



## Submission Guidelines for Hazlewood Exemption

### INCOMPLETE DOCUMENTS WILL BE DECLINED

SAC students using Hazlewood Exemption should follow the guidelines below:

- If you have qualifying service after 9/11/2001, Request COE from VA by applying here:  
<https://www.va.gov/education/how-to-apply/>
- Register for classes required for your degree
- Submit Request for Certification via the link provided
  - Complete all forms that are required per the table found below.
  - Attach all required documents
- **Pay Your Balance BEFORE THE PAYMENT DEADLINE if your benefit does not cover 100%**
  - Use deferment form if you are unable to pay your outstanding balance
  - Use this link for instructions to view and pay your account.  
<https://www.alamo.edu/academics/academic-resources/academic-calendar/>

**\*\*Please note: Unpaid tuition and fee balance may result in all courses being dropped.  
Making partial payments will not secure your classes.  
You must pay in full, sign up for a payment or submit deferment.**

Hazlewood Exemption - Veteran Instructions for Submission	
Required Forms	Required Supporting Documents
<ol style="list-style-type: none"><li>1. Request For Certification</li><li>2. Student Responsibilities Form</li><li>3. Deferment Form (if needed)</li><li>4. Hazlewood Application TVC-ED-1 (1<sup>st</sup> semester of each academic year)</li><li>5. TVC-ED-2 (2<sup>nd</sup> and subsequent semesters of academic year)</li><li>6. SB 1210 (1<sup>st</sup> semester and anytime returning from period of suspension)</li></ol>	<ol style="list-style-type: none"><li>1. Certificate of Eligibility for VA benefit (if qualifying service after 9/11/2001)</li><li>2. Full page copy of DD214</li><li>3. Copy of Texas Driver License or State Issued ID</li><li>4. Hours printout from Hazlewood Online Database</li></ol>



The proponent department is the College Veterans Affairs Office

<b>AUTHORITY:</b>	San Antonio College Catalog
<b>PRINCIPAL PURPOSE:</b>	Request by a student to receive certification enrollment for veteran benefits.
<b>ROUTINE USES:</b>	Used to evaluate and determine certification for Federal and State veteran benefits.
<b>DISCLOSURE:</b>	Voluntary. Failure to furnish information may result in denial of certification.

1. STUDENT ID	2. HOME COLLEGE <input type="checkbox"/> PARENT LETTER <input type="checkbox"/> NLC <input type="checkbox"/> NVC <input type="checkbox"/> PAC <input type="checkbox"/> SPC <input type="checkbox"/> SAC		3. DATE OF REQUEST
4. STUDENT NAME (LAST, FIRST, MI)	5. ACES EMAIL  @student.alamo.edu		6. DATE OF BIRTH
7. PRIMARY STREET ADDRESS	8. CITY	9. STATE	10. ZIP
11. PRIMARY PHONE	12. EMERGENCY CONTACT PHONE		13. CHANGE OF ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO
14. SOCIAL SECURITY NUMBER	15. DEGREE <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS <input type="checkbox"/> AAT <input type="checkbox"/> CERTIFICATE		16. DEGREE/AREA OF STUDY

**\*\* IMPORTANT NOTE\*\* Students must enroll for the certification process to begin. Courses listed for payment must be part of your current degree program. Students must notify the College Veterans Affairs (VA) office of any changes to enrollment status (Add/Drop/Withdraw), failure to do so may result in over-payments and/or debts to the college or Federal VA, which the student assumes FULL responsibility. Internet Developmental Courses and 3-Peat fees do not qualify for certification for payment of VA education benefits. Certification may take up to 6 weeks to process. \*\*\***

17. MILITARY STATUS (PLEASE SELECT ONE)

☐ VETERAN    ☐ FAMILY MEMBER-SPOUSE    ☐ FAMILY MEMBER-CHILD    ☐ Active Duty

18. LIST EVERY UNIVERSITY/COLLEGE YOU HAVE ATTENDED AS A STUDENT (MUST SUBMIT ALL OFFICIAL TRANSCRIPTS)  
(ONLY COMPLETE WHEN THIS IS YOUR FIRST TIME BEING CERTIFIED AT THIS COLLEGE)

