



Submission Guidelines Hazlewood - Spouse or Child

Forms Required Every Semester

- ✓ VA Enrollment Certification Request
- ✓ Tuition Deferment Request (If applicable)

Supporting Documents Required For New Students

- ✓ Hazlewood Application
- ✓ [Certificate of Eligibility if veteran served on or after 9/11/2001](#)
- ✓ DD214 - Member 4 Copy
- ✓ [Hours printout from Hazlewood Online Database for spouse or child](#)
- ✓ Copy of the student's marriage certificate (if spouse)
- ✓ Copy of the student's photo ID
- ✓ Copy of the student's birth certificate (if child)

Supporting Documents Required For Returning Students

- ✓ Hazlewood Application for Continued Enrollment
- ✓ [Hours printout from Hazlewood Online Database](#)
- ✓ Copy of the student's photo ID

INCOMPLETE DOCUMENTS WILL BE DECLINED

NVC students using Hazlewood benefits should follow the guidelines below:

- ✓ Register for classes required for your degree
- ✓ Submit Request for Certification via the link provided
- ✓ Complete and submit all required forms and supporting documents listed above
- ✓ 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****



Texas Hazlewood Act Exemption Application

TVC-ED-1
Eff. June 2016
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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



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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



Texas Hazlewood Act Exemption Application For Continued Enrollment *

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For (Term) _____ (Year) _____ at (Institution) _____

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

Student's Name: _____
Last Name First Name MI

Student's SSN: _____ Date of Birth: ____/____/____ (MM/DD/YYYY)

Student's School ID#: _____

Address: _____
Street City State Zip Code

Phone Number: _____ Email address: _____

I am applying as (check only one):

☐ a Veteran ☐ a Legacy Child ☐ a Child ☐ a Spouse

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

I am applying for continuation of the exemption from payment of tuition and fees under Texas Education Code §54.341, (The Hazlewood Act). I understand that I may be entitled, under the law, to this exemption for up to 150 semester credit hours at Texas public institutions of higher education. For the purpose of accounting for the total number of hours for which I receive this exemption, I grant permission to any institution in which I have enrolled or will enroll to release credit hour information 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 I still meet the requirements in Part D or, if a Legacy Child, Parts D and E of my initial Texas Hazlewood Act Exemption Application (Form TVC-ED-1).

I have previously used _____ hours under the Texas Hazlewood Act Exemption.

Student's Signature: _____ Date: _____

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

* This form will **not** be used for initial application for the Hazlewood Exemption, but may be used for enrollment of students subsequent to initial enrollment at the school in which the student is currently and consistently enrolled. If a break in enrollment or change of school occurs then the complete Hazlewood Exemption application must be completed.



Tuition Deferment Request for Eligible Texas Veterans and Their Families

Pursuant to Tex. Ed. Code §56.0065 (H.B. 846, 85th(R), effective Sept. 1, 2017)

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Eff. Sept. 2017
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Submit to the institution of higher education you are attending, not the Texas Veterans Commission

Name _____ Student ID# _____

For (Term) _____ (Year) _____ at (Institution) _____

Purpose: The purpose of this form is to “prescribe a standard deferment request form... [for] a student eligible for state or federal military related student financial assistance programs for military veterans or their family members... to defer payment of tuition and fees if the receipt of military related financial assistance awarded to the student is delayed by less than 60 days” (H.B. 846, 85th(R)). This form will be used by all institutions of higher education and private institution of higher education (IHE) in Texas.

Category of State or Federal Veterans’ Education Benefit or Assistance Using (Check All That Apply)

- | | |
|---|---|
| <input type="checkbox"/> Montgomery GI Bill (Ch 30) | <input type="checkbox"/> Montgomery GI Bill-Selected Reserve (Ch 1606) |
| <input type="checkbox"/> Vocational Rehabilitation (Ch 31) | <input type="checkbox"/> Reserve Educational Assistance Program (Ch 1607) |
| <input type="checkbox"/> Post-9/11 GI Bill (Ch 33) | <input type="checkbox"/> Fry Scholarship |
| <input type="checkbox"/> Dependents’ Educational Assistance (DEA) (Ch 35) | <input type="checkbox"/> Tuition Assistance |
| <input type="checkbox"/> Hazlewood Act | <input type="checkbox"/> Child of POW/MIA |
| <input type="checkbox"/> Non-Resident Waiver | <input type="checkbox"/> Other: _____ |

Background: Provide an explanation that describes why you need a tuition and fee deferment. Include any information on any attempts you have made to rectify the situation. This will allow IHE representatives to better assist you with your application to use Department of Veterans Affairs (VA) or State of Texas military related financial assistance. Attach additional sheets if necessary.

Submit to the institution of higher education you are attending, not the Texas Veterans Commission



Tuition Deferment Request for Eligible Texas Veterans and Their Families

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In requesting a deferment of payment of tuition and fees, my initials preceding the statements below certify my understanding of each item.

