

CERTIFICATE OF RESIDENCY INSTRUCTIONS

DELAWARE COUNTY TREASURER
P.O. BOX 431,111 MAIN STREET
DELHI, NEW YORK 13753
(607) 746-2121

BEVERLY J. SHIELDS, COUNTY TREASURER

A certificate of residency issued by the Delaware County Treasurer will eliminate the non-residency tuition charge. FAILURE to comply with the following will result in you being charged the non-refundable, non-resident tuition charge.

INSTRUCTIONS

You may send the following to our office by mail or bring in person:

1. A completed notarized application. Blank forms are available at the community college and at this office.
2. Proof of residency. Refer to reverse side.
3. A note stating when the course begins.
4. A daytime telephone number where you may be reached.

SUBMISSION

Submission must be between TWO MONTHS BEFORE and ONE MONTH AFTER.
(i.e. It course starts September 1, submission period is July through September 30.)

QUALIFICATIONS

You must be a resident of New York State for at least one year Prior to the date of the affidavit and you must be a resident of Delaware County for 6 months Prior to the date of affidavit.

PROOF OF RESIDENCY

Satisfactory proof of residency consists of the original or copy of one of the following:

1. Valid New York State driver's license.
2. New York State Motor Vehicle ID.
3. Diploma from a Delaware County School District received within the last year.

ATTENTION

BE SURE TO APPLY WITHIN THE PROPER TIME SPAN. APPLICATIONS NOT FILED WITH THE COLLEGE WITHIN 30 DAYS AFTER THE COURSE BEGINS WILL NOT BE HONORED.
(NO TUITION PAID)

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE,
PURSUANT TO SECTION 6301 AND 6305 OF THE EDUCATION LAW
STATE OF NEW YORK**

COUNTY OF _____

I, _____ (Social Security No.: _____)

do hereby swear(or affirm) that I

RESIDE AT: _____ in the City or Town of

MAILING
ADDRESS: _____

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 legal resident
of the State of New York and have been for a period of **at least six months**** prior to the
date of the affidavit (or affirmation) a legal resident of the County of

* Report actual municipality of residence, NOT the postal service designation of the area.

** IF LESS THAN SIX MONTHS AT THE ABOVE ADDRESS, list your addresses for
the past year:

ADDRESS	DATE
_____	_____
_____	_____

I further state I plan to enroll in SULLIVAN COUNTY COMMUNITY COLLEGE and
that this affidavit(or affirmation) and application is made for the sole 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.

Sworn to (or affirmed) before me this _____
_____ day of _____ 20_____
(Signature of applicant)

Notary Public

=====

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 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 registration for each college year, file with the college such a certificate of residence ISSUED NOT EARLIER THAN TWO MONTHS PRIOR THERETO, and such a certificate of residence shall be valid for one year from 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, immediate 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 persons registration in a community college, or for the purpose 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/her 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.

EVIDENCE OF RESIDENCE:	SEMESTER YEAR
<input type="checkbox"/> Parent's Voter Registration Card	<input type="checkbox"/> Fall
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Spring
<input type="checkbox"/> Paid Rent Bill (Parent's)	<input type="checkbox"/> Summer
<input type="checkbox"/> Selective Service Card	<input type="checkbox"/> F.T.
<input type="checkbox"/> Name of High School Graduated From	<input type="checkbox"/> P.T.

Name of School: _____

Address: _____

Other: _____

Examined By: _____

County Treasurer:

Please mail issued Certificates of Residence to:
SCCC Bursar's Office, 112 College Road
Loch Sheldrake, NY 12759