

Hazlewood Exemption Overview
TTUHSC Veterans and Military Advising
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Phone: 806.743.7549
www.ttuhsu.edu/student-services/veterans-military

The following information is a resource to guide you through the TTUHSC Hazlewood application process.

TVC is responsible for the official policies, applications and advisory: <http://www.tvc.texas.gov/Hazlewood-Act.aspx>

There are three ways to use the Hazlewood exemption: 1. Texas Veteran, 2. Legacy and 3. Dependent and/or Spouse of a Texas Veteran who is rated by VA as totally and permanently disabled for purposes of employability, Missing in Action, Killed in Action, or service related Death.

- 1. Veteran - Hazlewood Act Eligibility Requirements (See TVC website for official rules, application and other documents). (Receives up to 150 credit hours):** A veteran who, at the time of active duty entry into the U.S. Armed Forces was a Texas resident, **OR** designated Texas as Home of Record on their DD214, **OR** place of entry on their DD214 shows Texas and served at least 181 days of active military duty (excluding all training) with honorable or under honorable conditions discharge, and you must not have federal veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31); for term or semester enrolled that do not exceed the value of Hazlewood benefits. You must currently physically reside in Texas during the time for which the exemption is claimed, not in default on a student loan made or guaranteed by the State of Texas (see application instructions) Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs), unless the college's governing board has ruled to let veterans receive the benefit while taking non-funded courses. Must be meeting SAP excessive hours and GPA requirements.
- 2. Legacy Program - (Veterans share 150 hours with dependent. Legacy hours are restricted to degree program hours.) Transfer Unused Hazlewood Hours to a dependent (See TVC website for official rules, application and other documents).** Veteran who meet the Hazlewood requirements and currently physically resides in Texas may transfer unused hours to a dependent child who meets requirements. Veteran's spouse or child's guardian, conservator, custodian, or other legally designated caretaker to re-assign unused hours to an eligible child through Legacy on behalf of a veteran who died prior to requesting the transfer. **Important: Only one person can utilize a veteran's Hazlewood – Legacy at a time. Dependent will receive the amount of Hazlewood hours equal to one undergraduate degree plan. Remaining hours after one undergraduate degree can be used for a graduate degree.** Dependent must be the biological child, stepchild, or claimed as a dependent on the most recent IRS Tax Transcript AND must be a Texas resident coded by the university admissions office AND 25 years old or younger, and have no federal veteran's education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only -Chapter 33/Post 9/11, for the term or semester enrolled that do not exceed the value of Hazlewood benefits, and be degree seeking, and not in default of student loans, (see application instructions and requirements) and meeting SAP excessive hours and GPA requirements.

Veteran will be required to submit a Revocation Form to revoke benefits for one child and submit a complete application to begin an additional child for Hazlewood - http://www.tvc.texas.gov/documents/Form%20TVC-ED-5-Revocation_of_Previously_Assigned_Texas_Hazlewood_Act_Exemption_Hours,%20June%202016.pdf.

- 3. Children and Spouses of a Texas Veteran, who is totally and permanently disabled, Missing in Action, Killed in Action or died as a result of service. (Recipient receives up to 150 credit hours of their own) (See TVC website for official rules, application and other documents).** Spouses and dependent children of eligible Active Duty, Reserve, and Texas National Guard who died in the line of duty or as a result of injury or illness directly related to military service, are Missing in Action, or who became totally disabled for purposes of employability as a result of a service-related injury or illness are entitled to each receive a 150 credit hours exemption, DD214 shows place of entry is Texas or Home of Record is Texas or proof veteran was a Texas resident at the time of entry or DD1300 with all required information. Have no federal veteran's education benefits, or have federal veteran's education benefits dedicated to the payment of tuition and fees only; such as: Chapter 33 Post 9/11, for the term or semester enrolled that do not exceed the value of Hazlewood benefits. Recipient must be admitted by the university admissions office as a Texas resident, not in default of student loans (see application instructions and requirements). Children and Spouses of Totally and permanently disabled veterans must meet SAP excessive hours and GPA requirements. Excluded from SAP excessive hours and GPA are Spouses and Dependents of Veteran's service connected death, KIA and MIA.