19. YEAR REQUESTED	20. SEMESTER REQUESTED <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER
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21. LIST THE COURSE(S) REQUESTED TO BE CERTIFIED FOR VA BENEFITS AND HAZLEWOOD EXEMPTIONS

CREDIT HOURS	COURSE NAME(S) & COURSE NUMBER(S) i.e. HIST-1301, ENGL-2332...	SEMESTER TYPE i.e. 16 Week, Flex 1...	COLLEGE i.e. NLC, NVC ...	LOCATION OF CLASS (OFFICIAL USE ONLY)
	Total Hours			

# VA ENROLLMENT CERTIFICATION REQUEST

The proponent department is the College Veterans Affairs Office

22. STUDENT ID

23. STUDENT NAME (LAST, FIRST, MI)

24. REQUESTED BENEFIT(S) (PLEASE SELECT ALL THAT APPLY)

☐ CH 30 MONTGOMERY GI BILL

☐ HAZLEWOOD LEGACY, 800027%

☐ CH 31 Rehab (S901112229)(F901376553) PO# \_\_\_\_\_

☐ HAZLEWOOD ORPH DEP, 800037%

☐ CH 33 POST 9/11 (S901112219)(F901376552) \_\_\_\_\_%

☐ HAZLEWOOD SPOUSE, 800047%

☐ CH 35 DEPENDENT: CLAIM # \_\_\_\_\_

☐ HAZLEWOOD (VET/DEP), 800057%

☐ CH 1606 RESERVE/NATIONAL GUARD

\_\_\_\_\_% \_\_\_\_\_ CREDIT HOURS FOR HAZLEWOOD

\_\_\_\_\_% CREDIT HOURS FOR VA BENEFIT

Comments:

25. REQUEST FOR TUITION AND FEE DEFERMENT (9IPV Veteran): ☐ NO

Texas Education Code §56.0065

☐ YES, I have read and agree to the terms of form TVC-ED-6.

## FOR OFFICIAL VA OFFICE USE ONLY

VA Approval \_\_\_\_\_ Comments: \_\_\_\_\_

### CHAPTER 33 TERMS:

1. The student enrolls at the Alamo Colleges District.
2. The student applies for the Certification of Eligibility through the college Veterans Affairs Office.
3. Alamo Colleges District is responsible to refund the Federal VA in the case where a student fails to attend on class day. If the student attends at least one day of class and a refund is processed it is the student's responsibility to refund the Federal VA.

### CONDITIONS:

1. In the event that the student is not eligible for the maximum eligibility, the College must receive a payment within 30 days, as described in the terms above. It is the student's responsibility to make payment within the appropriate dates without regards for the College billing procedures or postal delays.
2. In termination of enrollment for any reason, the unpaid balance of tuition and fees is due and payable immediately.
3. The return of a non-sufficient check does not constitute a drop. If a check is returned by the maker's bank unpaid, the maker is responsible for the unpaid balance, plus the return check charge, which is due immediately.
4. Any unpaid balance is sent to a collection agency. The fee charged by the collection agency is added to the student's account. The college's failure to enforce all terms and conditions stated herein shall not constitute a waiver of the underlying obligations agreed to by the student.
5. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for class until full payment is made.

### IT IS HEREBY AGREED THAT:

I acknowledge and accept responsibility for all debts plus any collection fees owed to the Alamo Colleges District under the terms and conditions stated herein, and agree that:

1. I will notify Admissions and Records of any change in my mailing address;
2. I will not be allowed to register for any succeeding academic period unless all debts to the College have been paid; and
3. I will not be allowed to receive an official transcript of any work completed at the Alamo Colleges District unless all debts to the College have been paid.

**WITH MY SIGNATURE BELOW, I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS**

26. STUDENT SIGNATURE

27. DATE

## FOR OFFICIAL VA OFFICE USE ONLY

28. RECEIVED BY

29. DATE



# Texas Hazlewood Act Exemption Application

## Supporting Documentation Instructions

TVC-ED-1a  
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**To apply for the Texas Hazlewood Act Exemption, you must submit the following documents to your college or university:**

1. **The Hazlewood Exemption Application** (completed and signed). For a [tutorial](http://www.tvc.texas.gov/Hazlewood-Act.aspx) on completing the application, visit: <http://www.tvc.texas.gov/Hazlewood-Act.aspx>.
2. **Report of Separation or Discharge, DD Form 214 (and DD Form 215 if the DD Form 214 has been amended)** – To verify the Veteran's place of entry, home of record at the time of entry, character of service, length of service, and dates of service. The copy you provide to your institution must be legible and contain the information listed above.  
  