X _____ I have verified my remaining entitlement of one or more of the veterans' benefits or assistance programs checked on Page 1. I believe my eligibility and anticipated funding to be sufficient to cover the tuition and fees for this term;

X _____ I understand that this deferment does not pay my tuition and fees, but it allows me an extension of time up to 60 days from the first day of the semester or term to pay tuition and fees in full;

X _____ I have formally requested an enrollment certification through my IHE VA Certifying Office and/or other applicable office for processing tuition exemptions and waivers and expect to receive the applicable benefit for the current term;

X _____ I understand that if I do not receive the education benefit checked above that I am still required to pay all tuition and fees to the IHE I am attending and withdrawal after the first day of classes does not eliminate this obligation;

X _____ I understand that the tuition and fees being deferred are subject to my IHE's late and refund policies if not received by the 60th day from the first day of the semester or term;

X _____ I understand that all academic records and enrollment registration may be held if all financial obligations to the college are not settled in a timely manner;

X _____ I understand that my tuition and fees must be paid in full no later than 60 days from the first day of class of the semester or term before I will be allowed to register for classes for subsequent terms;

X _____ I understand that my eligibility for tuition and fee deferments under Tex. Ed. Code §56.0065 may terminate if I do not follow applicable rules and regulations or otherwise fail to act in good faith and to the best of my ability with timely and reasonable payment(s) of tuition and fees.

I certify that all of the above information on all pages is true and correct to the best of my knowledge and belief.

Signature _____ Date _____

Received by: _____ Date _____

Submit to the institution of higher education you are attending, not the Texas Veterans Commission



Texas Hazlewood Act Exemption Documentation Checklist

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1. Required for Veteran
 - ☐ Hazlewood Application
 - ☐ DD Form 214, Certificate of Release or Discharge from Active Duty
 - ☐ DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty (*if necessary*)
 - ☐ VA Certificate of Eligibility for GI Bill benefits (required if Veteran served on or after 9/11/2001)
2. Required for Legacy Applicant:
 - ☐ Hazlewood Application
 - ☐ Veteran's DD Form 214, Certificate of Release or Discharge from Active Duty
 - ☐ DD Form 215, Correction to DD 214 Certificate of Release or Discharge from Active Duty (*if necessary*)
 - ☐ VA Certificate of Eligibility for GI Bill benefits (required if Veteran served on or after 9/11/2001)
 - ☐ Birth Certificate, or Marriage Certificate, or Adoption Documentation, or IRS Transcript of Tax Return (<https://www.irs.gov/Individuals/get-transcript>) from current or previous year indicating dependency of child, and identification of designee if applicable
 - ☐ Death Certificate for deceased Veteran
3. Required for Spouse or Child (other than Legacy):
 - ☐ Hazlewood Application
 - ☐ DD Form 1300, Report of Casualty if the Veteran died while on active duty
 - ☐ Veteran's DD Form 214, Certificate of Release or Discharge from Active Duty
 - ☐ DD Form 215, Correction to DD 214 Certificate of Release or Discharge from Active Duty (*if necessary*)
 - ☐ VA Certificate of Eligibility for GI Bill benefits (required if Veteran served on or after 9/11/2001)
 - ☐ Letter from VA indicating the Veteran's death was service-related
 - ☐ VA Rating Decision Letter if the Veteran is disabled
 - ☐ Birth Certificate, or Marriage Certificate, or Adoption Documentation, or IRS Transcript of Tax Return (<https://www.irs.gov/Individuals/get-transcript>) from current or previous year indicating dependency of child, and identification of designee if applicable
4. To verify military service prior to January 1, 1950 the following forms are acceptable:
 - ☐ Record/Report of Service: WD AGO 53, WD AGO 53-55, WD AGO 53-58
 - ☐ Notice/Report of separation: NAVCG- 553, NAVMC 78-PD, NAVPERS-553
5. The DD Form 214 and other military records may be requested from the National Archives at the following website: <http://www.archives.gov/veterans/>. A NA Form 13038 may be substituted for a DD Form 214 upon National Archives verification that the Veteran's DD Form 214 has been lost or destroyed. The Veteran still must prove home or record or place of entry into active duty as Texas per the procedures in Block 7 below.
6. Veterans with qualifying service on or after September 11, 2001, are required to provide a VA Certificate of Eligibility statement with their application regarding their Post 9/11 GI Bill eligibility (applies to all applicants, except as listed below). *Legacy recipients where the Veteran's DD Form 214 has a separation date after September 10, 2001 and prior to August 1, 2009 do not need to submit a VA Certificate of Eligibility if the type of separation is listed as "Discharge" or "Retirement" (to include those medically retired, temporary or permanent).*
7. Veterans whose DD Form 214 does not indicate a home of record at time of entry into active duty or the place of entry into active duty as Texas will be required to provide a Texas high school transcript indicating their graduation within one year of their enlistment. If the entry date is more than one year after high school graduation, the Veteran will be required to provide one of the following: lease or mortgage documentation, pay stubs, W2s, or any other documentation the school may require, verifying Texas residency in accordance with Subchapter B, Chapter 54, Texas Education Code.