Financial Information

The college reserves the right to make, at any time, any changes it deems advisable in tuition or refund policies. Tuition information is available at www.sunyjcc.edu.

<table>
<thead>
<tr>
<th>TUITION</th>
<th>College Processing Fee (one-time fee payable upon admission to JCC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYS resident with valid certificate of residence</td>
<td>$210 per credit hour</td>
</tr>
<tr>
<td>NYS resident without valid certificate of residence</td>
<td>$420 per credit hour</td>
</tr>
<tr>
<td>Out-of-state resident</td>
<td>$420 per credit hour</td>
</tr>
<tr>
<td>The following fees are mandatory and are not refundable after drop/add period:</td>
<td></td>
</tr>
<tr>
<td>Learning Network Fee</td>
<td>$5.50 per credit hour</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$10.25 per credit hour</td>
</tr>
</tbody>
</table>

- Students who withdraw their registration from any or all classes shall be liable for payment of tuition and fees, and are eligible for refunds according to the following schedule:
  - Prior to the first day of classes: 0% tuition liability, 100% reduction of tuition charges
  - During the first week: 75% tuition liability, 25% reduction of tuition charges
  - After the first week: 100% tuition liability, 0% reduction of tuition charges

- Students participating in drop/add procedures during the first week of classes will not be assessed charges for dropped class time students should see a faculty member for summer course selection. See Financial Information section above for payment instructions.

Certificate of Residence

To be eligible for New York state tuition rates, students must submit a certificate of residence issued by the county or township (for Chautauqua County residents) in which they reside no earlier than 60 days prior or 30 days after the start of class(es). Without a certificate of residence, the out-of-state tuition rate will be charged. The certificate of residence form and instructions are available at http://www.sunyjcc.edu/current-students/business-office/certificate-of-residence.

Payment Process for All Students

After you have registered for your classes, please visit https://banner.sunyjcc.edu. You must first complete your financial responsibility agreement before you will be able to view your current semester charges. You are responsible for accessing your bill which is available on demand via Banner self-service account.

JCC will not mail you a schedule bill.

If you are:
- Expecting financial aid, funds you are eligible to receive will be applied to your student account after registration.
- To pay your bill:
  - You may pay for classes by cash or check in any of the business offices. To pay using a bank account or a credit/debit card, or sign up for the payment plan go online to https://banner.sunyjcc.edu.
  - If payment is not received, your account will be placed on hold and assessed a late fee.

Financial Responsibility Agreement (FRA)

Registering for classes creates a financial obligation to the college. Registered students are required to complete a financial responsibility agreement (FRA) by May 5, 2020. Failure to submit the complete agreement will result in the student being dropped from all registered classes. The FRA may be completed by logging in to self-service Banner and viewing the bill.

Registration Notes

In-Person Registration

Currently enrolled students should meet with their advisors to discuss summer course selection. Part-time students should see a counselor or a full-time faculty member for summer course selection. See Financial Information section above for payment instructions.

New students should register during the following periods:
- Session I: January 2-May 19: 8:30 a.m.-5 p.m., Monday-Friday
- Session II: January 2-May 19: 8:30 a.m.-5 p.m., Monday-Friday
- May 20-July 3: 8 a.m.-5 p.m., Monday-Thursday; 8 a.m.-4:30 p.m., Friday

Mail-In Registration - See registration forms on pages 21-23. You may register by mail for:
- Session I: Between January 2 and May 14
- Session II: Between January 2 and July 1

If you begin a summer session and then change your classes, you must complete the drop/add procedure in the registrar’s office on May 20 and 21 for Summer Session I and July 6 and 7 for Summer Session II. If you want to add a course, you must do so prior to the second scheduled meeting of the campus-based course to be added and prior to the first scheduled meeting of the online course to be added.

For more information on registration procedures, call 1.800.388.8557, extension 1018.
Course Registration Form

You can register by mail between January 2 and May 14 for Summer Session I and between January 2 and July 1 for Summer Session II.

