SUNY BROOME

BCC Initial:_____
Cty Code:_____

COMPLETE ALL SHADED AREAS DIRECTIONS ON REVERSE
THIS FORM REQUIRES YOUR PHYSICAL ADDRESS

DO NOT USE A POST OFFICE BOX NUMBER

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

_____
(County where you physically reside)

I,_____ do hereby swear (or affirm) that I **reside** at
(print your full name)

_____, in the City/Village/Town of_____, County
(Street Address do not use a PO Box)

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- enter the physical address do not use your Post Office Box

Parent's Address:_____**From**:____/___/____ **To**:____/___/____
(Street-do not use a PO Box) (City) (Zip)

Student's
Permanent Address:_____**From**:____/____/____ **To**:____/____/____
(enter your physical address do not use your Post Office Box)
(Street- do not use a PO Box) (City) (Zip)

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

Street- (do not use a PO Box)	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
(County- where you physically reside)

IF YOU LIVE OUTSIDE OF BROOME COUNTY
YOUR COUNTY MAY REQUIRE A NOTARIZED SIGNATURE

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. Other documentation may demonstrate you are a resident but the Certificate of Residency is **the only document** that will permit you to benefit from in state tuition rates.

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) are 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:	**FOR CLARIFICATION OR QUESTIONS PLEASE CONTACT:**
Broome Community College Student Accounts Office PO Box 1017 Binghamton NY 13902	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 county's website or telephone directory for the Treasurer or Chief County Fiscal Officer.

CHENANGO COUNTY
County Treasurer
County Office Building
Norwich NY 13815
607-337-1421

CORTLAND COUNTY
County Treasurer- County Office Bldg
60 Central Ave
Cortland NY 13045
607-753-5070

DELAWARE COUNTY
County Treasurer
Delhi NY 13753
607-832-5070

MONROE COUNTY
Monroe County Real Property Tax Svc
Rochester NY 14614
585-753-1125

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

TIOGA COUNTY
County Treasurer
56 Main St
Owego NY 13827
607-687-8670

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

Additional Information and forms are available at https://www.sunybroome.edu/web/www/residency