

JODIE SMALL
TREASURER



JOSHUA TROXEL
DEPUTY

Hamilton County Treasurer's Office

Eligibility Requirements

1. Hamilton County resident for at least six (6) months, **AND**
2. New York State resident for at least one (1) year

Guidelines

1. Certificates are valid for only one (1) academic year.
2. Certificates are for a single school; if a student attends or takes online classes at more than one school, each school requires their own Certificate.
3. Applications need to be submitted to and obtained by the Hamilton County Treasurer's office within 30 - 60 days prior to start of classes.

Application Directions

1. Fill out application
 - a. Full name
 - b. Current physical address (**No P.O. Boxes**)
 - c. Number of months at residence (1-6+ months) ***If a student currently lives at a residence in Hamilton County for less than six (6) months, and has lived at a different residence in a different New York State county for the other required months immediately prior, then two certificates are required to be completed (one in each county) in order to cover the full six (6) month period required to obtain tuition assistance.
 - d. List any other addresses lived at within 6 months prior to the date of application
 - e. Community College or Institute student is planning to attend
 - f. Signature of applicant on line provided
2. Provide proof of ID
 - a. First-time applicants need both Proof of ID's (see below for examples)
 - b. Returning applicants only need Proof of ID #1 (see below for examples)
3. Mail the following to the **bolded address** below:
 - a. The ORIGINAL application
 - b. A legible photocopy of Proof(s) of ID Required
 - c. Self-addressed, postage-paid envelope where Certificate should be sent

Hamilton County Treasurer's Office
PO Box 206
Lake Pleasant, NY 12108

Proof of ID #1

(Photo ID)

- Driver's License, State issued ID, School ID (if in high school), Passport, etc.

Proof of ID #2

(Name, Physical Address, Dated within last 6 months)

- Utility Bill, Bank Statement, Pay Stub, Report Card (if in high school), etc.

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE
PURSUANT TO SECTION 6301 AND 6305 OF THE EDUCATION LAW IN CONNECTION WITH
ATTENDANCE AT A COMMUNITY COLLEGE**

**STATE OF NEW YORK
COUNTY OF HAMILTON**



Name
does hereby swear (or affirm) that he/she resides at

Physical Street Address
in the municipality of

City, State & Zip Code

State of New York; that he/she is, and has for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and application been a resident of the State of New York; that he/she now is, or has been for a period of ___ months within the six months immediately prior to the date of this affidavit (or affirmation) and application a resident of the County of Hamilton; and that he/she has lived at the following places during the year immediately prior to the date of this affidavit (or affirmation) and application:

PREVIOUS ADDRESS(ES)

DATES

Applicant further states that he/she plans to enroll in

College or Institution

and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of Hamilton a Certificate of Residence pursuant to the requirements of Article 126 of the Education Law.

Signature of Applicant

Phone Number/Email

*****DO NOT WRITE BELOW THIS LINE*****

THIS SPACE FOR USE OF CHIEF FISCAL OFFICER OF COUNTY

Certificate Issued

Certificate Not Issued

Date

Authorized Signature

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/her 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/her 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."

*****FOR NEW YORK STATE RESIDENTS *NOT* RESIDING IN FULTON OR MONTGOMERY COUNTY*****