

New York State Residency Status for Tuition Billing Purposes North Country Community College Application Guidelines

Statement of SUNY Board of Trustees Policy: A person whose *domicile* has been in the State of New York for a period of at least one year immediately preceding the time of registration for any period of attendance shall be a New York resident for the purpose of determining the tuition rate payable for such period. All other persons shall be presumed to be out-of-state residents for such purpose, unless domiciliary status is demonstrated in accordance with guidelines adopted by the Chancellor or designee.

Definition of Domicile: (a) For non-emancipated students, the domicile is that of his or her parents or other legal guardian. An non-emancipated student of divorced or legally separated parents will acquire a New York State domicile if the custodial parent is a New York resident, or if the student resides with a noncustodial parent and the student intends to continue to reside with that parent throughout his or her attendance at the University. (b) For emancipated students, a domicile is a fixed, permanent home to which the student intends to return whenever absent. A person may have many residences but only one domicile. A domicile is retained until it is abandoned and another established. One does not acquire a New York State domicile by being physically present in New York for the sole purpose of attending the College, or by simply being physically present in New York for a period of twelve months.

Exceptions to the Domicile Rule: (a) Members of the U.S. Armed Forces who document that they are on full-time active duty and are stationed in New York shall be charged in-state tuition regardless of the actual location of their domicile. Spouses and dependents shall also be charged in-state tuition. (b) Dependents of a parent or legal guardian who is a member of the U.S. Armed Forces who is stationed out-of-state shall be charged in-state tuition provided that the parent or legal guardian submits proof of a New York State domicile -- referred to as a "Home of Record." Such records are on file at the person's military base.

Domicile and Immigrant/Non-Immigrant Aliens: Immigrant aliens (Permanent Residents), Refugees and Asylees, including those with pending applications, may establish in-state residence in accordance with these policies. Certain undocumented aliens may be eligible for the resident tuition rate under these policies. Contact the Office of Student Financial Services for more information. Non-Immigrant Aliens with the following types of visa classifications may also establish in-state residence in accordance with these policies: A1-A3, E1 and E2, G1 - G5, H1 (and H4, spouse and children of H1), I, K1 and K4, L1 and L2, N8 and N9, O1 (and O3, spouse and children of O1), S5-S7, T1-T4, U1-U4, and V1-V3.

Residency Applications: Applications for New York State Residency Status for Tuition Billing Purposes should be completed by (a) students admitted to the College as out-of-state students who wish to appeal that initial determination, (b) students previously classified as out-of-state students and who wish to apply for a change in that classification (e.g., after maintaining a domicile in New York for at least 12 months, after obtaining a qualifying visa classification, etc.), and (c) students for whom the College seeks to verify a claim of residency. **Note: any student who fails to complete the residency application including the submission of all supporting documentation, after being requested to do so will be charged out-of-state tuition.**

Application Submission Deadline: Applications for New York State Residency Status for Tuition Billing Purposes must be RECEIVED in the Office of Enrollment & Financial Aid (College Hall, Saranac Lake Campus) BY THE CLOSE OF BUSINESS ON THE DEADLINE DATES OUTLINED IN THIS DOCUMENT, FOR THE SEMESTER IN WHICH ONE IS APPLYING FOR RESIDENCY STATUS in order to be considered for that semester, term or module. Failure to submit an application by that date will result in full liability for tuition at the non-New York State resident tuition rate.

Factors Relevant to Domicile and Emancipation

A. **Domicile:** Proof of a New York State domicile is demonstrated by documents which support an applicant's contention that his or her permanent home is located in New York. For non-emancipated students, the proof shall relate to the permanent home of the parents or legal guardian. Factors relevant to a claim of domicile include, but are not limited to:

1. New York State driver's license (or non-driver ID card) and vehicle registration.
2. New York State voter registration.
3. New York State and Federal income tax returns.
4. Duration of the student's physical presence in New York.
5. State of residency of the student's family (i.e., parents, spouse, or children).
6. Proof of ownership of New York State real property or residential rental lease.
7. New York State bank accounts.

B. **Emancipation: **New York State does not have any laws regarding emancipation, therefore emancipation proceedings must have taken place in another state.**

A student whose parents or legal guardian reside out-of-state and who is claiming emancipation must present evidence of both emancipation and a New York State domicile. Such proof must include documentation demonstrating the student's financial independence. Students under the age of 22 must provide evidence of one year of independent living in order to be considered emancipated. Factors relevant to a claim of emancipation include, but are not limited to:

1. Employment on a full-time or part-time basis in New York.
2. Sources and extent of financial support from parents or guardians.
3. Sources and extent of other income.
4. Parents' Federal and State income tax forms which do not claim the student as a dependent (if the student continues to receive financial support, however, the student shall not be considered emancipated).
5. Student's place of residence during the summer or other academic term recess.
6. Student's status as financially independent for purposes of Federal/State financial aid.
7. Independent filing by the student of Federal/State income tax returns; other assets and liabilities.

