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**JULIE QUILLMAN**  
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 OC PUBLIC LIBRARIES



**County Operations Center**  
 1300 SOUTH GRAND, BLDG. B  
 Santa Ana, CA 92705  
 Phone: 714.480.6555  
 Fax: 714.567.7674  
[www.veterans.ocgov.com](http://www.veterans.ocgov.com)



## College Fee Waiver Plan B Check-List

**APPLICATIONS NOT MEETING THE REQUIREMENTS BELOW WILL NOT BE PROCESSED.**  
**PLEASE CAREFULLY READ AND FOLLOW ALL INSTRUCTIONS.**

Veteran's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

School Name: \_\_\_\_\_ Academic Year (AY): \_\_\_\_\_

AY Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ AY End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **If applying for a Retro-Active College Fee Waiver**

Retro-Active Cut Off Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
 VSO Initials Client Initials

#### **DVS40**

**Only current version of the form will be accepted. Complete Application Form, located at:**  
<https://www.calvet.ca.gov/VetServices/Pages/College-Fee-Waiver.aspx>

\_\_\_\_\_  
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#### **Disability Decision Letter**

**Provide documentation showing proof of service connected disability (VA Award Letter).**

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#### **Student's Proof of Income**

**This is an income based program. We require documentation showing student's income.**  
**NOTE:** The annual combined total of student's "Adjusted Gross Income" (AGI) and the "Value of Support" cannot exceed the National Poverty Level.

**NOTE:** An "academic year" 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; to include summer sessions.

- ✓ **IF THE STUDENT FILED INCOME TAXES, FOR THE PREVIOUS CALENDAR YEAR, THEY MUST PROVIDE US WITH THEIR SIGNED AND DATED TAX FORM 1040EZ VERIFYING THE ADJUSTED GROSS INCOME.**
- ✓ **IF THE STUDENT WAS NOT REQUIRED TO FILE TAXES THEY MUST PROVIDE US WITH A VERIFICATION LETTER OF NON-FILING FROM THE STATE FRANCHISE TAX BOARD OR THE IRS.** Contact the State Franchise Tax Board at (800) 852-5711 <http://www.ftb.ca.gov/index.shtml?disabled=true> and request transcripts/verification of non-filing. The closest location is at: 600 W Santa Ana Blvd Suite 300, Santa Ana, CA 92705. Available after April 15<sup>th</sup>. Contact the IRS at (800)829-1040 <http://www.irs.gov/> or the Form 4506-T may be used to request transcripts/verification of non-filing. Available after June 15<sup>th</sup>. **NOTE:** IRS forms W-2 will not be accepted as proof of AGI. In cases where both the Adjusted Gross Income (AGI) and Annual Value of Support is reported as \$0, a certified statement must be included which states how the student can afford to attend school.

\_\_\_\_\_  
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#### **Student's Photo Identification Card**

**A copy of (non-expired) government issued photo identification.**

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#### **Student's Birth Certificate**

**We must verify dependent status by establishing relationship between the veteran and those claiming benefits. If the last name of the student is different than the veteran's, we require additional documents confirming legal relationship. (i.e. Marriage certificate, Adoption papers, etc.).**

PLEASE MAKE SURE TO INITIAL EACH REQUIREMENT NOTED ABOVE. ONCE COMPLETE, SIGN AND DROP OFF THIS FORM, APPLICATION, AND ALL DOCUMENTS NOTED ABOVE TO:

**Orange County Operations Center**  
 1300 S. Grand Avenue, Bldg B, Room 247  
 Santa Ana, CA 92705  
 Phone: (714) 480-6555

### **FOR OFFICIAL USE ONLY**

Received Date (stamp): \_\_\_\_\_

Accepted by: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_