

# RESIDENT COSTS / CERTIFICATE OF RESIDENCE

You are a Cayuga County resident if you have resided in New York State for one year and in Cayuga County for six months immediately preceding the first day of classes. Proof of residence may be required.

You are an out-of-county New York State resident if you have been a New York State resident for one year and have resided in a county other than Cayuga during the six months immediately preceding the start of classes. Your tuition bill will initially show the double tuition rate. You must obtain a Certificate of Residence, signed by your County Treasurer, and dated within 60 days before the first day of classes. A Certificate obtained for the fall semester is valid through the following spring and summer sessions, provided enrollment is continuous. If you are an out-of-county resident, you must submit a Certificate each academic year. The College must receive the Certificate of Residence no later than 14 days following the first class.

You are an out-of-state resident if you do not fall in either of the two previous categories, or are residing in the United States on a student visa (F-1, J-1) or a work visa (B-1, B-2), regardless of the length of time you have resided here.

If you are an out-of-county resident of New York State and you do not submit a current Certificate of Residence, or if you are an out-of-state resident, your tuition will remain at the out-of-county rate.

For more information contact the [Business Office](#) at 315-294-8450 or e-mail [businessoffice@cayuga-cc.edu](mailto:businessoffice@cayuga-cc.edu).

## CERTIFICATE OF RESIDENCE

A Certificate of Residence is required for New York State residents who do not reside in Cayuga County. In the absence of a Certificate, the out-of-state tuition rate is charged. All out-of-state and out-of-country residents are charged double-tuition.

### Residence Status

- **You are a Cayuga County resident** if you have been a New York State resident for 1 year and have resided in Cayuga County for 6 months immediately prior to the first day of classes.
- **You are an out-of-county resident** if you have been a New York State resident for 1 year and resided in a county other than Cayuga. A Certificate of Residence is required from each county in which you have resided during the previous 6 months.
- **You are an out-of-state resident** if you do not fall in either of the categories above or are residing in the United States on a student visa (F-1, J-1) or a work visa (B-1, B-2), regardless of the length of time you have resided here.

# How to Apply for a Certificate of Residence

A Certificates of Residence are issued by your County Treasurer or Chief Fiscal Officer, **not by the College**. It is the student's responsibility to submit the affidavit/application (choose the appropriate link below) and any necessary documentation to the appropriate county office in the time frame required by that county. Your Certificate of Residence must be signed by your County Treasurer, and dated within 60 days before the first day of classes. **The College must receive the Certificate of Residence no later than 14 days following the first class.**

A Certificate obtained for the fall semester is valid through the following spring and summer sessions, provided your enrollment is continuous.

**You must submit a new Certificate each academic year.** However, the following counties will **not** issue a new certificate every academic year: Chautauqua, Cortland, Franklin, Monroe, Montgomery, Nassau, New York, Onondaga, Ulster, Wayne, and Westchester. **For these counties only**, the Certificate is valid for 1 year from the date issued.

## 1. Complete the Application for a Certificate of Residence and have it notarized.

**Does your county require its own form?** If your county or borough is listed below, select the link provided for specific information.

Essex County	<a href="#">Download Essex County Form</a>	<a href="#">Website Information</a>
Nassau County	<a href="#">Download Nassau County Form</a>	<a href="#">Website Information</a>
Westchester County	<a href="#">Download Westchester County Form</a>	<a href="#">Website Information</a>
Ulster County	<a href="#">Download Ulster County Form</a>	<a href="#">Website Information</a>
Suffolk County	<a href="#">Download Suffolk County Form</a>	<a href="#">Website Information</a>
All NYC boroughs	<a href="#">Download NYC boroughs Form</a>	<a href="#">Website Information</a>
All other counties:	<b>FILL OUT THE ATTACHED FORM BELOW</b>	

## **2. Submit the notarized Application to your county with 2 of the following documents as proof of residency. \***

One of your documents must be dated at least 1 year, but no more than 2 years old, and the other document should be within 30 days of the date of the application:

- Driver's license
- Car registration
- Apartment lease
- Income tax return
- Utility bill
- Voter registration card
- TAP award certificate
- Rent receipts

Please note:

- Your county may require that proof be in your name only.
- Some counties may allow you to submit a copy of a parental income tax return listing you as a dependent.
- New York City and Westchester County require that you appear in person to obtain your Certificate of Residence.

