

COURSE WITHDRAW POLICY

- There are important dates to consider if you are withdrawing. Failure to withdraw from a course will result in receiving the grade earned in the course. Students, who no longer attend class, quit school or move out of the district need to withdraw from the Fast Forward course. Withdrawing from a course may affect future Satisfactory Academic Progress at SUNY Broome Community College.
- Contact the school counselor and teacher. They must contact the SUNY Broome Fast Forward Office to process the withdrawal.
- You cannot drop your Fast Forward course online.

CERTIFICATE OF RESIDENCY INSTRUCTIONS

- All students must submit a Certificate of Residency each fall
- Students new to Fast Forward in the spring submit then
- Due September 20 for fall and February 7 for spring
- See back of Certificate of Residency for instructions
- All shaded boxes must be completed legibly and in pen
- Check for accuracy before sending in your form
- Submit to the Fast Forward Office before the deadline
- Visit www.sunybroome.edu/residency for additional information

BROOME COUNTY RESIDENTS:

- Fill out the form
- Sign and date

OTHER COUNTY RESIDENTS (TIOGA, DELAWARE, CHENANGO, ETC.):

- Contact the County Treasurer for instructions
- The county will issue an Affidavit of Residency Certificate

OUT OF STATE STUDENTS & FOREIGN EXCHANGE STUDENTS:

- The form is NOT required of students residing out of NYS or foreign exchange program

ACADEMIC YEAR 2024-2025

FAST FORWARD TERM	COURSE DATES	DROP WITH "W" GRADE	DROP WITH "F" GRADE
FALL 2024	9/16/24-1/24/25	10/11/24-12/19/24	12/20/24-1/24/25
SPRING 2025	1/27/25-6/13/25	3/10/25-5/18/25	5/19/25-6/13/25
FULL YEAR	9/16/24-6/13/25	10/11/24-3/24/25	3/25/25-6/13/25

CONTACT US:

SUNY Broome Outreach Department Fast Forward Program

SUNY Broome Community College, Wales Administration Building, Room 108A

P.O. Box 1017 Binghamton NY 13902

Phone: (607) 778-5648

Email: fastforward@sunybroome.edu

www.sunybroome.edu/ff

SUNY BROOME		BROOME COUNTY RESIDENCY AFFIDAVIT/AFFIRMATION	
Pursuant to Sections 6301 and 6305 of the New York State Education Law		Pursuant to Sections 6301 and 6305 of the New York State Education Law	
* STUDENTS MUST COMPLETE ALL AREAS		* INSTRUCTIONS ON REVERSE	
* YOUR PHYSICAL ADDRESS IS REQUIRED			
Social Security # <u>123-45-6789</u>	STATE OF NEW YORK, COUNTY OF		
Semester <u>FALL</u> Year <u>2019</u>	BROOME		
(Home county where you permanently reside)			
I, <u>John Smith</u> , do hereby swear (or affirm) that I permanently reside at			
<u>123 Main Rd., City, NY 12345</u> in the City/Village/Town of <u>City</u>			
(Street - do not use a PO Box) (City) (Zip)			
County of Broome, State of New York; 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; 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 Broome.			
Parent's Address: <u>123 Main Rd., City, NY 12345</u> From: <u>2/01/03</u> To: <u>Current</u>			
(Street - do not use a PO Box) (City) (Zip)			
Student's Permanent Address: <u>123 Main Rd., City, NY 12345</u> From: <u>2/01/03</u> To: <u>Current</u>			
(Street - do not use a PO Box) (City) (Zip)			
If less than one year at the above address, list your addresses (include dates of residence) for the PAST YEAR:			
____ (Street - do not use a PO Box) (City) (Zip) From: <u> </u> / <u> </u> / <u> </u> To: <u> </u> / <u> </u> / <u> </u>			
Did you graduate from a New York State High School or receive a GED from New York State? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please provide High School Name, Location and Dates Attended			
School Name: _____ City/Town: _____			
From: <u> </u> / <u> </u> / <u> </u> To: <u> </u> / <u> </u> / <u> </u> Graduation or GED Date: _____			
Citizenship: <input checked="" type="checkbox"/> United States Citizen <input type="checkbox"/> Other Visa Type _____ Resident Alien# _____			
I further state that I plan to enroll in Broome Community College and that this affidavit (or affirmation) is made for the sole purpose of affirming Broome County residency pursuant to the requirements of the Education Law.			
AFFIRMATION OF MY PERMANENT BROOME COUNTY RESIDENCY			
<u>John Smith</u>		<u>2/2/2019</u>	
YOUR SIGNATURE IS REQUIRED		DATE	
Education Law, Section 6301, paragraph 4, defines: Resident: A person who has resided in the state for a period of at least one year and in the county, city, town, intermediate school district, school district or community college region, as the case may be, 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 section sixty-three hundred five of this article, his or her application for a certificate of residence.			
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 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."			
BCC Initial: _____ Cty Code: <u>007</u>			