CERTIFICATE OF RESIDENCY – STEP-BY-STEP INSTRUCTION SHEET

DOWNLOADABLE CURRENT FORM: [INSERT LINK]

1. Determine whether completing this form will be beneficial to you (the student).
    a. If you are a legal resident of a county in Idaho other than Ada, Canyon, Kootenai, Jerome or Twin Falls, you may complete this form and submit it to that county for consideration of tuition and fee assistance.

2. Determine whether you are eligible for county assistance.
    a. To be eligible for county assistance, the board of county commissioners of the county of your residence must verify your legal residence.
    b. Residency is explained in Idaho Code §33-2110B. The residence of a minor shall be deemed the residence of the parent(s) or court-appointed guardian.

3. Fill out the form and gather adequate documentation.
    a. To be approved for county assistance, you must complete this form in its entirety and provide appropriate documentation to your county of legal residence. Additional documentation may be required by the county to determine residency. Timeliness in submitting the form and documentation is your responsibility.
    b. If you are 18 or older, attach the following:
        i. A copy of your government-issued identification that shows 1) a picture of you, 2) your address, and 3) your signature.
        ii. If you do not have government-issued identification as required above, then attach documentation that shows where you have been living for the past 12 months, such as the following: Idaho state income tax form; utility bills; lease agreement.
    c. If you are under 18 years old, attach the following:
        i. A copy of your government-issued identification that shows 1) a picture of you, 2) your address, and 3) your signature.
        ii. A copy of your legal guardian's government-issued identification that shows 1) a picture of your guardian, 2) your guardian's address, and 3) your guardian's signature.
        iii. If you do not have government-issued identification as required above, then attach documentation that shows where you and your legal guardian have been living for the past 12 months, such as the following: Idaho state income tax form; utility bills; lease agreement.
    d. Some counties may require additional information and documentation.

4. **Remit in person, by mail, or scan and email a <u>completed</u> Certificate of Residency and accompanying documentation to your county clerk before <u>September 15</u> if you plan to take classes in the Fall semester, and before <u>February 15</u> if you plan to take classes in the Spring semester. Failure to comply with these deadlines may result in the denial of county assistance for that semester.** Contact information for most counties is located at http://www.idcounties.org/index.aspx?nid=179.

5. Watch for notification of county decision regarding your certificate.
    a. If you submitted this form before the due date, the county will notify you and the community college by email and/or mail **<u>within 30 days</u>** of the date of submittal.

6. Pay any tuition and fees that you owe.
    a. If the county approves your certificate of residency, you must pay the tuition and fees charged a resident student.
    b. The maximum benefit that you can receive from the county for community college out-of-district tuition is five hundred ($500) per semester, for a lifetime maximum of three thousand dollars ($3,000) (Idaho Code §33-2110A).
    c. If the county does not approve your certificate, you must pay the college the nonresident student tuition amount as well. You are ultimately responsible to pay all tuition and fee charges.

7. Re-file this certificate form when you change your county of residency, or at the beginning of each academic year, whichever occurs first.

CERTIFICATE OF RESIDENCY

Type of Course:	**Assistance is requested from:** **County.**
Enrollment Date(s):	**Student's Grade Level:**

Community College Providing Courses / Dual Credit: *(check all that apply)*
☐ College of Southern Idaho ☐ College of Western Idaho ☐ North Idaho College

College Student ID #:

Student Contact Information and Residence

Last Name:	*First Name*:	*M.I.*
Maiden Name (if married):	*Birth Date (mm/dd/yyyy)*:	*Phone #: (numbers only)*
High School Last Attended (high school students only)	*Academic Year: (high school students)* 2015	*SSN: (numbers only)*
Email address:		

Current Mailing Address: _____ *County*: _____ *City*: _____ *State*: Idaho *Zip*: _____	*Current Physical Address: (if different than mailing address)* _____ *County*: _____ *City*: _____ *State*: Idaho *Zip*: _____
Previous Mailing address: _____ *County*: _____ *City*: _____ *State*: Idaho *Zip*: _____	*Previous Physical Address: (if different)* _____ *County*: _____ *City*: _____ *State*: Idaho *Zip*: _____
*Dates of Residency at **Current** Address*: ■ *to current.*	*Dates of Residency at **Previous** Address*: ■ *to* ■

Parents *OR* Court-Appointed Guardian

Parent/Guardian Last Name:	*Parent/Guardian First Name:*	*M.I.*
Parent/Guardian Email address:		*Phone #: (numbers only)*

Current Parent/Guardian Mailing Address: _____ *County*: _____ *City*: _____ *State*: Idaho *Zip*: _____	*Current Parent/Guardian Physical Address: (if different)* _____ *County*: _____ *City*: _____ *State*: Idaho *Zip*: _____
Dates of Residency at This Address: ■ *to current.*	

Residency Specifics

(Check and complete all that apply)

☐ I am a registered voter in _____ County.
☐ My vehicle is registered in _____ County.
My license plate number is: _____.
☐ My parent(s) or court-appointed guardian(s) have lived in _____ County for at least 12 consecutive months prior to the start of the term in which I am enrolling.
☐ My parent(s) or court-appointed guardian(s) provide more than 50% of my financial support.
☐ I provide more than 50% of my support and have lived in _____ County for at least 12 consecutive months prior to the start of this term. **(continued in next column ⇨)**

☐ I am on active military orders and am stationed at _____ and residing in _____ County. *(Please attach copy of orders)*
☐ I was honorably discharged after serving 2 years and designated County as my residence. *(Please attach copy of your DD214 form)*
☐ I am a resident of _____ County, but have been living in another county for less than 1 year and have not established residency.
☐ I have received or am receiving tuition assistance from another county. *(List **all** counties and dates below)*
_____

Documentation-

I have attached a copy of at least ***ONE*** of the following to prove my residency in this county *(check all that apply)*:

- ***For the student*** : ☐ The student's government-issued identification ☐ Other: _____
- ***For the student's court-appointed guardian (required if student is a minor)***:
  ☐ The student's court-appointed guardian's government-issued identification ☐ Other: _____

I certify that all statements I have made in this Certificate of Residency are complete, true and correct.

Student's Signature: ***X***	**Parent or Court-Appointed Guardian's Signature:** ***(required if student is a minor)*** ***X***
Date: ■	**Date:** ■

For County Use Only Below this Line

This Certificate of Residency has been: ☐ Approved ☐ Denied

Reason, if denied: ☐ Non-residency ☐ Lifetime limit met ☐ Incomplete application ☐ Other: _____

By: _____ Attest: _____ Date: _____

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