

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE

Pursuant to §6301 & §6305 of the Education Law

High School ACE Program

**** PRINT ALL INFORMATION ****
Student Must Complete All Shaded Areas

Social Security No: _____ - _____ - _____
Telephone No: (_____) _____ - _____

STATE OF NEW YORK, COUNTY OF _____
(Home County)

ACADEMIC YEAR: 20____ - 20____
 Fall Spring Summer

I, _____ do hereby swear (or affirm) that I reside at
(Print Full Name)
_____, in the (City) (Village) (Town) of _____,
(Print Permanent Legal Address)
County of _____, State of New York (Zip Code: _____); 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; and 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 _____, and that I have resided at this
address from _____ to Present.
Month/Year

Property Owner's Name: _____

If less than six months at the above address, list your addresses for the **PAST YEAR**:

(Print Legal Address) Month/Year to Month/Year

(Print Legal Address) Month/Year to Month/Year

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

I further state I plan to enroll in **Genesee 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. (Home County)

YOUR SIGNATURE MUST BE NOTARIZED IF YOU LIVE OUTSIDE GENESEE COUNTY.
Sworn to before me this _____ day
of _____ 20____

(Notary Public or Commissioner of Deeds)

(YOUR SIGNATURE) (DATE)

THIS SPACE FOR USE OF
CHIEF FISCAL OFFICER OF COUNTY

(SIGNATURE) (DATE)

Education Law, §6305, provides: "The chief fiscal officer of each county, as defined §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, §6301, ¶5, defines: "Resident" as a person who has resided in the state for a period of at least one year and in the county 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 §6305 of this article, his or 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 §6305 of this chapter, the charges to the counties of residence shall be allocated among several counties proportional to the number of months, or major fraction thereof, of residence in each county.

GENESEE COMMUNITY COLLEGE
One College Road, Batavia, New York 14020
RESIDENCY FORM INSTRUCTIONS FOR ACE STUDENTS

You must submit a Certificate of Residence to Genesee Community College once each academic year. Counties are only **REQUIRED** to issue a certificate during the first 30 days of the semester. Certificates of Residence can be obtained directly from your County Treasurer's Office. Some counties will allow Genesee Community College to submit an Application for Certificate of Residence and proof of residency on the student's behalf. Other counties require the student to appear in person. Please see below for your County's requirements.

Genesee Community College can accept original APPLICATIONS until September 30th for Fall classes and February 15th for Spring classes. After that date, please call your county treasurer's office to find out the best way to obtain a certificate. CERTIFICATES must be received by the GCC Business Office by October 15th for Fall classes and March 1st for Spring classes. Failure to submit a Certificate of Residence by the due date will result in DOUBLE TUITION CHARGES.

All students must have been a legal resident of New York State for the past year AND a resident of the county they now reside in for the last six (6) months.

Genesee County Residents:

- Fill out the Residency Affidavit and sign the form. It does not need to be notarized.

Livingston and Orleans County Residents – You must APPEAR IN PERSON at your County Treasurer's Office to obtain the Certificate of Residence. GCC cannot accept applications on behalf of these counties.

Allegany, Cattaraugus, Monroe, Steuben and Wyoming County Residents:

- Fill out the Residency Affidavit and have your signature notarized.
- **Allegany** residents must include the Township on the application.

Erie, Niagara and Ontario County Residents – Proof of Address Required:

- Fill out the Residency Affidavit and have your signature notarized.
- Attach a photocopy of proof of address. The proof must be dated at least 6 months prior (12 months prior for Ontario residents) to the date of the application and have the **student's current address**. Acceptable proof is a:
 - ✓ Student's NY State Driver's license, Driver's Permit, or NY State Non-Driver identification that is at least 6 months old (12 months old for Ontario residents)
 - ✓ First page of prior year income tax return showing student's name and address or IRS W-2 form

Local County Treasurer's Office Contact Information

Livingston County Clerk's Office – 6 Court Street, Geneseo, NY 14454 (585) 243-7050
Orleans County Clerk's Office – 34 East Park Street, Albion, NY 14411 (585) 589-5353
Allegany County Treasurer's Office – 7 Court Street, Belmont, NY 14813 (585) 268-9289
Cattaraugus County Treasurer's Office – 303 Court Street, Little Valley, NY 14755 (716) 373-8010
Monroe County Real Property – 39 West Main Street, Rochester, NY 14614 (585) 428-5125
Steuben County Treasurer's Office – 3 East Pulteney Square, Bath, NY 14810 (607) 776-9631
Wyoming County Treasurer's Office – 143 North Main Street, Warsaw, NY 14569 (585) 786-8812
Erie County Comptroller's Office – 95 Franklin Street, Room 1154 Buffalo, NY 14202 (716) 858-8400
Niagara County Treasurer's Office – 59 Park Avenue, Lockport, NY 14094 (716) 439-7018
Ontario County Treasurer's Office – 20 Ontario Street, Canandaigua, NY 14424 (585) 396-4426

If you have any questions regarding this procedure, please contact the Business Office at 585-345-6950