

R. Wes Hayes, Jr.
Chairman

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President & Executive Director



Application for South Carolina Residency Recertification SREB Regional Contract Program

For purposes of maintaining your SREB Contract Program eligibility, participants must apply annually to be recertified as a South Carolina resident. This requirement is for continuing and new students until program completion. As a recipient of a contract seat in the Southern Regional Education Board's Regional Contract Program you are required to maintain South Carolina residency during enrollment. The deadline for each Academic Year is **June 1**. However, to ensure timely processing, program participants are encouraged to submit a completed recertification application as early as possible.

If you are recertified as a South Carolina resident, you and the institution(s) will be notified via email. Residency status is made in accordance with South Carolina State Code of Regulations Chapter 62. **NOTE: Certification as a South Carolina resident does not guarantee a contract seat.** The institution(s) makes the final decision regarding admission.

General Information:

- Annual re-certification is **REQUIRED** no later than **June 1**.
- You **MUST** have been a South Carolina resident during the previous two consecutive years (24 months).
- This form **MUST** be signed and notarized.
- All facts of residency and domicile must be documented and verifiable. Submit a copy of **all** the following (if applicable):
 - SC Driver's License of Identification Card (valid) applicant and parent/guardian
 - SC Motor Vehicle Registration (valid)
 - Federal and state income tax return from previous year (please redact social security number (s) except for last 4 digits)

The burden to provide documentation for any legal residency determination rests with the student. Students are required to provide all documents necessary and complete steps required to establish and/or maintain eligibility for claiming South Carolina as their state of legal residence. **Legal residency may not be acquired by an individual while they are residing in South Carolina for access to state supported programs designed to serve South Carolina residents.**

*The absence of indicia in other states or countries is required before a **dependent** individual can be certified as a South Carolina resident. Therefore, the parent, spouse or guardian must not be in possession of a driver's license or vehicle registration certificate issued by another state.*

Original application & documentation must be mailed to:
Kenita Pitts-Howard, Regional Contract Program State Coordinator
SC Commission on Higher Education
RCP (Regional Contract Program)
1122 Lady Street, Suite 400
Columbia, SC 29201
803-856-0037
khoward@che.sc.gov



803-737-2260

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