A DD Form 214 may be obtained from the National Archives:  
<http://www.archives.gov/veterans/military-service-records/>.  
  
If the Veteran was discharged prior to January 1, 1950 previously used separation documents may be used. If the Veteran's DD Form 214 was destroyed in the National Archives fire in 1973 or is otherwise unavailable, then the following documents may be used:
  - NA Form 13038, Certification of Military Service
  - Documentation from the National Archives that the Veteran's NA Form 13038 was sent in lieu of the DD Form 214 due to the DD Form 214 not being on file
  - Documentation that Veteran met the requirements of Subchapter B, Chapter 54, Texas Education Code for resident tuition on the date of entry into active duty indicated on the DD Form 214
3. **Certificate of Eligibility for federal GI Bill benefits** – To verify eligibility for the Veteran's, or dependent's federal education benefits. Certificates of eligibility may be obtained by completing an application on the Veterans Online Application (VONAPP) website at <https://www.ebenefits.va.gov/ebenefits/vonapp>.
  - If the Veteran's final discharge is prior to 9/11/2001 the certificate of eligibility is not required.
4. **If the Veteran died while in service: Report of Casualty, Form DD Form 1300** – To verify the Veteran's place of entry or home of record, and that his/her death was service related.
5. **If the Veteran is deceased (not service connected)** – Death Certificate for deceased Veteran for use in a Legacy transfer.
6. **If the Veteran is totally disabled or individually unemployable due to military service-related illness or injury:** You must have a current (within one year) disability ratings decision letter from the VA indicating that rating.
7. If you are not the Veteran, **Relationship Documentation** – Submit one or more of the following documents to verify your relationship to the eligible Veteran.
  - Birth Certificate, or Marriage Certificate, or Adoption Papers, or Recent IRS Tax Transcript: <https://www.irs.gov/individuals/get-transcript>.
8. Veterans must reside in the state of Texas during the term that the exemption will be used.
  - Children and spouse of eligible Veterans must be classified as a Texas resident by their institution.
9. **Hazlewood Online Database Registration** – To comply with the Federal Educational Rights and Privacy Act (FERPA) requirements, all applicants (Veteran and dependents) must register into the Hazlewood online database to use the Hazlewood Exemption at <https://hazlewood.tvc.texas.gov/students/>.

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# Texas Hazlewood Act Exemption Application

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For (Term) \_\_\_\_\_ (Year) \_\_\_\_\_ at (Institution) \_\_\_\_\_

**\*Submit this application to your college or university, not to the Texas Veterans Commission\***

Each Veteran, child, or spouse applying to receive an exemption through the Hazlewood Act, (Texas Education Code §54.341) must complete and sign this application and provide the institution with the documentation required to verify eligibility as indicated in this packet. Submit this application and all supporting documentation to your institution's Hazlewood Act Exemption administrator.

I am applying as (check only one):

- ☐ a Veteran intending to use the Hazlewood Exemption (*Complete Parts A, C, & D*)  
☐ a child intending to receive a Legacy transfer of benefits (*Complete Parts A-E*)  
☐ a child of a totally disabled, service-related deceased, KIA, or MIA Veteran (*Complete Parts A-D*)  
☐ a spouse of a totally disabled, service-related deceased, KIA, or MIA Veteran (*Complete Parts A-D*)

I am (check only one):

- ☐ an applicant applying for the first time; or  
☐ a previous Hazlewood recipient who has used \_\_\_\_\_ hours at \_\_\_\_\_ institution(s).

