



**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

Type of dependent

If child is a dependent: child's date of birth	
Child is	Child lives with
Child is claimed as a dependent on income tax of	

Employee/Retiree's Name	Employee/ Retiree's Employee ID#
Dependent's Name	Dependent's Student ID#
Course 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\*. I understand dependent documentation must be provided.

Employee/Retiree/Guardian/Dependent's Signature

Date

I have reviewed and certify that the above dependent and/or retiree is eligible to enroll.

HR's Signature

Date

Date

Vice President and Campus Director/President's for OOP Signature

\*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.