Emancipated students are totally responsible for paying all of their educational costs. The amount of income claimed by the student must be in excess of educational expenses, including those expenses associated with living in non-University housing. The term income includes any financial aid awarded directly to the student with the exception of parental loans. The student should not have any joint or custodial accounts with the parent or legal guardian, and any income claimed must be accompanied by source documentation (tax returns, Form 1099, bank statements, trust documents, etc.).



NORTH COUNTRY COMMUNITY COLLEGE

Office of Enrollment & Financial Aid

College Hall, PO Box 89 • Saranac Lake, NY 12983

Phone: 518.891.2915 ext 686

Fax: 518.891.0898

Email: admissions@nccc.edu



Deadline Dates: Fall Semester: July 1st Spring Semester: December 1st Summer Semester: June 1st

Instructions:

All applicants must complete **Section A and D**, and **either Section B or C**. Enclose the required documents from the chart on pages 6 & 7. Please include a cover letter explaining any extraordinary circumstances.

Section A: To be completed by all applicants

Section B: To be completed by applicants who are not financially dependent on their parents

Section C: To be completed by the person who claimed or will claim you as a dependent for income tax purposes in 2010 (section must be notarized by a Notary Public)

Section D: To be completed by all applicants- Applicants Affirmation (section must be notarized by a Notary Public)

Section A (MUST be completed by all applicants)

A.1) Semester applying for: **E-mail Address:**

Last Name **First Name** **Middle Initial**

Date of Birth (MM/DD/YY) **Age** **NCCC ID#**

Citizenship: U.S. Citizen Other: **If other citizenship, list Visa type:**

If you are a U.S. Permanent Resident, list your Alien Registration Number **Date Issued:**

A.2) Legal/Permanent Address (Billing Address)

Street

City **State** **Zip Code**

County of Residence **Phone Number**

Length of time at current Legal/Permanent Address: Years / Months

If less than three years, list your prior address below:

| From (month/year) | To (month/year) | Street Address | City | State |
|----------------------|--------------------|----------------|------|-------|
| | | | | |
| | | | | |
| | | | | |

A.3) Local Address

Street

City

State

Zip Code

A.4) Academic information

| | | | |
|---|--|---------------------------------------|--|
| 1. Did you attend a New York State high school or an approved New York State program for General Equivalency Diploma (GED) examination? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If Yes, go to Line 2 If No, go to Line 5 |
| 2. Year of graduation or completion: | <input type="text"/> | Name of high school: | <input type="text"/> |
| 3. City where high school was located: | <input type="text"/> | County where high school was located: | <input type="text"/> |
| 4. Did you attend this high school during both your junior and senior years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 5. Are you, your parent, or spouse a member of the U.S. Armed Forces on full-time active duty? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes, please submit a copy of the Home of Record or Military Orders. |
| 6. Are you a first-time SUNY Student? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 7. What is your academic status? | <input type="checkbox"/> Undergraduate | | |

A.5) Driver's License and Vehicle Registration Information

In what state do you have a current Driver's License?

[How can I get a New York State Driver's License?](#) (Click for link)

In what state is your vehicle registered?

A.6) Voter Registration Information

Are you a New York State registered voter?

 Yes No**A.7) Tax Filing Information**

In what State(s) did you (or your spouse) file resident taxes for 2010?

Where will you file for 2011?

Section B (To be completed by *financially independent* applicants. Note: If you are *financially dependent* on your parents, skip this section and have your parents complete Section C.)

B.1) Tax Filing Information (Please repond Yes or No)

| | | |
|---|------------------------------|-----------------------------|
| Were you born before January 1, 1987? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| As of today, are you married? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| At the beginning of the 2011-2012 school year, will you be working on a master's or doctorate program? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you, or will you live in an apartment, house or building owned or leased by your parents for more than six (6) weeks during 2010 ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you, or will you live in an apartment, house or building owned or leased by your parents for more than six (6) weeks during 2011 ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were you, or will you be claimed as a dependent on your parents' Federal or State income Tax Return for 2010 ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were you, or will you be claimed as a dependent on your parents' Federal or State Income Tax Return for 2011 ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

B.2) Your sources of financial support for the last two years

| From (month/year) | To (month/year) | Name and Address of Employer | Hours Worked per Week |
|----------------------|--------------------|------------------------------|--------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

If not employed, please list your financial resources:

| |
|--|
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| |

B.3) Applicants Affirmation of Information in Section B

I do hereby affirm that I am a resident of New York State and that it is my intention to remain in New York State, and that all information provided on this form, and attachments thereto, are accurate and true to the best of my knowledge. I understand that knowingly providing false information will disqualify me from consideration for New York State residency status.

