
607-337-1414

CORTLAND COUNTY

County Treasurer- County Office Bldg
60 Central Ave
Cortland NY 13045
607-753-5193

DELAWARE COUNTY

County Treasurer
Delhi NY 13753
607-746-2121

NASSAU COUNTY

County Treasurer
240 Old County Rd
Mineola NY 11501-4248
516-571-0896

OTSEGO COUNTY

County Treasurer
Box 265
Cooperstown NY 13326
607-547-4235

TIOGA COUNTY

County Treasurer
56 Main St
Owego NY 13827
607-687-8675

TOMPKINS COUNTY

County Treasurer
125 East Court St
Ithaca NY 14850
607-274-5545