



Name: Residency Policy
Category: Academic Policies
Subject: Eligibility for In-State Tuition Based on Residency
Owner: Vice President for Academic Affairs
Related Procedures: N/A
Related Forms: N/A

I. SCOPE

This policy applies to all students seeking in-state tuition based on residency as well as businesses or other groups that enter into a contract with the College to provide education and training to their employees.

II. POLICY STATEMENT

Delaware Technical Community College offers discounted tuition to students who reside or work in the State of Delaware, or whose parent or guardian resides or works in the State of Delaware.

III. POLICY

See attached.

IV. EFFECTIVE DATE(S)

This policy is effective for the Fall 2026 semester.

V. FREQUENCY OF REVIEW AND UPDATE

This policy will be reviewed and updated annually.

VI. SIGNATURE AND DATE OF APPROVAL

Approved by the president in accordance with Article IX, Section 2, of the Delaware Technical and Community College Bylaws.


Mark T. Brainard, President

8/18/2026
Date

Residency Policy

The Registrar's Office classifies students as either a Delaware resident or a non-resident at the time of registration for the purpose of determining eligibility for in-state tuition and financial aid. Each semester, the campus Registrars establish a "last day to prove in-state residency for tuition and financial aid purposes." The College publishes this date on the academic calendar. After registration, students who believe their initial residency status is inaccurate may submit a request to have their residency reevaluated. The Registrar's Office must receive this request on or before the last day of the semester to prove in-state residency for tuition and financial aid purposes. Students who do not affirmatively establish Delaware residency by the deadline or whose in-state status changes will be charged out-of-state tuition for all classes/coursework and may lose eligibility for financial aid until Delaware residency is established.

Students who are readmitted following an absence will be re-evaluated. Students are responsible for registering under the proper tuition classification.

A student is considered to be a Delaware resident if one of the following conditions is met immediately prior to registration:

1. They have resided in Delaware for at least six (6) consecutive months prior to the later of the applicable semester deadline listed below or the student's original registration date for the semester:
 - a. September 15 for the Fall semester registration
 - b. January 15 for the Spring semester registration
 - c. May 15 for the Summer semester registration
2. They have been employed (full time) at least 30 hours per week in Delaware for at least six (6) consecutive months prior to the later of the applicable semester deadline listed below or the student's original registration date for the semester:
 - a. September 15 for the Fall semester registration
 - b. January 15 for the Spring semester registration
 - c. May 15 for the Summer semester registration
3. They are dependents of their parents or guardians, who meet the Delaware residency requirements above. The student must have been a dependent, as defined by the Internal Revenue Service (IRS), in the calendar tax year immediately preceding the current College fiscal year. A copy of IRS Form 1040 or Form 1040A, or a state income tax return showing the student is a dependent, is the only acceptable documentation. The tax return must be the most recent tax return available to them, not greater than 2 years prior to the year of registration.

Documentation establishing Delaware residency or Delaware employment shall be required for all new or readmitted students seeking in-state tuition and/or financial aid based on residency.

Documentation of Delaware Residency

Documentation to establish Delaware residency requires at least one of the following:

1. Delaware driver's license or Delaware identification card dated at least six (6) consecutive months prior to the deadlines for establishing residency for Fall, Spring, and Summer registration set forth above or the student's original registration date for the semester.
2. A valid motor vehicle registration bearing a Delaware street address in the name of the student or the student's parent, legal guardian, or spouse with whom the student resides, listing a date of registration six (6) consecutive months prior to the deadlines for establishing residency for Fall, Spring, and Summer registration set forth above or the student's original registration date for the semester.
3. A copy of a Delaware Resident Income Tax Form in the name of the student or the student's parent, legal guardian, or spouse with whom the student resides, listing a date of residency at least six (6) months prior to the deadlines for establishing residency for Fall, Spring, and Summer registration set forth above or the student's original registration date for the semester.
4. Copies of utility bills in the name of the student or the student's parent, legal guardian, or spouse with whom the student resides, for six (6) consecutive months prior to the deadlines for establishing residency for Fall, Spring, and Summer registration set forth above or the student's original registration date for the semester.
 - a. Utility bills include electricity, water, natural gas, trash and recycling, phone, cable, internet, or sewage.
5. A copy of a fully executed lease, HUD-1 settlement statement, or deed in the name of the student or the student's parent, legal guardian, or spouse with whom the student resides, dated at least six (6) months prior to the deadlines for establishing residency for Fall, Spring, and Summer registration set forth above or the student's original registration date for the semester.
6. Copies of bank statements in the name of the student or the student's parent, legal guardian, or spouse with whom the student resides, for six (6) consecutive months prior to the deadlines for establishing residency for Fall, Spring, and Summer registration set forth above or the student's original registration date for the semester and bearing a Delaware address (other than a post office box).
7. Copies of official documents confirming the receipt of any type of social service assistance from the U.S. federal government, State of Delaware, or any political subdivision thereof (i.e., Social Security, WIC benefits, food stamps, Medicaid, etc.) in the name of the student or the student's parent, legal guardian, or spouse with whom the student resides for six (6) consecutive months prior to the deadlines for establishing residency for Fall, Spring and Summer registration set forth above or the student's original registration date for the semester.

