

ALWAYS COMPLETE SECTION A and (if applicable) SECTION B

SECTION A

**DUTCHESS COMMUNITY COLLEGE
UNDERTAKING & PERSONAL GUARANTY**

All students must complete and submit to the Student Accounts Office

The registered student is responsible for the tuition and fee charges unless deregistered by the College or courses are OFFICIALLY dropped. Non-attendance does not constitute an OFFICIAL drop. To OFFICIALLY drop you must submit a drop form to the Registrar's office before the first day of classes. Non-payment does not limit student's liability.

In consideration of Dutchess Community College (Payee) establishing a student account for the undersigned student (Payer), Payer hereby agrees that this Agreement is signed as an undertaking and guaranty for the payment of tuition, student fees, and other charges incurred by the Payer while attending Dutchess Community College. The Payer agrees to pay all legal costs if any legal effort or action is instituted to collect any sum due, plus any tuition, student fees, and other charges incurred thereafter by the student subsequent to signing this Undertaking and Guaranty of payment. The Payer also agrees to pay any and all reasonable collection fees imposed by the Payee. The Payer also agrees to allow the College and its representative the ability to contact the student regarding account balances by home phone, cell phone, US mail, and email. The Laws of the State of New York shall govern the rights and obligations of the Payer, and Payee, and any subsequent holder of Payer's obligations. Errors in calculations, estimated financial aid awards, or revised financial aid awards, in no way limit the actual obligations of the Payer under this Agreement. All charges will be itemized on the statement of account and all charges incurred for additional fees and services will be added to the account. Payer, by the signing of this Agreement, specifically acknowledges that Payer will not be permitted to receive transcripts or diplomas or register for any future semesters as long as Payer has any outstanding financial obligation owing to Dutchess Community College.

Student Name (print): _____ Student ID: _____

Signature: _____ Date: _____

TO BE ABLE TO REMOVE THE UNPROVEN/NON-RESIDENT TUITION CHARGE FROM YOUR ACCOUNT, PLEASE REFER TO THE DIRECTIONS ON OUR WEB SITE AT <http://tinyurl.com/dccresidence>

WHEN YOU SUBMIT THE REQUIRED DOCUMENTATION, YOU CAN DEDUCT THE UNPROVEN/NON-RESIDENT TUITION AMOUNT FROM YOU BILL AND PAY THE DIFFERENCE. DO NOT WAIT TO RECEIVE AN UPDATED BILL TO MAKE PAYMENT!

SECTION B- FOR DUTCHESS COUNTY RESIDENTS ONLY

AFFIRMATION OF DUTCHESS COUNTY RESIDENCE ONLY

(DO NOT complete if you are a resident of a COUNTY OTHER THAN DUTCHESS)

Last Name: _____ First Name: _____

Street Address (NO PO BOXES) _____

City: _____ State: _____ Zip: _____

I do hereby swear that I am an U.S. citizen or have been granted permanent resident status and have had such status for at least one year. By signing this affirmation, I swear that I have resided in the **State of New York for the past consecutive twelve months** and that I have resided at the above address and have been a resident of **Dutchess County for six months immediately prior to the date of this affirmation.**

Student signature

Student ID #

Date