Hazlewood Award Amount: Eligible veterans, their children and spouses may receive an exemption from the payment of all tuition, dues, fees, and other required charges, including fees for one undergraduate degree, a graduate degree or law degree "up to" 150 credit hours maximum Legacy Student have a restriction on available hours. All courses you register for must be on your degree plan or fulfill degree requirements. Awards may not be used to pay tuition and relevant fees for continuing education classes unless one of the following applies: (1) the college receives state tax support for the classes, or (2) the governing board has specifically approved this benefit.

Hazlewood Exclusions: There are many fees which Hazlewood cannot waive or exempt. An example of these fees are: student service fees, deposit fees, charges for books, application fee, orientation fee, all enhanced and program fees, travel, lodging, board, or clothing and all other self-supporting fees for self-supporting courses or degree programs.

Distance Education students who are classified as non-resident are ineligible for Hazlewood as courses are considered self-supporting.

Application Process, Billing & Deadline: There are five semesters within an academic year in which a student can apply for the exemption. The semesters are Fall, Spring, Full Summer, Summer I, and Summer II. Immediately following registration each semester, a student must submit the appropriate completed Hazlewood application and supporting documents to School Certifying Official. Incomplete application will be returned for completion. Due to the volume of applications, allow 30 business days processing. **Billing:** If the application is approved, the exemption is posted to the student's account summary on WebRaider . Although applications will be accepted until the last class day of the current semester, the Veterans and Military Advising Office strongly encourages students to submit all required certification documents immediately following registration.

Study Abroad

Hazlewood can be used for study abroad courses. Hazlewood will not cover the student services fee, deposits, study abroad fees, travel, meals, incidentals or any fees added to tuition for study abroad. It will not exempt exchange programs or affiliated programs.

Financial Aid Note: The Hazlewood benefit will impact your financial aid award as Hazlewood is noted as a resource of funds. For information or questions regarding this information, contact Financial Aid, 806.743.2300.

Satisfactory Academic Progress: Texas Tech University Health Sciences Center SAP Policy - https://www.ttuhsoc.edu/financial-aid/documents/ttuhsoc_2016-17_sap_policy_5_1_17.pdf. Veterans, Legacy, Spouses and dependents of a Texas Veteran who is rated by VA as totally and permanently disabled for purposes of employability must meet the **SAP** excessive hours and GPA. Excluded from **SAP** GPA are Spouses and Dependents of Veteran's service connected death, KIA and MIA.

DD214 Information: Be sure you are submitting an official complete DD214. Permissible copies of DD214 are Member 4, Service 2, Veterans Administration 3, Dept. of Labor 5, State Dir. Of VA – 6, Service 7, and Service 8. If using prior service active duty time, the prior service DD214 with discharge is also required. A member 1 and 4 together on one page is not acceptable.

See the TVC advisory <http://www.tvc.texas.gov/documents/2014-01%20Guidance%20on%20Determining%20Qualifying%20Service%20on%20DD%20Form%20214.pdf>.

Grandchildren and Other Children Policy: Those who claimed a dependent child on their taxes, and the dependent is not a biological child, step child, adopted child or court order guardianship should refer to the TVC Policy Advisory 2015 02 http://www.tvc.texas.gov/documents/2015-02_Supporting_Documentation_for_Grandchildren_and_Other_Children_Using_Hazlewood.pdf

IRS Tax Transcript: Use this link to request a tax transcript <https://www.irs.gov/Individuals/Get-Transcript>.

Audit Note: As a Hazlewood recipient you must be compliance with all benefit requirements. TTUHSC Veterans and Military Advising will perform an audit on records to ensure compliance standards. If during an audit it is found you are not meeting a requirement, Hazlewood will be removed from your account and you will be responsible for all account balances.

Financial Responsibilities: The Hazlewood Application and waiver does not excuse you from your financial responsibilities to the university. You are financially responsible for and required to make payment arrangements before the payment deadline each semester. You are financially responsible for any hours not certified. You are financially responsible for all late charges. You are financially responsible for all fees which are excluded from the Hazlewood Exemption.

