

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*

_____, does hereby swear (or affirm) that he/she resides at
 (Applicant's Name)

_____, in the (City) (Village) (Town) of _____
 (Applicant's 911 address) (Actual municipal name)

County of _____, State of New York; that he/she now is, and has been for a period of at least one year immediately prior to the date of the Affidavit or Affirmation and Application, a resident of the State of New York; that he/she now is, or has been for a period of _____
 (1 to 6 months)

months within the six(6) months immediately prior to the date of this Affidavit or Affirmation and Application** a resident of the County of _____; and that he/she has lived at the following places during the year immediately prior to the date of the affidavit (or affirmation) and application:

Addresses (All for past year)	Dates
_____ (Mailing address or write "above" If address same as above)	_____
_____	_____
_____	_____

Applicant further states that he/she plans to enroll in **Columbia-Greene 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 of residence pursuant to the requirements of Article 126 of the Education Law.

 (Date)

 (Signature of Applicant)

DO NOT WRITE BELOW THIS LINE

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 Office of each county, as defined by 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 resident issues not earlier that two months prior thereto, and such certificate of resident 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 period of at least one year and in the county, city, town intermediate school district or 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 and five of this chapter, his/her 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 sixty-three hundred five of this chapter, the charges to the counties of residence shall be allocated a month the several counties proportional to the number of months, or major fraction thereof, of residence in each county.

Columbia-Greene Community College

4400 Route 23, Hudson, New York 12534

Phone (518) 828-4181

TO COMPLETE THE REGISTRATION PROCESS:

You must obtain a certificate of residence from your County Treasurer and submit your certificate of residence to the college to qualify for the resident tuition rate. Non-residents are charged double tuition. The certificate must be submitted to the college prior to the first day of classes.

THE INSTRUCTIONS FOR THIS PROCEDURE:

1. COMPLETE THE AFFIDAVIT ON THE REVERSE SIDE OF THIS FORM.
2. **COLUMBIA & GREENE COUNTY RESIDENTS CAN BRING THIS COMPLETED FORM AND PROOF OF RESIDENCY TO THE BURSAR'S OFFICE (SOME MAY BE REQUIRED TO GO TO THEIR COUNTY TREASURER'S OFFICE).**
3. ALL OTHER NEW YORK STATE RESIDENTS MUST PRESENT THE NOTARIZED AFFIDAVIT TO YOUR COUNTY TREASURER (WHO WILL ISSUE A CERTIFICATE OF RESIDENCE).
4. MAIL OR BRING THE CERTIFICATE OF RESIDENCE TO THE BURSAR'S OFFICE.

IMPORTANT

TO QUALIFY FOR THE RESIDENT TUITION RATE, YOU MUST HAVE BEEN A NYS RESIDENT FOR ONE YEAR PRIOR TO THE FIRST DAY OF CLASS.

Your certificate of residence is good for the academic year.

**Contact the Bursar's Office with any questions
518-828-4181 ext. 3338**