

**PLEASE CHECK ONE: IF YOU ARE UNABLE TO COMPLETE YOUR REGISTRATION ONLINE,
PLEASE MARK ONE OF THE BOXES BELOW, SIGN & RETURN BY THE DUE DATE.**

1. I shall attend MVCC this semester. A Check, Money Order or Mastercard/Visa/Discover **Account Number** _____, **Expiration Date** _____, **VRN** (last 3 digits on back of card) _____, and **Zip Code of Card Holder** _____, is enclosed for \$_____.
SAVE money, SAVE gas, SAVE postage, SAVE your time standing in line -- PAY ON LINE & complete your registration at www.mvcc.edu using your SIRS Account.
2. I shall attend MVCC this semester. Please complete my registration, based on my ESTIMATED Financial Aid shown on the front of this bill. **NOTE: IF YOUR ESTIMATED FINANCIAL AID DOES NOT APPEAR ON THIS BILL, YOU MUST CONTACT THE FINANCIAL AID OFFICE AT (315) 792-5415, IMMEDIATELY.**
3. I shall attend MVCC this semester. I have another form of tuition and fee sponsorship (ie: Employer, VESID, Veteran, etc.). **NOTE: Please explain and enclose official documentation, by the due date.**
4. I shall NOT attend MVCC this semester. Please CANCEL my registration. ****You may cancel your own classes on our website immediately, to free-up your seats for others and avoid returning or mailing this statement.****

**FINAL PAYMENT MUST BE RECEIVED BY THE DUE DATE
TO ENSURE THAT YOUR SCHEDULE IS NOT CANCELLED.**

Student Signature: _____

I agree to promptly pay all charges owed to MVCC and take responsibility for all collection costs in the event my account is turned over to an external collection agency. Furthermore, I understand that if my financial aid is not received or I stop attending classes, it will not relieve me of my financial responsibility.

***** NOTICE *****

IF your billing statement displays a CERTIFICATE OF RESIDENCY CHARGE, you must do one of the following to remove this charge from your account before mailing payment:

- **ONEIDA COUNTY RESIDENTS ONLY:** Certificate of Residence is NOT required if the student is a permanently domiciled legal resident of Oneida County for a minum of 6 months AND New York State for 12 months prior to the start of classes. MVCC may request documentation before granting New York State and/or Oneida County residency.
- **FOR YOUR CONVENIENCE, ALL COUNTY CERTIFICATE APPLICATIONS ARE AVAILABLE ON OUR WEBSITE.**
- **RESIDENTS OF ALL OTHER COUNTIES:** Students are required to provide a Certificate of Residence (form SUNY B-81) ANNUALLY from their home county Treasurer's office prior to the start of classes, but not earlier than 60 days preceding the start of classes, to avoid double tuition charges. **Applications for Certificate of Residence can be downloaded from the College website at www.mvcc.edu to complete and bring to your home county Treasurer's office.**
IMPORTANT! Some counties will not issue a certificate after 30 days from the start of the semester.

QUESTIONS REGARDING THIS BILL:

**SAVE TIME - VIEW YOUR ACCOUNT ONLINE AT WWW.MVCC.EDU
USING THE **SIRS** ICON AND THE CURRENT TERM LINK BEFORE CALLING.**

Charges	- Business Office - Utica	- (315) 792-5475
“ “	- Business Office - Rome	- (315) 334-7708
Financial Aid	- Financial Aid Office	- (315) 792-5415
FAX No.	- Business Office - Utica	- (315) 731-5851
Schedule	- Registrar's Office	- (315) 792-5336
Dorms	- Residence Hall	- (315) 792-5457
Vehicle Registration	- Security	- (315) 792-5566

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