Residency

Residency classification will be established in accordance with the Rules and Regulations of the Coordinating Board of the Texas College and University System and the policies of the Dallas County Community College District Board of Trustees. The amount of tuition you are charged is based on your residency classification, which is determined by the Admissions Office according to the information you submit. The Admissions/Student Records Office reserves the right to request additional information in order to comply with State of Texas residency requirements prior to enrollment and certification date of the semester. To be eligible to be classified at a lower residency rate all documents must be submitted by census date of that semester. The applicant has the burden of proof to show by clear and convincing evidence that residence or domicile, as appropriate, has been established and maintained.

TEXAS RESIDENCY

The following persons shall be classified as Texas residents and entitled to pay resident tuition:

1. A person who maintained a residence continuously for the 36 months preceding the date they graduated from a public or accredited private high school in Texas or received a GED in Texas and has resided in Texas 12 months preceding the census date of the academic semester in which they enroll.
2. A person who established or maintained domicile in Texas not less than 12 months prior to census date of the academic semester.
3. A person married to someone who has established or maintained domicile in Texas not less than 12 months prior to census date of the academic semester.
4. A dependent whose parent has established or maintained domicile in Texas not less than 12 months prior to census date of the academic semester.

IN-DISTRICT RESIDENCY

Once Texas residency has been established, classification of in-district (Dallas County resident) or out-of-district is based on where the student physically resides. If a student is classified as a Texas (in-state) resident and resides in Dallas County, they are eligible for the in-district tuition rate. A waiver may be granted each academic year to students who reside outside of Dallas County, but who own property in Dallas County subject to the Community College Ad Valorem Tax. If a student meets in-state requirements but resides outside of Dallas County, the student will pay the out-of-district tuition rate. If the student moves outside of Dallas County, on or before a semester’s certification date, the student must pay the additional (out-of-district) tuition rate.

Listed below are examples of items that may assist in determining domicile status:

• Gainful employment in Texas the last 12 consecutive months prior to census date
• Last two years income tax returns (1040 form)
  • If a dependent, the tax returns must list student as a dependent.
• Letter of gainful employment from employer
  • On company letterhead with Date
  • Dates of employment (start date and end date or currently employed)
  • Verify employment type (i.e., full-time, part-time with average hours worked)
  • Appropriate signature (i.e., Human Resource, Owner, Manager, Supervisor)
• Paycheck stubs (one per month for the past 12 months)
• Ownership of residential property in Texas for the last 12 consecutive months
• Ownership of a business in Texas for the last 12 consecutive months
• Receipt of social services for the last 12 consecutive months in Texas

Listed below are examples of items that may assist in determining in-district residency status:

• Current lease agreement with student’s name
• Automobile registration
• Mailed Official correspondence (i.e., bank statements, utility bills, telephone bills, billing statements from department stores or credit agencies, etc.)
  • If not mailed (electronic source or electronically submitted), two will be required from two different companies.
• Recently issued laminated permanent driver’s license

Specific information concerning State of Texas residency requirements can be found at:

www.thecb.state.tx.us
Documentation to Support Domicile and Residency

Name: ________________________ Student ID #: ____________________ Current Residency Status: ________

Supporting documentation that may establish domicile
The listed documents may be used to establish domicile and prove continuous residency in the state of Texas for 12 months prior to the census date of the semester for which you are enrolling.

 Resident Status/Citizenship Status:

☐ Permanent Resident Card                Self ( )    Spouse ( )    Parent ( )
☐ Authorization of Employment Card       Self ( )    Spouse ( )    Parent ( )
☐ Naturalization Citizenship Certificate Self ( )    Spouse ( )    Parent ( )
☐ Passport                               Self ( )    Spouse ( )    Parent ( )
☐ I797-C (Notice of Action)              Self ( )    Spouse ( )    Parent ( )
☐ Visa Type ___________________________ Self ( )    Spouse ( )    Parent ( )
☐ I-94_______________________________ Self ( )    Spouse ( )    Parent ( )

 Texas Resident:

☐ Letter of Employment                   Self ( )    Spouse ( )    Parent ( )
☐ Last two years tax returns
  o If a dependent, the tax returns must list student as a dependent.
☐ 12 months of paycheck stubs
☐ Social Service Agencies
☐ Texas Department of Criminal Justice
☐ Title to Real Property
☐ Ownership of Business in Texas
☐ Marriage License
☐ Texas High School Transcript (complete with graduation date)
☐ GED
☐ Noriega Affidavit (must be notarized)

In District/County: (Must be dated within 30 days of submission)

☐ Current lease agreement listing you as either the lease holder or occupant
☐ Official Correspondence: Bank Statement, Cellphone Bill, Credit Card Bill, etc.
  o If not mailed (electronic source or electronically submitted), two will be required from two different companies.
☐ Laminated Texas Issued Driver’s License/ Texas Identification Card

Notes: ____________________________________________________________________________________________
______________________________________________________________________________________________