Complete the following:
☑ Course Registration Form  ☑ Student Data Form  ☑ Certificate of Residence (New York state residents only)

Please mail or fax completed forms to:

Cattaraugus County Campus: Jamestown Community College, Student Services Center,
260 N. Union St., PO Box 5901, Olean, NY 14760-5901
Fax: 716.376.7020

Jamestown Campus, North County Center, Warren Center: Jamestown Community College, Registrar’s Office,
525 Falconer St., P.O. Box 20, Jamestown, NY 14702-0020
Fax: 716.338.1472

Do not send cash. Make check payable to Jamestown Community College. Payment in full must accompany forms.

Please note: If course prerequisites were completed at another institution, you must provide an unofficial transcript as proof that they were met. Otherwise, instructor permission is required.

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SUMMER 2020 REGISTRATION FORM
for part-time students only (1-11 credits)

<table>
<thead>
<tr>
<th>CMP</th>
<th>CRN</th>
<th>SBJ</th>
<th>CR HRS</th>
<th>COURSE FEE</th>
<th>COURSE TITLE</th>
</tr>
</thead>
<tbody>
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Tuition & Fees (subject to change)

<p>| | |</p>
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<tr>
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<tbody>
<tr>
<td>TUITION - $210 x number of credits (NY resident with valid certificate of residence)</td>
<td>$210 x number of credits (NY resident without valid certificate of residence or out-of-state resident)</td>
</tr>
<tr>
<td>LAB FEES (see on-campus course listing)</td>
<td>$420 x number of credits (NY resident without valid certificate of residence or out-of-state resident)</td>
</tr>
<tr>
<td>TECHNOLOGY FEE (all students): $10.25 per credit hour</td>
<td>$10.25 per credit hour</td>
</tr>
<tr>
<td>LEARNING NETWORK FEE (all students): $5.50 per credit hour</td>
<td>$5.50 per credit hour</td>
</tr>
</tbody>
</table>

TOTAL AMOUNT ENCLOSED
Student Data Form Please PRINT clearly.

1. Social Security Number: ____________

2. Birth Date: ____________/__________/__________

3. Sex: ☐ Male ☐ Female

4. Are you a U.S. Citizen? ☐ Yes ☐ No - If no, please attach copy of visa, green card, or other appropriate documentation to this form.

5. Race Classification: ☐ American Indian or Native Alaskan ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White ☐ Unknown
Are you Hispanic or Latino? ☐ Yes ☐ No
If yes, please indicate background: ☐ Dominican ☐ Mexican ☐ Puerto Rican ☐ Central American ☐ South American ☐ Other Hispanic/Latino

6. Legal Name:
   Last Name ____________
   First Name ____________
   Middle Name ____________

7. If you have ever used a different name, please provide it:
   Last Name ____________
   First Name ____________

8. Permanent Address:
   Street ____________
   P.O. Box ____________
   City ____________
   State ____________
   Zip code +4 ____________
   Phone ____________

9. Temporary Address:
   Street ____________
   P.O. Box ____________
   City ____________
   State ____________
   Zip Code +4 ____________
   Phone ____________

   Last date temporary address can be used: ____________/__________/__________

10. Emergency Contact:
   Full Name ____________
   Relationship (parent, guardian, spouse, sibling, etc.): ____________
   Phone ____________

   Area code ____________

11. Choose the item that best describes your reason for taking classes at JCC (please check only one):
   ☐ Transfer to another SUNY college after earning a degree/certificate
   ☐ Transfer to a non-SUNY college after earning a degree/certificate
   ☐ Transfer to a SUNY college without earning a degree/certificate
   ☐ Transfer to a non-SUNY college without earning a degree/certificate
   ☐ Earn a degree/certificate and seek employment rather than pursue further post-secondary education
   ☐ Obtain a GED through the accumulation of college credits
   ☐ Uncertain

12. Are you planning to complete your entire degree online? ☐ Yes ☐ No

13. Type of high school diploma you earned or will earn: ☐ Local ☐ Regents ☐ Advanced Regents ☐ GED/ TASC ☐ None
   Date you received or will receive high school diploma or GED/ TASC: ____________/__________

