

SPRING 2024 ADVANCED STUDIES REGISTRATION FORM

RETURN THIS FORM BY FEBRUARY 14, 2024

GCC ID: _____

Birth Date: _____ HS Grad Date: _____
(MONTH/DAY/YEAR) (MONTH/YEAR)

Last Name: _____

First Name: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

County of Residence: _____

A certificate of residency is required once every academic year

Parent /Home Phone #: _____

Is this a cell #? ☐ YES ☐ NO

High School: _____

Student Email: _____

(Do not use a school email address)

Legal Sex: ☐ Male ☐ Female

Parent Email: _____

Gender Identity: ☐ F(Female) ☐ M(Male) ☐ U(Prefer not to answer) ☐ X(Non-Binary)

Pronouns: ☐ H (He/Him/His) ☐ O (Other - Please Ask) ☐ S (She/Her/Hers) ☐ T (They/Them/Theirs)

Are you a citizen of the United States? ☐ YES ☐ NO If no, Country of Origin: _____

GCC strives to maintain a diverse population of students. Your response to the following questions is voluntary and confidential. Self-disclosure of racial or ethnic information will not be used to evaluate your application. Refusal to provide such information will not subject the applicant to any adverse treatment.

Are you Hispanic/Latino? ☐ YES ☐ NO If Hispanic/Latino, is your background (SELECT ONE):

☐ Central American ☐ Dominican ☐ Mexican ☐ Puerto Rican ☐ South American ☐ Other Hispanic/Latino

Is your race (select as many as apply):

☐ American Indian/Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

AMOUNT OF PAYMENT INCLUDED WITH REGISTRATION

I am making: ☐ Full Payment of: \$ _____ or
☐ 50% payment of: \$: _____ **balance due April 1st**

REGISTRATIONS ARE DUE ON FEBRUARY 14, 2024

Payment Method:

☐ Check (Check #: _____)

☐ Money Order Include the student's name on your check or Money Order
and make payable to: **Genesee Community College**

Please Note: The bill is payable online if you already have an account set up*:

- Log in to [myGCC](#)
- Click **My Account**
- Click **My Banner Self-Service**
- Select **Make a Payment (found under Student Accounts)**

*If you do not have a myGCC account setup you will receive a bill in the mail.

Financial Assistance Request

Students eligible under federal guidelines for free and reduced lunch may request financial assistance by checking the appropriate box:

- ☐ 50% (eligible for free lunch) cc: ACE50
- ☐ 25% (eligible for reduced lunch) cc:ACE25
- Student is registering for _____ Credits.

All requests are subject to staff review, GCC reserves the right to request additional documentation that supports eligibility.

50% of remaining tuition due with registration.

A CERTIFICATE OF RESIDENCY MUST BE SUBMITTED EACH ACADEMIC YEAR!

FAILURE TO SUBMIT A CERTIFICATE OF RESIDENCY WILL RESULT IN DOUBLE TUITION

Please call the ACE OFFICE 585-345-6801 with any questions about your advanced studies registration.

THIS FORM HAS TWO (2) SIDES - YOU MUST COMPLETE BOTH SIDES BEFORE SUBMITTING

REGISTRATION FORM SPRING 2024

Check the box next to all Advanced Studies

Courses you will be taking for college credit at:

Notre Dame High School

330335

<input checked="" type="checkbox"/>	CRN	Course #	Course Name	Instructor	Credits	Catalog Term	Tuition
<input type="checkbox"/>	10674	ENG 105	Composition in the Humanities	Bodine, Elizabeth A.	3	Spring 2024	\$225.00
<input type="checkbox"/>	10584	HIS 204	U.S. History 2: 1865 - Present	Rogers, Glenda L.	3	Spring 2024	\$225.00
<input type="checkbox"/>	14931	PHY 122	College Physics 2	Crittenden, Michael A.	4	Spring 2024	\$300.00
<input type="checkbox"/>	11897	PSY 101	General Psychology	Rogers, Glenda L.	3	Spring 2024	\$225.00

SIGN

Student's Signature: _____ Date: _____

Parent or Guardian: By signing below, I grant the student permission to enroll in the above course(s) and accept financial responsibility for the related tuition and fees, including additional tuition resulting from the failure to submit a Certificate of Residence. I understand that the student will not be allowed to register for other classes at Genesee Community College until the student's account is paid in full. Should the student's account lapse into delinquent status, I understand that all expenses incurred by the college in the enforcement of collection of past due accounts, including, without limitation, attorney's fees, shall become my responsibility and will be added to the amount due.

Parent Name: _____

Parent's Signature: _____ Date: _____

THIS FORM HAS TWO (2) SIDES - YOU MUST COMPLETE BOTH SIDES BEFORE SUBMITTING

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE

Pursuant to §6301 & §6305 of the Education Law

If you have a physical, psychological, medical, or learning disability that may impact your ability to complete this form, please contact Adrian Milroy, Business Office, (585)343-0055, Ext. 6493, BusinessOffice@genesee.edu for assistance.

