



COUNTY OF RIVERSIDE
VETERANS SERVICES

Gregory Coffos
Director & CVSO
4360 Orange Street
Riverside, CA 92501

From: Riverside County Veterans' Services

To: NEW PROCESS-Application for College Tuition Fee Waiver for Academic Year 2023-2024

To apply for a College Tuition Fee Waiver for Academic year 2023-2024, please provide our office with the following information:

A completed DVS40 application (Revised 07 /23). If applying for more than one school, you must submit one application per school. Each application must be signed by the student and the veteran. If the veteran is unable to sign, please fill out the VSD-021 Non-Veteran Signature Certification.

The student's Birth Certificate showing the relationship of the child with the veteran. (Dependent ID cards and Abstract Birth Certificate are no longer accepted). If the student is a stepchild and their last name is different than the veteran's - then please provide a copy of the veteran's marriage certificate and the student's birth certificate. If the student is adopted, please provide all legal documents showing dependency. Title 38, Code of Federal Regulation, Section 3.57(a), child must be legally adopted or become a stepchild prior to the 23rd birthday to be eligible for the program.

If the student is married, please provide a copy of the student's marriage certificate. If filing joint taxes, please provide a signed I 040 and the W-2s for the spouse and the student.

If the student worked during 2022, please provide a signed copy of the student's complete 2022 IRS income tax return form 1040. (Note: We DO NOT accept the IRS Form 1040 with \$0 as the Adjusted Gross Income unless it is attached to the IRS Transcript). The student's Adjusted Gross Income and the Annual Value of Support under Plan B combined cannot exceed the National poverty level of \$15,225.00 for the tax year 2022. If the student did not work during 2022 and had no reportable income, then we will need a Verification of Non-filing letter from the Franchise Tax Board or the Internal Revenue Service showing the student had no income tax record for 2022 dated after April 18th. To obtain a copy of a Verification of Non-filing letter, you can call the Franchise Tax Board at 1-800-852-5711 or the IRS at 1-800-908-9946. If \$0.00 is claimed in the Annual Value of Support, an explanation must be attached.

If the veteran is rated 100% P&T, then the current VA Award letter and a copy of the DD-214 is required.

If rated less than 100% service-connected, a VA Award Letter verifying service-connected disability is required.

Please return all the above applicable information and all the enclosed documents to our office. If any of the information is not complete or if the student's Income Tax Form 1040 is not signed, the application will be returned to the student and will delay the process.

*****After your fee waiver is processed and approved (approximately 14 business days), you will receive an email with the Award Code Letter, take that letter to the school. Your approval letter can only be accessed and downloaded by a designated individual on campus using the unique code. Our office does not send letters to the school.**