

Certificate of Residency Form

(Instructions)

If you live in an Idaho County, other than Kootenai, you may wish to complete this form and submit it to that county so that some of your tuition and fees are paid.

Upon completing the form, mail or deliver the form to your county clerk for authorization. Forms will be posted to student's account as received and an email notification of receipt will be sent to your Cardinal mail, students are still responsible to pay the out-of-county tuition portion in full by the published due dates, unless we have received the approved form from your county. Check your MyNIC account for updated billing status.

Please do not contact the counties once you have submitted the form. If you have any questions regarding your Certificate of Residency, please contact Student Accounts at (208) 769-3344.

The Certificate of Residency form must be completed once every academic year. If you submit the form for Fall semester, it will be automatically applied to Spring semester. ****NOTE:** A Certificate of Residency does not need to be completed for Summer session.**

According to the Idaho Statute #33-2110A, the student shall pay the tuition and fees charged a student resident in the district, and the balance, if any, of the nonresident student tuition above the maximum liability of the county of his/her residence. No county shall be liable for out of district tuition unless the board of county commissioners of that county has first verified to the community college in writing the fact that the student is a resident of the county. Upon verification, the county shall thereafter be liable for the out of district tuition so long as the student is duly enrolled and attending the college.

(a) Liability shall be the term of the curriculum for which the student is enrolled, with a maximum lifetime liability of three thousand dollars (\$3,000)

The following counties require a new Certificate of Residency **EACH** semester:

Boise, Bonneville, Boundary, Butte, Canyon, Caribou, Cassia, Clark, Elmore, Fremont, Gooding, Jefferson, Lincoln, Minidoka, Oneida, Power and Washington.

*Per the Idaho Statute #30-2110, all counties must be invoiced by the community college no later than, (Fall semester) October 15 and (Spring semester) March 15 each year. ****NOTE:** If your Certificate of Residency is not received in Student Accounts by these deadlines, they will not be processed per this Statute.*

Certificate of Residency/Affidavit

Idaho Code §33-2110 requires that the county you resided in at least 12 consecutive months prior to attending classes pay part of your tuition (EXCEPT: Ada, Canyon, Kootenai, Jerome and Twin Falls Counties). It is your responsibility to prove legal residency by completing the form below. Some counties may require additional information or have you complete additional forms. If you have completed more than 6 semesters at NIC, you may not be eligible for the county tuition benefit. If the county cannot certify your legal residency, you are responsible for paying the county portion of your tuition by the scheduled payment dates.

County: _____	Academic Year: _____	Semester: _____	Fall / Spring
----------------------	-----------------------------	------------------------	----------------------

New forms required each semester for the following counties: Boise, Boundary, Bonneville, Butte, Caribou, Clark, Elmore, Fremont, Gooding, Jefferson, Lincoln, Minidoka, Oneida, Power & Washington.

Student Information:			
Last Name:	First Name:	M.I.	SSN:
Address:	City:	State: Idaho	Zip Code:
Birth Date:	Phone:	High School Last Attended & Dates:	

Resident County Address:			
Address:	City:	State: Idaho	Zip Code:
Previous Address (if less than 12 months)			
Address:	City:	State:	Zip Code:

Parent or Spouse Information:			
Last Name:	First Name:	M.I.	Phone #:
Address:	City:	State:	Zip Code:

Name of property owner where you live and phone number:		
Last Name:	First Name:	Phone #:

I have lived in the following county: _____	Since: _____
--	---------------------

Check all that apply:

- I am a registered voter in this county. _____
- My vehicle is registered in this county. My license plate number is: _____
- My parents or guardians have lived in this county for at least 12 consecutive months prior to the start of the term in which I am enrolling.
- My parents or guardians provide more than 50% of my financial support.
- I am on active military orders and assigned to this county.
- I was honorably discharged after serving 2 years and designated this county as my residence.
- My parents, guardians or spouse are stationed in this county on military orders and provided at least 50% of my financial support.
- My spouse has resided in this county for at least 12 consecutive months prior to the start of the term in which I am enrolling.
- I am a resident of this county but have been living in another county for less than 1 year and have not established residency.
- I have resided in this county for 12 consecutive months prior to enrolling at NIC and my parents provide less than 50% of my financial support.

I certify to the best of my knowledge that all statements I have made in this application are complete and true.

Student Signature: _____	Date: _____
Parent Signature: _____	Date: _____

(**If the Student is under the age of 18, Parent Signature is needed**)

Upon completing the above sections, mail or deliver this form to your county clerk for authorization.

*** County Use Only ***

This is to certify that the above named person is a legal resident of the County of _____, State of Idaho, and is eligible for tuition support from this county for _____ academic year **OR** _____ semester only.

By: _____ Attest: _____ Date: _____
 Board of County Commissioners

Upon completion by an authorized county official, this form should be returned to the *Student Accounts Office* at North Idaho College.

