



TEHAMA COUNTY

VETERAN SERVICES OFFICE

444 Oak Street, Suite C Red Bluff, CA 96080

Andrew Norwood, Veteran Service Officer

Instructions for College Fee Waiver For Academic Year 20/21

Complete the attached 1-page College Fee Waiver (Form DVS-40) application.

Gather the student's income verification information for the previous fiscal year. The student's income limit to qualify for the College Fee Waiver is \$13,300. That is their income and any parental support combined.

If the student filed taxes with the IRS, then bring a copy of the complete tax return. The tax return must be signed by the student as well as the tax preparer. If the tax return is not available, then obtain a tax "Return Transcript" or a "Verification of Non-Filing" by calling the IRS at 1-800-829-1040 or submit IRS form 4506-T online and the IRS will send the Return Transcript within 10 business days. These forms are only available after April 15th. If the student's income is listed as \$0 and the parental support is listed as \$0, include a typed statement as to how the student plans to support themselves – such as through a scholarship. If the taxes were submitted electronically, a submission receipt must be included.

Gather the verification of veteran / child dependency. A birth certificate will suffice. However, if the student's last name is different than the veteran's, provide documents showing veteran / child dependency, such as a marriage certificate.

Include the veteran's service-connected disability rating letter or award letter, dated within the last two years. Obtain by calling 1-800-827-1000 or go to ebenefits.va.gov.

After the above documents have been obtained, call the Veterans Service Office at (530) 529-3664 and schedule a 30-minute appointment with the office assistant to review the packet for completeness and accuracy. The Cal-Vet website has a lot of helpful information.

Phone: 530-529-3664 – Fax: 530-529-3659 - E-mail: anorwood@co.tehama.ca.us