Total prior hours used: Veteran \_\_\_\_\_, Legacy (transferred hrs.) \_\_\_\_\_, Spouse \_\_\_\_\_, Child (w/own hrs.) \_\_\_\_\_

## Part A – Veteran's Information

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

Veteran's SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

Veteran's Student ID# (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

## Part B – Other User Information

Relationship to Veteran:

☐ Biological Child ☐ Step-child ☐ Adopted Child ☐ IRS Dependent ☐ Spouse

Child's/Spouse's Name: \_\_\_\_\_  
Last Name First Name MI

Child's/Spouse's SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

Child's/Spouse's Student ID# : (if applicable) \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Street City State Zip Code

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

## Part C – Loan Verification

To qualify for the Hazlewood Exemption, the Veteran, child or spouse cannot be in default on a loan that is made or guaranteed by the state of Texas. State loans can be viewed at <http://www.hhloans.com/>.

Does the Veteran, child or spouse have a loan through the Texas Higher Education Coordinating Board?

☐ Yes ☐ No

If yes, is the loan in default status?

☐ Yes ☐ No ☐ Not Applicable



# Texas Hazlewood Act Exemption Application

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## Part D – Veteran, Child, and Spouse Certification and Consent

The Texas Hazlewood Act Exemption entitles eligible persons to an exemption of tuition and specified fees of up to 150 semester credit hours at public institutions of higher education in Texas. Except for recipients who are the spouse or children of eligible Veterans killed in action, missing in action, or whose death resulted from a service-related injury or illness; all other Hazlewood recipients meet the grade point average satisfactory academic progress requirements and other requirements of Texas Education Code §54.2001.

I grant permission to any institution I have enrolled in or intend to enroll in to release credit hour information pertaining to my enrollment to the Texas Veterans Commission and the Texas Higher Education Coordinating Board, and further grant permission to the Commission and Board to share such information with any institution that I might attend. I certify that the information I have provided is true and correct to the best of my knowledge. I further understand that if I have provided inaccurate, incomplete, or untrue information on this application, I may be required to reimburse the institution for tuition, fees, and penalties pertaining to the Hazlewood Exemption.

Veteran's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Veteran's signature is not required if the eligible Veteran is totally disabled, service-related deceased, MIA, or KIA.)

Child's/Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If applicable.)

**\*Submit this application to your college or university, not to the Texas Veterans Commission\***

## Part E – Legacy Child Certification and Consent

The Texas Hazlewood Exemption allows eligible Veterans or a designee to transfer all unused hours of the exemption, up to 150 semester credit hours, to a child who is 25 years old or younger on the first day of the term. Legacy recipients will receive an exemption for the number of degree certified hours associated with the specific degree or certificate program he or she is enrolled in consistent with the program length as defined in the school catalog as approved by the regional accreditation commission. Legacy recipients must meet the grade point average satisfactory academic progress requirements and other requirements of Texas Education Code §54.2001. Assigned hours may be revoked by the Veteran or the designee.

I (Veteran) \_\_\_\_\_ waive the right to all of the unused portion of my Hazlewood Exemption and grant permission to transfer those unused Hazlewood hours under Texas Education Code §54.341(k) (Legacy Act) to my eligible child, (child) \_\_\_\_\_. I agree to release current term and historic credit hour information to the Texas Veterans Commission and the Texas Higher Education Coordinating Board to determine the balance of my unused hours. I grant permission for the Commission and Board to share such data with any institution that my eligible child might attend. I understand that only one eligible person may use my hours for a particular term. I hereby certify the information I have provided is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed.

Veteran's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* If the qualifying Veteran is deceased, the Veteran's Designee (Print Name) \_\_\_\_\_  
may sign above in Veteran's place\*

Veteran's Child's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Submit this application to your college or university, not to the Texas Veterans Commission\***

ALAMO COLLEGES BUSINESS OFFICE

EXEMPTIONS AND WAIVERS SB1210

ACKNOWLEDGEMENT OF REQUIREMENTS BY TEXAS LEGISLATURE

Date: \_\_\_\_\_

I \_\_\_\_\_ certify that I am submitting an Exemption/Waiver for  
(Student Name) (Circle one)  
\_\_\_\_\_. Banner ID is \_\_\_\_\_  
(Semester)

**Submitting Exemption/ Waiver:**

I understand that:

\_\_\_\_\_ I must meet Alamo Colleges Financial Aid cumulative GPA minimum of 2.0 and cannot exceed 30 hours completed beyond degree requirements or 45 hours completed if enrolled prior to 2006 or 120 hours for a student enrolled in a certificate program (in accordance to TEC 54.014 treated as a degree program).