   State in which high school diploma received: ☐ New York State ☐ Other

14. Highest Degree Earned:
   ☐ No Degree ☐ Associate in Applied Science ☐ Associate in Science
   ☐ Associate in Arts ☐ Certificate Program ☐ Bachelor's ☐ Doctorate
   ☐ Associate in Occupational Studies ☐ Master's ☐ Other degrees or informal courses

15. Have you ever been convicted of a felony? ☐ Yes ☐ No
   If yes, please contact registrar's office.

16. Optional (check all impairments that apply):
   ☐ Mobility impaired ☐ Emotionally impaired
   ☐ Hearing impaired ☐ Learning disabled
   ☐ Visually impaired ☐ Other

17. Optional
   Are you a single parent? ☐ Yes ☐ No
   Are you a displaced homemaker? ☐ Yes ☐ No
   Do you have a limited English Language Proficiency? ☐ Yes ☐ No

18. Email address to reach student regarding any questions on this form:

   The college is periodically requested to provide names and addresses of students to outside organizations such as other colleges and employers.
   If you prefer that your name and address not be included, please notify the registrar's office.
Certificate of Residence  Do not fax this form!

New York state residents: If you do not complete and return this form, you must pay out-of-state tuition.

Please follow directions carefully:

• Provide all information requested. Form must be signed, notarized, and submitted to the JCC business office.
• Legal address shall list street, road, or route number. RDs and box numbers are not sufficient.
• All Chautauqua County residents must provide township of residence.
• Name of property owner is required by your county treasurer.
• Students must account for at least one year of residency in New York state. Accounts that do not have this form on file will be assessed non-resident status.
• New York state law requires students to file a new certificate of residency every year.

For tuition purposes, New York residency means that you have lived in this state as a permanent resident for 12 months prior to the start of the semester. If you have not lived in New York state for 12 consecutive months, contact the business office as soon as possible. New York State Education Law 6305 requires JCC to have a current certificate of residence on record for your student account every academic year. Please complete this form no earlier than 60 days prior to the start of the semester. You can have your signature notarized at your campus business office in person with proof of identification.

If you live in Chautauqua County, Allegany County, or Cattaraugus County, complete the top portion of the form and return your notarized application to JCC, PO Box 20, Jamestown, NY 14702-0020. The college will have your certificate certified through the business office. If you live in other counties in New York state, access JCC’s website, www.sunyjcc.edu, for instructions from your county treasurer’s office. Forward the original certified affidavit issued to you from your county treasurer’s office to JCC’s business office. The original signed form must be mailed to JCC.

CERTIFICATE OF RESIDENCE

Affidavit (or Affirmation) for Certificate of Residence Pursuant to Section 6305 of the Education Law in connection with attendance at a community college.

today’s date_____________________________     social security number__________________________    Citizenship:   US______  Other______

month           day             year

student’s name__________________________________________________________________________________________________________________

last           first           initial

parent or guardian___________________________________________________________________________________________________________

last           first           initial

student’s permanent legal address_______________________________________________________________________________________________

street or road (include number)      post office/city      township

county                     state                     zipcode

name of property owner (REQUIRED)_____________________________    student’s home phone_____________________________    student’s cell phone_____________________________

How long have you lived at the above address?___ year(s),  ___ months

If you have not lived at the above address stated on this form for one year, list previous address (es):

street or road (include number)      post office/city      township

county                     state                     years / months

name of property owner_____________________________

street or road (include number)      post office/city      township

county                     state                     years / months

name of property owner_____________________________

street or road (include number)      post office/city      township

county                     state                     years / months

name of property owner_____________________________

I hereby certify the above address is my permanent legal address, and that I have been a resident of New York state for one (1) year and of the county named above for the last six (6) months preceding my enrollment at Jamestown Community College, Jamestown, NY.

student’s signature____________________________________________________________________________________________________________

stamp of notary public:  date___________________________________  signature of notary public_________________________________

DO NOT WRITE BELOW THIS LINE

This is to certify that ________________________________ is presently residing in the City or Town (specify) of ________________________________ and has resided in the State of New York for a period of at least one year and in the County of ________________________________ for at least six months immediately preceding the date hereof.

dated at ________________________________, New York this __________________day of _____________________________ 20___

town or city clerk’s signature_____________________________