Date (MM/DD/YY) _____

Signature: _____

Print Name: _____

Section C (To be completed by the person who claimed or will claim you as a dependent for income tax purposes in 2010)

C.1)

Name Relationship

Citizenship: U.S. Citizen Other: If other, list Visa type:

C.2) Legal/Permanent Address (Billing address)

Street

City State Zip Code

Home Phone () Business Phone ()

Length of time at this address : Years / Months

C.3) Tax Filing Information, please list State(s) in which you filed, or will file resident taxes during:

| | |
|------|----------------------|
| 2009 | <input type="text"/> |
| 2010 | <input type="text"/> |

C.4) Affirmation of Information in Section C. The following affirmation must be **completed and notarized** before a Notary Public.

| | |
|-----------|----------------------|
| State of | <input type="text"/> |
| County of | <input type="text"/> |

I, _____, being duly sworn, do hereby affirm my relationship to the applicant is that of _____ and that all information provided on this form and any attachments thereto are accurate, complete, and true to the best of my knowledge.

| | | | |
|------------------|----------------------|-------|------|
| Signature | <input type="text"/> | | |
| Sworn to me this | <input type="text"/> | | |
| | Day | Month | Year |

Notary Public: _____

Section D

D.1) Applicant's Affirmation. The following affirmation must be completed and notarized before a Notary Public

| | |
|-----------|--|
| State of | |
| County of | |

I, _____, the applicant herein, being duly sworn, do hereby affirm that I am a bona fide resident domiciled in the State of New York, and that all information provided on this form and any attachments thereto, are accurate, complete, and true to the best of my knowledge.

| | | | |
|------------------------|-----|-------|------|
| Signature of Applicant | | | |
| Sworn to me this | | | |
| | Day | Month | Year |

Notary Public: _____

Note: Pages 6 & 7 of this application provide a list of supporting documents that must be submitted along with your signed notarized application.

Required documents listed below must be submitted together as a package with the application by the deadline. Documents must support the claim to have resided in New York State for at least 12 consecutive months prior to the start of the semester of the application. The columns to the right indicate who the required documents must come from.

Permanent Address

Your permanent address on record at the College must be the same as the address you are using to establish your residency. **Verify the PERMANENT address on file is your New York State address by logging onto your student portal.**

Applicants MUST use the current application. If older versions of the application are submitted, they will be returned to the applicant and a new application will need to be submitted.

| REQUIRED DOCUMENTS | DEPENDENT STUDENTS | INDEPENDENT STUDENTS |
|--|---------------------------|---------------------------|
| -A clear copy of the documents listed below must be enclosed with the application for Residency for Tuition Purposes. | Documents must come from: | Documents must come from: |
| Proof of Citizenship or Permanent Residency Must provide proof of ONE of the following: -U.S. Birth Certificate -U.S. Passport (Must be signed and not expired) -Certificate of Naturalization/Citizenship -Alien Registration Receipt Card with Picture (Copy both sides) -U.S. Passport Card (Copy both sides) | Student | Student |
| Non-U.S. Citizen -Copy of VISA (Must not be expired) | Student AND Parent | Student |
| Driver's License -NYS Driver's License (Interim Driver's License Not Acceptable) | Student AND Parent | Student |
| *Income Taxes Filed -Signed copy of Federal taxes for 2010 fiscal year AND -Signed copy of all State taxes for 2010 fiscal year | Parent | Student |
| Proof of Housing -Copy of lease agreement or notarized letter from landlord reflecting 12 consecutive months prior to the start of the semester -Copy of deed or proof of home ownership | Parent | Student |
| Proof of Established Utilities/Services Must provide proof of TWO of the following services dating back 12 months prior to the start of the semester and a copy of the most recent statement: -Electric -Gas/Heating -Water -Cable/Internet -Telephone (Home or Cell) If your lease indicates that all of the above utilities are included in your rent, you must provide TWO alternate forms of documentation, dating back 12 months (including a copy of the most recent statement), in your name and showing your NYS address. Acceptable documents are: -Credit card statement -Auto or home owners/renters insurance -NYS bank account statement (no canceled checks) | Parent | Student |

| REQUIRED DOCUMENTATION | DEPENDENT STUDENTS | INDEPENDENT STUDENTS |
|---|--------------------|----------------------|
| Miscellaneous Must provide proof of ONE of the following: -NYS Motor Vehicle or other personal property registration -NYS voter registration card -NYS W-2 Form (from 2010 tax year) | Parent | Student |
| Supplemental Documentation (where applicable) | | |
| -**Full time active members of the US Armed Forces - copy of Home of Record form or Military Orders | Parent | Student |
| -Employment - proof of change in employment that required relocation to New York State including start dates. | Parent | Student |
| -High School Transcript - Non-resident students who attended a NYS high school for two or more years, graduated and applied for admission to the University within five years of receiving a NYS high school diploma; - applicable GED also acceptable. | N/A | Student |

Please include a cover letter explaining any extraordinary circumstances and/or reasons for missing documents.

*If you are a financial aid recipient, we are required to share tax information for a review with the Financial Aid Office.
 Members of the U.S. Armed Forces who provide documentation that they are on **full-time active duty and stationed in New York State shall be charged in-state tuition regardless of the actual location of their domicile.