Hazlewood Checklists

Complete each step within your section. Incomplete applications and skipping steps will delay or deny your benefits.

Veteran applying to receive Hazlewood:

Complete these steps after registration is complete. The student has registered for all classes at TTUHSC with no expected changes.

1. **Complete the Hazlewood Initial Application** TVC-ED-1a, by logging onto the HSC Forms Portal at www.ttuhsoc.edu/student-services/veterans-military/.
2. **Sections to Complete:** A, B, C and D of the Hazlewood application are complete.
3. **Digital Signature Required:** I have read section D and digitally signed the Hazlewood application.
4. **My Responsibility:** I have reviewed all application instructions, Hazlewood overview and understand what is required by TTUHSC and TVC.
5. **Upload a Legible Official Copy of DD214** showing place of entry as Texas or Home of record as Texas, 181 active days excluding training, with honorable or under honorable conditions discharge. A member 1 and 4 together on one page is not acceptable.
6. **If served after 9/11/2001** – Attach VA eligibility Award or Denial letter of federal educational benefits. To verify eligibility for the Veteran's, or dependent's federal education benefits. Certificates of eligibility may be obtained by completing an application <https://www.vets.gov/education>. **This process takes 6 to 8 weeks. Start this process as soon as possible.** This item is needed at the time of application.

7. **Veteran Currently Physically resides in Texas:** I have attached proof that I currently physically reside in Texas: One document with veterans name & address and is less than 30 days old.
8. **TVC Database:** I have attached the Hazlewood Database verification page. Use this [link](#) to create a username and password for yourself using your own information, log in, screen print the information being reported.
9. **Hazlewood Veteran classification must be verified** via this link:
<http://www.depts.ttu.edu/afism/AFISMAApplicationsv2/Hazlewood/>

Legacy (Veteran transfers unused hours to a qualifying dependent child 25 years old or younger – Legacy Recipient Hours Restriction Policy below:

Complete these steps after Registration is complete. The student has registered for all classes at TTUHSC with no expected change.

1. **Complete the Hazlewood Initial Application** TVC-ED-1a, by logging onto the HSC Forms Portal at <https://www.ttuhs.edu/student-services/veterans-military/>.
2. **Sections to Complete:** A, B, C and E of the Hazlewood application are complete.
3. **Digital Signatures Required:** The veteran and dependent must digitally sign the application in section E. Student will digitally sign Hazlewood Initial application. Then, student will give access to allow veteran to digitally sign Hazlewood initial application.
4. **My Responsibility:** I have reviewed all application instructions, Hazlewood overview, Legacy Policy and understand Policies set by TTUHSC and TVC.
5. **Upload a Legible Official Copy of DD214:** DD214 showing place of entry as Texas or Home of record as Texas, 181 active days excluding training, with an honorable or under honorable conditions discharge. A member 1 and 4 together on one page is not acceptable.
6. **If service after 08/01/2009** – Attach VA eligibility Award or Denial letter of educational benefits proving the child is eligible or ineligible for Post 9/11 GI bill. To verify eligibility for the Veteran's, or dependent's federal education benefits. Certificates of eligibility may be obtained by completing an application at www.vets.gov/education/. **This process takes 6 to 8 weeks. Start this process as soon as possible.** This item is required at the time of application.
7. **Proof of Dependency to Veteran:** I have attached child's birth certificate listing veteran as parent, OR the most recent IRS Tax Transcript of veteran listing dependent child, OR court ordered document listing veteran as guardian of child.
8. **Veteran currently physically resides in Texas:** I have attached proof the veteran currently physically reside in Texas: One document with veterans name & address and is less than 30 days old.
9. **Deceased Veteran:** Death certificate required.
10. **TVC Database – Veteran:** The Veteran has attached the Hazlewood Database verification page. Use this link <https://hazlewood.tvc.texas.gov/students/> to create a username and password for yourself using your own information (your name and SSN#), log in, screen print the information being reported.
11. **TVC Database – Dependent Child:** The dependent has attached the Hazlewood Database verification page. Use this link <https://hazlewood.tvc.texas.gov/students/> create a username and password for yourself using your own information (your name and SS#), log in, screen print the information being reported.
12. **Revocation Form:** Additional dependent using Hazlewood Legacy? Only one child can utilize Legacy within a semester. The Veteran must complete the Revocation form http://www.tvc.texas.gov/documents/Form%20TVC-ED-5-Revocation_of_Previously_Assigned_Texas_Hazlewood_Act_Exemption_Hours,%20June%202016.pdf.
13. **Selective Service Registration:** A legal requirement for all male US citizens ages 18-25. Selective Service registration must be completed before Hazlewood may be received. <https://www.sss.gov>

