

# TUITION FREE DELAWARE TECH COURSES FOR DEPENDENTS AND RETIREES APPLICATION FORM

In any one semester, a retiree and/or one dependent of retired and/or deceased regular, full-time employee may enroll, tuition free, in catalog/credit courses (day or evening) offered by the College. Two dependents of a current regular full-time employee may enroll tuition free in catalog/credit courses (day or evening) offered by the College. Dependents of current regular full-time employees may also participate on a space available basis in the Dependent Waiver Tuition Exchange Program for the University of Delaware's Associate in Arts Program subject to the requirements in Personnel Policy 9.10.\* (A DTCC/University of Delaware Dependent Tuition Exchange form must be completed and approved.) Special interest and other non-credit courses are not included in tuition-free offerings.

The Employee of the College must be (a) a current, regular, full-time employee or a retired (service or disability) employee who was employed by the College on a regular, full-time basis for at least five consecutive years immediately preceding retirement or (b) a deceased regular, full-time employee who was employed on a full-time basis for a minimum of five consecutive years immediately preceding death.

Category of Regular, Full-time Employee:	Current	Retired	Deceased
Type of Dependent:	Spouse	Domestic Partner *	Child * Child of Domestic Partner

If Child Dependent complete:	Single	Married			
	Date of Birth _____				
	Lives with:	Employee	Former Spouse	Neither—Explain	
Claimed as dependent on income tax of:	Employee	Domestic Partner	Former Spouse		Self

Employee/ Retiree's Name \_\_\_\_\_ Employee/ Retiree's Employee ID # \_\_\_\_\_

Dependent's Name \_\_\_\_\_ Dependent's Student ID # \_\_\_\_\_

Course(s) Requested: \_\_\_\_\_ Term: \_\_\_\_\_

I request that tuition be waived for the individual named above. If a dependent, I certify the individual meets the dependent definition noted below*. <b>I understand dependent documentation must be provided.</b>	
_____ Employee's, Retiree's, Dependent's Guardian or Dependent's Signature	_____ Date

I have reviewed and certify that the above dependent and/or retiree is eligible to enroll.	
_____ Campus Human Resources Office Signature	_____ Date

APPROVED:	
_____ Vice President and Campus Director's Signature	_____ Date

\*A dependent child is defined as an individual who meets all of the following criteria: (1) single, (2) 24 years of age or younger (unless disabled according to the definition used by the State of Delaware for health insurance coverage eligibility), (3) lives with the employee or his/her former spouse, and, (4) claimed as an exemption on the employee's, domestic partner's, or former spouse's income tax form. In the case of death of the employee, a dependent child or child of domestic partner is defined as an individual who met the requirements in the preceding sentence at the time of the employee's death, and is claimed as an exemption on the surviving parent's, step-parent's or domestic partner's income tax form.

NOTE: Fees are not waived and must be paid at the time of registration.

\*Policy 9.10 Tuition-Free Delaware Tech Courses Offered Retirees and Their Dependents and Dependents of Employees and Deceased Employees – Eligibility for the Dependent Tuition Waiver Exchange Program for the University of Delaware’s Associate in Arts Program requires that (all requirements must be met):

1. If eligible, students apply for a SEED grant from the State of Delaware. Eligibility will be determined by Delaware Tech’s Vice President for Human Resources and Legal Affairs.
2. Students complete a Free Application for Federal Student Aid (FAFSA).
3. Students apply for and receive admission as fully matriculated students in the University of Delaware’s Associate in Arts Program.

Revised: 6/07  
4/03