



COUNTY OF WARREN

Michael R. Swan - County Treasurer

Office of the County Treasurer
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GUIDELINES FOR WARREN COUNTY

CERTIFICATE OF RESIDENCE

The Community College program in the State of New York was intended to permit students who are residents to pay a reduced tuition rate. Each community college has a local sponsor, generally a county, which provides a share of the costs allocable to the resident students. A student who attends a community college outside their county of residence must obtain the certificate of residence in order to be eligible for the lower in-state tuition rate. The local sponsor (county) then reimburses its share of the costs of the student's tuition to the community college. A Certificate of Residence verifies that you have been a New York State resident for one year prior to registration or the start of classes and a resident of Warren County for six (6) months prior to the start of classes. The Warren County Treasurer issues these certificates to qualified residents living within the County of Warren. Residency of less than six months will be prorated.

Qualifications:

- Resident of New York State for at least one (1) full year immediately preceding the date the application/affidavit.
- Resident of Warren County for at least six (6) months immediately preceding the date of the application/affidavit.
- US Citizen or Permanent Resident Alien for at least one (1) year immediately preceding the date of the application/affidavit.
- Students in the military (or those recently discharged) are eligible to obtain a certificate of residency if they show proof of current county residency immediately prior to entering active duty. Military discharge or other military documents can be used as proof.

To Apply:

Complete application/affidavit form(print legibly in black ink only), have the form notarized or it can be notarized here in this office. The Treasurer's office will keep this form and give you a Certificate of Residence that you will forward to the college you will be attending.

❖ All applicants (students) must provide two forms of proof to verify residency:

➤ **First time applicants**

- Proof #1
- Proof #2

- Photo ID
- **Certificate on file from previous year**
- Proof #2
- Photo ID

Submit application/affidavit no earlier than sixty (60) days before official start date of the semester. We will accept your application/affidavit by mail if it is notarized and proof of residency is included.

PROOF #1

In order to prove that you have been a resident of New York State for at least one (1) year, you must submit one of the following suggested forms of documentation with an issue-date that is at least one year prior to the date of your application, but no older than two (2) years prior:

- Driver's license
- Learners permit
- Auto registration
- Selective service card
- Voter registration ID card
- High school report card or official transcript
- New York State income tax returns

PROOF #2

In order to prove that you are a current resident of Warren County, you must submit one of the following suggested forms of documentation with an issue date that is within six (6) months of the date of your application:

- Utility Bill
- W-2 form (only accepted Jan-June)
- Current paycheck
- Bank statement
- Student Loan
- TAP award
- Financial Aid (FAFSA)
- Credit card statement
- Any of the documents listed under proof #1 if dated within the past 6 months.

If you have not been a permanent legal resident of New York State for more than one year prior to the start of classes, you must pay Out-of-State tuition.

Should you have any questions, please feel free to call (518) 761-6375.

Last Name _____ First Name _____
 Community College _____ Semester _____

Important: A Certificate of Residence must be dated two (2) months or less prior to the start of the semester.

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION
 FOR CERTIFICATE OF RESIDENCE
 For Warren County Residents**

Pursuant to Article 126, Sections 6301 & 6305 of the Education Law.
 In connection with attendance at community college*

STATE OF NEW YORK
 COUNTY OF WARREN

I, _____ do hereby swear (or affirm) that I reside at
 (applicant's full name) _____, County of Warren, State of New York; that now I
 (Permanent address including city/town with zip code)
 am and have for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and
 application been a resident of State of New York, that I now am, and have been for ___ months within th last six
 months immediately prior to the date of this affidavit (or affirmation) and application, ** a resident of Warren
 County and that I have lived at the following places during the year immediately prior to this affidavit (or
 affirmation) and application:

ADDRESS

DATES

I further state that I plan to enroll in classes at _____ and that this
 (Community college)
 affidavit (or affirmation) and application is made for the purpose of securing from the Chief Financial Officer of the
 County of Warren a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

 (Sign in the presence of Notary Public or Commissioner of Deeds)

Your signature must be notarized before this affidavit (or affirmation) is submitted,
 Sworn to (or affirmed) before me this
 _____ Day of _____, 20____

 (Notary Public or Commissioner of Deeds)

THIS SPACE FOR USE OF CHIEF FISCAL OFFICER (TREASURER) OF WARREN 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
 nonresident 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 certificate of residence issued not earlier than two months prior thereto, and such
 certificate of residence shall be valid for 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 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 6305 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/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.