The General Counsel's Office may approve the payment of in-state tuition based upon documentation that is not listed above when the General Counsel or their designee determines that such documentation is authentic and represents proof of Delaware residency.

Documentation of Delaware Employment

Documentation to establish Delaware employment requires at least one of the following:

1. Pay stubs from an employer demonstrating that the student or the student's parent, legal guardian, or spouse with whom the student resides has worked an average of at least 30 hours per week during the six (6) consecutive months prior to the deadlines for establishing residency for Fall, Spring, and Summer registration set forth above or the student's original registration date for the semester; or
2. Other official written confirmation from an employer demonstrating that the student or the student's parent, legal guardian, or spouse with whom the student resides has worked an average of at least 30 hours per week during the six (6) consecutive months prior to the deadlines for establishing residency for Fall, Spring, and Summer registration set forth above or the student's original registration date for the semester. A letter from the employer on the employer's letterhead will be sufficient; and

IRS Form W-2 showing payment of Delaware income taxes or a copy of any state income tax return for the immediately preceding tax year showing the payment of income taxes to the State of Delaware by the student or the student's parent, legal guardian, or spouse with whom the student resides.

The General Counsel's Office may approve the payment of in-state tuition based upon documentation that is not listed above when the General Counsel or their designee determines that such documentation is authentic and represents proof of Delaware employment.

International Students

1. Students who are permanent or temporary resident aliens are considered to be Delaware residents if they meet the residency requirements above. The six-month period of domicile and continuous residence commences when the student has received an INS Form I-797 indicating receipt of an application for such immigration status.
2. A student who has sought the protection of the United States by applying for refugee, asylee, parolee, or temporary protected status may be entitled to in-state status if such student otherwise qualifies for in-state tuition based on six months' domicile and continuous residence in Delaware from the date of the applicable INS Form I-797 or at least six (6) consecutive months' full-time employment in Delaware immediately prior to the deadlines for establishing residency for Fall, Spring, and Summer registration set forth above or the student's original registration date for the semester.

3. A student who is present in the United States and has an immigration status that does not require such student to maintain a foreign domicile as a condition of immigration status may acquire in-state status if such student otherwise meets the six (6) consecutive months of continuous residence and/or the six (6) consecutive months of full-time employment in Delaware requirement immediately prior to the deadlines for establishing residency for Fall, Spring, and Summer registration set forth above or the student's original registration date for the semester.
4. A student with an F, J, or M visa or who otherwise must not abandon or has no intention of abandoning their residence in a foreign country will not be afforded in-state status.

Military Considerations

Active-duty military personnel and their dependents stationed in the State of Delaware are exempt from the six (6) consecutive months residency requirement and are considered in-state residents for tuition purposes.

In addition, military, civilian, and contractor personnel and their dependents that are reassigned to Aberdeen Proving Ground, Maryland from Ft. Monmouth, New Jersey on or before September 15, 2011, and chose to reside in Delaware shall be exempt from the six (6) consecutive months residency requirement and shall be considered in-state residents for tuition purposes.

United States Armed Forces veterans (Veterans) or related individuals are exempt from the six (6) consecutive months residency requirement above. They are considered in-state residents for tuition purposes so long as the student:

1. Has a residence in Delaware (regardless of duration); and
2. Is utilizing educational assistance under Chapter 31, Veteran Readiness and Employment; or
3. Is utilizing educational assistance under Chapter 35, Survivors' and Dependents' Educational Assistance; or
4. Receives Montgomery and post 9/11 GI Bill educational assistance; and
 - a. Enrolls within three (3) years of the student's discharge after the student served 90 days or more on active duty **OR** enrolls, using transferred entitlement, within three (3) years of the transferor's discharge after the transferor served 90 days or more on active duty;
 - b. Remains continuously enrolled after initially meeting the requirements of this subparagraph and is using assistance provided under Chapter 30 or 33 of Title 38 of the United States Code;
 - c. Enrolls as a Surviving Spouse or Child under the Fry Scholarship (38 U.S.C. §3311(b)(9));
 - d. Enrolls using transferred entitlement, and the transferor is a member of the uniformed service who is serving on active duty.
5. The policy shall be read to be amended as necessary to comply with the requirements of Public Law 117-68 and Public Law 116-315 as amended.

General Provisions

1. The Registrar's Office at the student's home campus shall determine residency status.
2. This policy governs a student's eligibility for in-state tuition and financial aid based on residency.
3. Students without a lawful immigration status (i.e., undocumented students) are not eligible for in-state tuition or financial aid on the basis of residency.
4. Contracts written with businesses or other groups sending their employees or members to the College may include a provision for the contracting party to be charged in-state tuition regardless of the employee's place of residence.