ULSTER COUNTY COMMUNITY COLLEGE

APPLICATION FORM AND INSTRUCTIONS
FOR ACQUIRING A CERTIFICATE OF RESIDENCE

If your permanent and primary legal residence is in New York State, but not in Ulster County, your account will be charged both tuition (either full- or part-time) and non-resident tuition. To avoid the non-resident tuition charge, you must provide the Student Accounts Office at SUNY Ulster with a Certificate of Residence. This document is obtainable from the treasurer of your home county and must be submitted to the Student Accounts Office no later than 30 days after the first day of the semester and no earlier than two months prior to the first day of the semester. This requirement is necessary because according to Community College regulations, the county of legal residence of each student is liable for the county share of the cost for that student. The Certificate of Residence serves as an authorization for the college to charge the county cost to the student's county of residence. Out-of-county students without a valid Certificate of Residence on file are financially liable for the non-resident tuition charge.

To obtain a Certificate of Residence*:

1. Complete the attached application and have it notarized.
2. Submit the completed application along with residence proofs to the Chief Fiscal Officer of your home county; this is usually the Treasurer's Office. Do NOT return the application to the Student Accounts Office.
3. When you receive the Certificate of Residence from your County Treasurer, bring it to the Student Accounts Office (VAN 204). We must have the original Certificate of Residence document; photocopies are not acceptable.

*NOTE: To meet the residency requirements you must have been a permanent resident of your county for six months AND have been a resident of New York State for one year. If you have not lived in your county for 6 months, but lived in another New York State county prior to that, you must obtain Certificates from both counties on a pro rata basis.

According to College policy, out-of-county students are required to submit a new Certificate of Residence for every school year starting in September. Therefore, students who register for the fall semester should submit a Certificate of Residence upon fall registration. Students who attend the spring and/or summer semesters are required to submit a new certificate for the following fall semester, regardless if their certificate may be in effect for one year from the date of issuance.

If you have any questions concerning the Certificate of Residence application, please contact the SUNY Ulster Student Accounts Office at 845-687-5099.

____1. Please use the attached application and follow the instructions above to obtain a Certificate of Residence, then submit the Certificate to the Student Accounts Office (VAN 204). If the Student Accounts Office does not receive a Certificate within thirty days from the first day of the semester, you will be financially responsible for the full non-resident tuition charge.

____2. The form you have returned to us is an application to get a Certificate of Residence. Please follow the instructions above to obtain a Certificate, then submit it to the Student Accounts Office (VAN 204).

____3. Other:__________________________________________________________
Application for Certificate of Residence

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

_________________________________________ does hereby swear (or affirm) that he
resides at ___________________________________ in the City, Village, Town of
_________________________________ County of _________________ State of New York; that 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 he now is, and has
for a period of at least six months immediately prior to the date of this affidavit (or affirmation)
and application been, a resident of the County of _______________________, and that he
has lived at the following places during the year immediately prior to the date of this affidavit
(or affirmation) and application.

<table>
<thead>
<tr>
<th>ADDRESS:</th>
<th>FROM</th>
<th>TO</th>
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Applicant further states that he plans to enroll in Ulster County Community College 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 that applicant has met
the residence requirements of Article 126 of the Education Law.

AFFIDAVIT TO BE NOTARIZED

Sworn to (or affirmed) before me this ______ day of _______________ 20__

__________________________________________________________
Notary Public

THIS SPACE FOR USE BY COUNTY CHIEF FISCAL OFFICER

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 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 5, 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 6305 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 RESIDENCE PURSUANT TO SECTION 6305 OF THIS 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.