



**CHECKLIST
CALIFORNIA (CalVet) COLLEGE FEE WAIVER Plan 'A'
Academic Year (AY) 2024-2025**

***PLEASE READ AND FOLLOW ALL INSTRUCTIONS IN ITS ENTIRETY.
YOUR APPLICATION WILL NOT BE PROCESSED IF THE REQUIREMENTS LISTED BELOW ARE NOT MET.***

1. DVS-40 Application for College Fee Waiver with all items completed and signed. Download a **NEW application** every year from www.sfhhsa.org/cvso or www.calvet.ca.gov or www.cacvso.org. The application requires the signature of **BOTH** the Veteran/parent **AND** student.

2. WITH YOUR APPLICATION WE MUST HAVE THE FOLLOWING:

A. Verification of Dependency/Relationship –

- Biological children - a copy of a government-issued birth certificate.
- Stepchildren - a copy of a government-issued birth certificate **AND** a copy of government issued marriage certificate of the Veteran and child's biological parent.
- Adopted children - a copy of the legal adoption order **AND** copy of a government-issued birth certificate. Status as a stepchild or adopted child must have occurred prior to 23rd birthday.
- Spouses - copy of government-issued marriage certificate
- Surviving spouses – copy of government issued marriage certificate **AND** copy of the Veteran's government-issued death certificate

Note: The dependent must be unmarried, per Title 38, Code of Federal Regulation, Section 3.57(a). All document provided in a foreign language must be translated into English.

B. VSD-020 Election to Receive CalVet College Fee Waiver Benefits

Concurrent receipt of Plan A and USDVA Chapter 35 benefits is prohibited. Applicant must read, sign and date VSD 020 Form verifying that applicant is not in receipt of VA Chapter 35-Dependents Educational Assistance Allowance

C. Identification – Copy of student's unexpired government issued ID card.

D. VA Service-Connected Disability Letter

Documentation verifying Veteran's service-connected disability rating.

Under Plan A, the applicant must provide recent documentation verifying veteran's total and permanent (100%) service-connected disability rating. Rating must have been granted prior to the unmarried child's 21st birthday. The child must be over the age of 14 and under the age of 27. If the child is also a veteran, the age limit extends to 30 years old.

To obtain a VA benefits letter the veteran may call 1-800-827-1000 and the VA will email the letter.





E. DD214 – Discharge Papers and Separation Documents

To be eligible, the applicant must provide a copy of the veteran's military separation documents, verifying that Veteran served during a period of war, as defined by Congress.

F. Veteran's Death Certificate (If veteran is deceased)

G. VSD-021- Non-Veteran Signature Certification (If veteran is deceased or unable to sign DVS40)

An “academic year” (AY) shall commence on the first day and terminate on the last day of an entire academic year, as determined by the institution of higher learning, and to include summer sessions (i.e. generally this covers fall, spring and summer). Some schools start in the summer, check with your school’s Administration Office to determine what your school regulations are.

Note: It is the student’s responsibility to verify with each school what fees are waived –tuition and fees for summer sessions, online and continuing education classes abroad are typically not waived. Also, even when a waiver is granted, many schools do not waive summer sessions. Students taking classes during the summer may have to pay all tuition and fees if the college does not waive the summer session.

MAIL, FAX, EMAIL OR BRING THE APPLICATION AND SUPPLEMENTAL INFORMATION TO THE FOLLOWING LOCATION ONLY:

SF County Veterans Service Office - 2 Gough St. San Francisco, CA 94103

Drop-in Hours: Monday to Friday 9:00 am – 12:00 pm
1:00 pm – 4:00 pm

Phone: 415-934-4200

eFax: (415) 355-2468

Fax: (415) 934-4240

Email: SFCVSO@sfgov.org

