



## COLLEGE FEE WAIVER PROGRAM FOR VETERAN DEPENDENTS

### PLAN A Checklist

PLEASE READ AND FOLLOW ALL INSTRUCTION IN ITS ENTIRETY.  
Your application WILL NOT BE PROCESSED if the requirements listed below are not met.

#### 1. APPLICATION FORM – DVS 40

Download a **NEW application** every year from [www.sfcvso.org/cvso](http://www.sfcvso.org/cvso) or [www.calvet.ca.gov](http://www.calvet.ca.gov). Both Veteran/parent and student must sign and date the application.

If Veteran-Parent is unable to sign the form, a VSD-021 Non-Veteran Signature Certification **MUST** be completed.

#### 2. WITH YOUR APPLICATION WE MUST HAVE THE FOLLOWING:

##### A. Verification of Dependency/Relationship

- Biological child - Birth certificate.
- Stepchild - Birth certificate **AND** a copy of marriage certificate of Veteran and stepchild's biological parent.  
Complete a Stepchild Certification
- Adopted child or adopted stepchild - Copy of court order of adoption **AND** birth certificate.
- Spouse – Marriage Certificate

**Note:** 1. Status as a stepchild or adopted child must have occurred prior to 23<sup>rd</sup> birthday.  
2. The dependent must be unmarried, per Title 38 Code of Federal Regulation Section 3.57(a)  
3. 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 currently in receipt nor will apply and receive VA Chapter 35 Dependents Educational Assistance Allowance.

##### C. Identification Card

Application must include a copy of the student's unexpired government issued ID card.



## D. Service-Connected Disability Letter

The applicant must provide current 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 benefits summary letter the Veteran may call 1-800-827-1000 and VA will email the letter.

## E. DD 214 – Discharge Papers and Separation Documents

The applicant must provide a copy of the veteran's military separation document verifying the 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 DVS-40

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.

**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

Monday - Friday 9:00 am – 12:30 pm and 1:00 pm – 4:00 pm

Phone: 415-934-4200

eFax: (415) 355-2468

Fax: (415) 934-4240

Email: [SFCVSO@sfgov.org](mailto:SFCVSO@sfgov.org)

View our webpage: [SFHSA.org/CVSO](http://SFHSA.org/CVSO)

Updated: 10/2025