



### Enrollment – Proving Residency

*Proof of residency shall be required for all newly enrolled students and for all change of address requests. Residency shall be established by providing an original or copy of one (1) item from List A **OR** one (1) item from List B.*

<u>List A</u>	<u>List B</u>
<b>(1) Homeowner Deed</b> (A printout from the auditor's website may be provided instead of a deed.)	<b>(1) Homeowner or Renter Insurance Statement</b> (Must be dated within the last 12 months)
<b>(2) Property Tax Statement</b> (Must be dated within the previous year and be addressed to the parent at the residence.)	<b>(2) Gas/Electric/Water Statement</b> (Must be dated within the last 30 days)
	<b>(3) A paycheck or paystub</b> (Must be issued to the parent or student within 90 days of the date of enrollment that includes the address of the parent's or student's primary residency)
<b>(3) Mortgage Statement</b> (Must be dated within previous 60 days and be addressed to the parent at the residence.)	<b>(4) Any piece of mail from the federal, state, or local government (Hamilton Cty Jobs and Family Services, Social Security, Child Support Enforcement Agency, etc.)</b> (Must be dated within the last 30 days)
<b>(4) Rental Agreement</b> (Must be signed by both landlord and tenant and include the landlord's contact information.)	<b>(5) Most current available bank statement</b> (Must be issued to the parent or student that includes the address of the parent's or student's primary residence)
	<b>*Mt. Auburn International Academy will not accept notarized letters as proof of residency.</b>

**If you have any questions, please contact Customer Service at (513) 241.5500.**

10/20/2011 (DH)