If you have any questions about your county's requirements, contact your county office.

## **3. For notarized Application with photocopies of the documents, see your county to obtain the Certificate. Do not send the Application to the College.**

## **4. When you receive the Certificate from your county, mail it to:**

Business Office  
Cayuga Community College  
197 Franklin Street  
Auburn, NY 13021-3099

**Do you need a Certificate of Residence?** For all Cayuga courses except Leisure Learning or Business/ Industry Center Workforce courses \* :

- If you have resided in Cayuga County for less than 6 months or live in a New York State county other than Cayuga, you must either enclose a Certificate of Residence with your tuition payment or pay double the tuition rate.
- The Certificate is issued by the treasurer of your county, not by Cayuga Community College. You must submit the application below with proper documentation to your county treasurer's office, according to that office's rules. This should be done as soon as possible – no sooner than 60 days before the start of class and within 14 days after the class starts.

\***Note:** For Leisure Learning or BIC/Workforce course coded PE or SAC, a Certificate of Residence is needed for new residents and non-residents of Cayuga County.

**When Do I Need to Obtain a New Certificate?**

Certificates are valid for the academic year (start of Fall semester-around September 1 until the end of Summer II semester - around August 15th) as long as enrollment is continuous. If you are enrolling beginning with the Summer Semester(s), you will need a new certificate for the following Fall Semester.

**Questions:** Please call the Cayuga Community College Business office at (315)294-8450

# Application for Certificate of Residence

(Pursuant to Sec. 6305 of the Education Law in connection with community college attendance)

County of \_\_\_\_\_, State of New York \_\_\_\_\_ does hereby  
(applicant name)

swear/affirm that s/he resides in the city/town/village of \_\_\_\_\_

at \_\_\_\_\_, County of \_\_\_\_\_, State of New York;  
(number and street)

that s/he now is, and has been for a period of \_\_\_\_\_ months within the six months immediately prior to the date of this affidavit/  
affirmation and application, a resident of the County of \_\_\_\_\_ and that s/he has lived at the following places during the year  
immediately prior to the date of this affidavit/affirmation and application:

Addresses	Dates
_____	_____
_____	_____

Applicant further states that s/he plans to enroll at Cayuga Community College and that this Affidavit/Application is made for the purpose of securing from the Chief Fiscal Officer of the County a certificate that the applicant has met the residence requirements of Article 126 of the Education Law.

Applicant's signature \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public/Commissioner of Deeds Signature \_\_\_\_\_ Date \_\_\_\_\_

For use by the County's Chief Fiscal Officer only: Certificate  issued  not issued

**NOTE: DO NOT SEND THIS FORM TO THE COLLEGE. YOU MUST SUBMIT IT TO YOUR COUNTY TREASURER.**  
(See addresses below or contact your county treasurer's office.)

**CORTLAND COUNTY TREASURER**  
Cortland County Courthouse  
60 Central Ave., Cortland, NY 13045  
(607) 753-5070

**ONONDAGA COUNTY TREASURER**  
John H. Mulroy Civic Center  
421 Montgomery St., Syracuse, NY 13202  
(315) 435-2889

**ONTARIO COUNTY TREASURER**  
Ontario County Municipal Building  
20 Ontario St., Canandaigua, NY 14425  
(585) 396-4422

**OSWEGO COUNTY TREASURER**  
County Building  
46 East Bridge St., Oswego, NY 13126  
(315) 349-8393

**SENECA COUNTY TREASURER**  
1 Dipronio Dr., Waterloo, NY 13165  
(315) 539-1735

**TOMPKINS COUNTY TREASURER**  
Tompkins County Courthouse  
125 East Court St., Ithaca, NY 14850  
(607) 274-5545

**WAYNE COUNTY TREASURER**  
16 William St., Lyons, NY 14489  
(315) 946-7441