\_\_\_\_\_ I must pay my amount due, if I fail to meet requirements and my cumulative GPA is below 2.0.

\_\_\_\_\_ I will be sent to a collection agency, if my tuition and fees are not paid in full.

\_\_\_\_\_ If I fail to meet requirements, I may regain eligibility after completing a term in compliance.

\_\_\_\_\_ If I fail to meet requirements, I may complete and submit the Hardship Exception Form- SB1210 – Exemptions and Waivers to Enrollment Services at home college for VPSS Approval.

**Submitting Waiver:**

I understand that:

\_\_\_\_\_ I must meet Alamo Colleges Financial Aid cumulative GPA minimum of 2.0 and cannot exceed 30 hours completed beyond degree requirements or 45 hours completed if enrolled prior to 2006 or 120 hours for a student enrolled in a certificate program (in accordance to TEC 54.014 treated as a degree program).

\_\_\_\_\_ I must pay my amount due, if I fail to meet requirements and my cumulative GPA is below 2.0.

\_\_\_\_\_ I will be sent to a collection agency, if my tuition and fees are not paid in full.

\_\_\_\_\_ If I fail to meet requirements, I may regain eligibility after completing a term in compliance.

\_\_\_\_\_ If I fail to meet requirements, I may complete and submit the Hardship Exception Form- SB1210 – Exemptions and Waivers to Enrollment Services at home college for VPSS Approval.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**Business Office Use Only**

Received by \_\_\_\_\_ Waiver/Exemption \_\_\_\_\_

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## **Academics**

\_\_\_\_\_ Due to FERPA laws, academic and VA benefit advising will not be conducted at the SAC VA in-take desk or lobby area. If needed, I must request to meet with my Certified Academic Advisor or the Vet Success On Campus Counselor (VSOC).

\_\_\_\_\_ I am required to disclose all prior college course credits to SAC VA and submit all transcripts from all colleges, universities and military to SAC Admissions and Records prior to my first term at SAC.

\_\_\_\_\_ I will register for courses independently and ensure they are required on my signed and authorized academic advising guide in the SAC VA office.

\_\_\_\_\_ If my department needs to change any courses on my advising guide, I need to obtain a course substitution letter signed by my academic department and submit it to the SAC-VA office.

\_\_\_\_\_ I AM RESPONSIBLE FOR TRACKING MY COURSE ENROLLMENT. Therefore, I will visit the SAC-VA office every term after registering, dropping, adding or when any changes are made to my courses as this may directly affect my benefit reimbursement.

\_\_\_\_\_ I should complete a current FAFSA for each academic year, despite my known or unknown status for financial aid. To complete the FAFSA, use the webpage: [www.fafsa.edu.gov](http://www.fafsa.edu.gov)

## **Certification**

\_\_\_\_\_ I must obtain and provide the necessary documents to the SAC-VA office for each term that I wish to certify courses. My certification may be delayed if all necessary documents are not on file. If needed, additional documentation may be requested at a later date by the SAC-VA Office or Dept. of Veterans Affairs.

\_\_\_\_\_ Documents submitted to the SAC-VA office will be processed on a first come first serve basis and depends on final approval by the VA regional office.

\_\_\_\_\_ My requested credit hours for certification may be changed based on various factors (i.e. courses taken on-line, retaking courses that satisfy graduation requirements, three-peats, remedial courses without test placement scores, remedial courses taken on-line, change of major, grade point average etc.).

\_\_\_\_\_ I assume full responsibility to reimburse funds to SAC or the VA if an overpayment occurs as a result of any changes from my original certification.

\_\_\_\_\_ I am responsible for making a payment or setting up a payment plan to the SAC Bursar office if my VA education benefit does not pay for tuition or it is a payment deadline.

\_\_\_\_\_ For questions regarding the status of my benefits after my SAC-VA certification, I will contact the Dept. of Veterans Affairs Regional Office in Muskogee by calling 1 (888) 442-4551.

\_\_\_\_\_ While attending San Antonio College this form will serve as a reminder that I will be responsible for the above requirements and responsibilities as long as I am enrolled and attending at any given semester.

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**STUDENT SIGNATURE**

**DATE**

**BANNER I.D.**

*\*By initialing and signing, I am responsible for the above student responsibility statements.*