North Idaho College * 1000 West Garden Ave. * Coeur d'Alene, ID 83814 * Fax 208.769.3431 * www.nic.edu

COUNTY ADDRESSES

Certificate of Residency forms should be sent to the address of your resident county listed below.
The county clerk's office will then forward the form to the Student Accounts Office.

Adams County

Clerk/Recorder Office
P.O. Box 48
Council, ID 83612
(208) 253-4561

Bannock County

Clerk/Recorder Office
P.O. Box 4016
Pocatello, ID 83205
(208) 236-7340

Bear Lake County

Clerk/Recorder Office
P.O. Box 190
Paris, ID 83261
(208) 945-2212

Benewah County

Clerk/Recorder Office
701 W College Ave, Ste 101
St. Maries, ID 83861
(208) 245-3212

Bingham County

Clerk/Recorder Office
501 N Maple #205
Blackfoot, ID 83221
(208) 782-3160

Blaine County

Clerk/Recorder Office
206 1st Ave S, Ste 200
Hailey, ID 83333
(208) 788-5506

Boise County

Clerk/Recorder Office
P.O. Box 157
Idaho City, ID 83631
(208) 392-4431

Bonner County

Auditor's Office
1500 Hwy 2, Ste 336
Sandpoint, ID 83864
(208) 265-1432

Bonneville County

Clerk/Recorder Office
605 N Capital Ave
Idaho Falls, ID 83402
(208) 529-1350

Boundary County

Clerk/Recorder Office
P.O. Box 419
Bonners Ferry, ID 83805
(208) 267-2242

Butte County

Clerk/Recorder Office
P.O. Box 377
Arco, ID 83213
(208) 527-3021

Camas County

Clerk/Recorder Office
P.O. Box 430
Fairfield, ID 83327
(208) 764-2242

Caribou County

Clerk/Recorder Office
P.O. Box 775
Soda Springs, ID 83276
(208) 547-4324

Cassia County

Attn: Auditor's Office
1459 Overland Ave
Burley, ID 83318
(208) 878-4367

Clark County

Clerk/Recorder Office
P.O. Box 205
Dubois, ID 83423
(208) 374-5304

Clearwater County

Clerk/Recorder Office
P.O. Box 586
Orofino, ID 83544
(208) 476-5615

Custer County

Clerk/Recorder Office
P.O. Box 205
Dubois, ID 83423
(208) 879-2360

Elmore County

Clerk/Recorder Office
150 South 4th East, Ste 3
Mountain Home, ID 83647
(208) 587-2130

Franklin County

Clerk/Recorder Office
39 W Oneida
Preston, ID 83263
(208) 852-1090

Fremont County

Clerk/Recorder Office
151 West 1st North
St. Anthony, ID 83445
(208) 624-7332

Gem County

Clerk/Recorder Office
415 E Main
Emmett, ID 83617
(208) 365-4561

Gooding County

Clerk/Recorder Office
P.O. Box 417
Gooding, ID 83330
(208) 934-4221

Idaho County

Clerk/Recorder Office
320 W Main, Room 5
Grangeville, ID 83530
(208) 983-2751

Jefferson County

Clerk/Recorder Office
210 Courthouse Way, Ste 100
Rigby, ID 83442
(208) 745-7756

Latah County

Clerk/Recorder Office
P.O. Box 8068
Moscow, ID 83843
(208) 882-8580

Lemhi County

Clerk/Recorder Office
206 Courthouse Dr
Salmon, ID 83467
(208) 756-2815

Lewis County

Clerk/Recorder Office
510 Oak Street, Room 1
Nezperce, ID 83543
(208) 937-2661

Lincoln County

Clerk/Recorder Office
111 West B Street, Ste C
Shoshone, ID 83352
(208) 886-7641

Madison County

Clerk/Recorder Office
P.O. Box 389
Rexburg, ID 83440
(208) 359-6200

Minidoka County

Clerk/Recorder Office
P.O. Box 368
Rupert, ID 83350
(208) 436-7111

Nez Perce County

Clerk/Recorder Office
P.O. Box 896
Lewiston, ID 83501
(208) 799-3020

Oneida County

Clerk/Recorder Office
10 Court Street
Malad, ID 83252
(208) 766-4116

Owyhee County

Clerk/Recorder Office
P.O. Box 128
Murphy, ID 83650
(208) 495-2421

Payette County

Clerk/Recorder Office
1130 3rd Ave N, Room 104
Payette, ID 83661
(208) 642-6000

Power County

Clerk/Recorder Office
543 Bannock
American Falls, ID 83211
(208) 226-7611

Shoshone County

Clerk/Recorder Office
700 Bank Street, Ste 120
Wallace, ID 83873
(208) 752-1264

Teton County

Clerk/Recorder Office
89 N Main #1/P.O. Box 70
Driggs, ID 83422
(208) 354-2239

Valley County

Clerk/Recorder Office
P.O. Box 1350
Cascade, ID 83611
(208) 382-7100

Washington County

Clerk/Recorder Office
P.O. Box 670
Weiser, ID 83672
(208) 414-2092

**** If your resident county is not listed above, then you are not required to submit a form to receive the standard tuition rates. ****