**** PRINT ALL INFORMATION ****
Student Must Complete All Shaded Areas

Student ID (800) #: _____
Telephone #: (____) _____ - _____
Email Address: _____

STATE OF NEW YORK, COUNTY OF _____

(Home County)

For the Semester Beginning 20____

☐ Fall ☐ Winter ☐ Spring ☐ Summer

I, _____ do hereby swear (or affirm) that I reside at
(Print Full Name)
_____, in the ☐ City ☐ Village ☐ Town of _____,
(Print Permanent Legal Address)
County of _____, State of New York (Zip Code: _____); that I now am and have
for a period of one year prior to the date of this affidavit (or affirmation) been a resident of the State of
New York; and that I now am, or have been for a period of six months prior to the date of this affidavit (or
affirmation) a resident of the County of _____, and that I have resided
at this address from _____ to Present.
Month/Year

Property Owner's Name: _____

If less than one year at the above address, list your addresses for the PAST YEAR:

_____, _____ to _____
(Print Legal Address) Month/Year Month/Year

_____, _____ to _____
(Print Legal Address) Month/Year Month/Year

Citizenship: ☐ United States ☐ Other: _____ Visa Type _____ Resident Alien # _____
Country

I further state I plan to enroll in **Genesee Community College** and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Officer of the County of _____ a certificate of residence pursuant to the requirements of Article 126 of the Education Law. (Home County)

YOUR SIGNATURE MUST BE NOTARIZED IF YOU LIVE OUTSIDE GENESEE COUNTY.

Sworn to before me this _____ day
of _____ 20____

(Notary Public or Commissioner of Deeds)

(YOUR SIGNATURE) (DATE)

THIS SPACE FOR USE OF
CHIEF FISCAL OFFICER OF COUNTY

Education Law, §6305, provides: "The chief fiscal officer of each county, as defined §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 non-resident student, a certificate of residence showing that said person is a resident of said county. Such person shall, upon his 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." Education Law, §6301, ¶5, defines: "Resident" as a person who has resided in the state for a period of at least one year and in the county 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 §6305 of this article, his or 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 application for a certificate of residence pursuant to §6305 of this chapter, the charges to the counties of residence shall be allocated among several counties proportional to the number of months, or major fraction thereof, of residence in each county.

NOTICE: YOUR TUITION COULD BE DOUBLED IF YOU DO NOT FOLLOW THESE INSTRUCTIONS

GENESEE COMMUNITY COLLEGE One College Road, Batavia, NY 14020

RESIDENCY FORM INSTRUCTIONS FOR ACE STUDENTS

If you have any questions regarding this procedure, please contact the GCC Student Success Center at 585-345-6805 or email us at studentaccounts@genesee.edu

You must submit a Certificate of Residence to Genesee Community College once each academic year. Counties are only **REQUIRED** to issue a certificate during the first 30 days of the semester. **Failure to submit a valid certificate of residence issued by your county by the due date will result in DOUBLE TUITION CHARGES.**

Please see below for your County's requirements.

Wyoming County Residents

- Fill out this Residency Affidavit
- Have your signature notarized BEFORE submitting the application to your county.
- Submit this original form with original signatures to the Wyoming County Treasurer's Office (143 North Main St, Warsaw, NY 14569 ph: 585-786-8812) and request a certificate be issued for GCC.
- If the county returns the certificate **to you**. Submit it to the GCC Student Accounts Office by **February 14**.
- You may email the certificate to COR@genesee.edu.

Monroe County Residents

- Fill out this Residency Affidavit
- Have your signature notarized BEFORE submitting the application to your county.
- Submit this original form with original signatures to the Monroe County Real Property Office (39 West Main St, Rochester, NY 14614 ph: 585-753-1125) and request a certificate be issued for GCC.
- The county will return the certificate **to you**. Submit it to the GCC Student Accounts Office by **February 14**.
- You may email the certificate to COR@genesee.edu.

Genesee County Residents

- Fill out this Residency Affidavit form and sign it. It does NOT need to be notarized.
- You may email the certificate to COR@genesee.edu by **February 14**.

Livingston County Residents

- Fill out this Residency Affidavit
- Have your signature notarized BEFORE submitting the application to your county.
- You must **APPEAR IN PERSON** at the County Treasurer's Office (6 Court St, Geneseo, NY 14454 ph: 585-243-7050) and request a certificate be issued for GCC.
- The county will return the certificate **to you**. Submit it to the GCC Student Accounts Office by **February 14**.
- You may email the certificate to COR@genesee.edu.

Orleans County Residents

- Fill out this Residency Affidavit
- Have your signature notarized BEFORE submitting the application to your county.
- You must **APPEAR IN PERSON** at the County Treasurer's Office (34 East Park St, Albion, NY 14411 ph: 585-589-5353) and request a certificate be issued for GCC.
- The county will return the certificate **to you**. Submit it to the GCC Student Accounts Office by **February 14**.
- You may email the certificate to COR@genesee.edu.