Dependent or Spouse of a Veteran who is rated 100% disabled for the purpose of employability, KIA or MIA – no age limit for dependent

1. **Registration is complete.** The student has registered for all classes at Texas Tech University with no expected change.
2. **Complete Hazlewood Initial Application TVC-ED-1a.**
3. **Sections to Complete:** Sections A, B, C and D of the Hazlewood application are complete. If a question is not applicable, write N/A.
4. **Digital Signature Required:** The dependent child OR Spouse applying for benefits will read and digitally sign the application in section D.
5. **My Responsibility:** I have reviewed all application instructions, Hazlewood overview and understand what is required by TTU and TVC.
6. **Upload Legible Official Copy of DD214:** DD214 showing place of entry as Texas or Home of record as Texas, 181 active days excluding training, with honorable or under honorable conditions discharge. A member 1 and 4 together on one page is not acceptable.
7. **100% Disabled:** VA rating letter stating veteran is **100% totally and permanently disabled, OR** Chapter 35 DEA Certificate of eligibility of child OR Spouse.
8. **DD1300 for KIA or MIA:** VA FORM DD1300
9. **If service after 08/01/2009 –** Attach VA eligibility /Award or Denial letter of educational benefits proving the child or spouse is eligible or ineligible for Post 9/11 GI Bill. To verify eligibility for the Veteran's, or dependent's federal education benefits. Certificates of Eligibility may be obtained by completing an application at www.vets.gov/education/. **This process takes 6 to 8 weeks. Start this process as soon as possible.** This item is required at the time of application.
10. **Proof of Dependency to Veteran:** I have attached child's birth certificate listing veteran as parent, OR the most recent IRS Tax Transcript of veteran listing dependent child, OR court ordered document listing veteran as guardian of child.
11. **If spouse,** marriage license.
12. **TVC Database:** The dependent OR spouse has attached the Hazlewood Database verification page. Use this link <https://hazlewood.tvc.texas.gov/students/> create a user name and password for yourself using your own information (your name and SS#), log in, screen print the information being reported.
13. **Selective Service Registration:** A legal requirement for all male US citizens ages 18-25. Selective Service registration must be completed before Hazlewood may be received. <https://www.sss.gov>

Previous recipients at Texas Tech University Health Sciences Center - (Continuously receiving Hazlewood at TTUHSC with no breaks in enrollment or receipt of Hazlewood).

NOTICE: If there is a break (excludes Full Summer, Summer I and Summer II) in receiving Hazlewood, you must re-submit all required applications and supporting documents.

1. **Registration is complete:** The student has registered for all classes at Texas Tech University with no expected change.
2. **Complete Continued Enrollment Application- TVC-ED-2,** by logging onto the HSC Forms Portal at www.ttuhscc.edu/student-services/veterans-military.
3. **TVC Database:** Confirm you've registered for and have logged into the Hazlewood Database <https://hazlewood.tvc.texas.gov/students/>
4. **COE - If using Post 9/11 GI Bill benefits and Hazlewood together,** you **MUST** submit the most recent letter from VA regarding federal benefits with your Hazlewood application.

Keep in mind - Veterans, Legacy and children and spouses of 100% totally and permanently disabled veterans must meet the Financial Aid Satisfactory Academic Progress Policy – SAP GPA.

Keep in mind - If a dependent child, you and the veteran are maintaining all Hazlewood benefit requirements and may be asked to show proof that the Veteran is currently physically residing in Texas each semester you are applying for Hazlewood usage.