

HAZLEWOOD EXEMPTION

The purpose of the Hazlewood Exemption (Hazlewood Act) is to provide an education benefit to honorably discharged or separated Texas veterans and their dependent children and spouses. More information is available at <http://www.tvc.texas.gov/Hazlewood-Act.aspx>. All students using Hazlewood benefits must make satisfactory academic progress toward a degree or certificate or other formula funded programs in accordance with the institution's policy regarding eligibility for financial aid.

The Hazlewood Exemption helps fund an eligible student's education costs. The exemption covers tuition and institutional fees. It does not cover any lab or special fees for individual courses.

The required HAZLEWOOD paperwork must be submitted **each semester** to the Veterans Services Office at Vernon College in order to receive the exemption **prior** to the last class date of each semester. Required documents include:

- **Completed Application** – The application is available for download from the Texas Veterans Commission at <http://www.tvc.texas.gov/documents/Hazlewood%20Application.pdf>. Applications must be submitted to the college's veteran's education office along with any additional information specified as evidence of eligibility. The application is submitted to the student's school one time only, upon the initial enrollment at the institution. The student must submit the Application for Continued Enrollment each academic year the exemption is used (<http://www.tvc.texas.gov/documents/Subsequent%20Hazlewood%20Worksheet.pdf>).
- **DD214 and/or Proof of Dependent Status** – The veteran is required to provide all DD214s. Dependents must provide the veteran's DD214s to show the veteran met eligibility requirements. If the user is the dependent of a deceased veteran, proof must be provided from Dept. of Defense or from Veterans Administration regarding parent's death on form DD1300. If the user is the dependent of a disabled veteran, the student must provide a Rating Decision Letter from the VA showing the veteran is 100% disabled for purposes of employability. If the student is using benefits under the Legacy Act, the student is required to provide a copy of their birth certificate if they are the biological child of the veteran, a copy of their birth certificate and copy of the marriage license between the veteran and their birth parent if they are the stepchild, a copy of the legal documentation if the student is an adopted child of the veteran, or a copy of the veteran's tax return showing the veteran claimed the student if the child is a dependent of the veteran, but is not a biological child, stepchild, or adopted child. Spouses of deceased or disabled veterans must provide a copy of their marriage license to the veteran with their initial enrollment at Vernon College. Dependents whose eligibility is based on a tax return must submit a new tax return from the veteran each year to show continued dependency. See Supporting Documentation Instructions from the application for additional information.
- **Copy of letter detailing VA Education Benefits** - Required only if the period of service for the veteran included any time after 9-11-2001. Both veterans and dependents must provide proof of eligibility or ineligibility for Chapter 33/Post 911 GI Bill education benefits by requesting an education benefits letter from the VA office in Muskogee, OK. The letter can be requested at (888)-442-4551 if education benefits have ever been used. If not, apply for benefits at <http://www.benefits.va.gov/gibill/apply.asp> and apply online.
- **Hazlewood Hours Log** - Verifies Hazlewood hours used as recorded by THECB. The TVC website <http://www.tvc.texas.gov/Hazlewood-Act.aspx> has a link for the hours log. Initially, students must create their login. Once this is done, log in to the account and print out the ACCOUNT DETAILS. A printout of this page must be submitted every time the Hazlewood benefit is used. Students using LEGACY benefits must provide a copy of the hours log each semester for the student and the veteran.
- **Copy of student enrollment document** – Estimate or Statement of Account. Due each term of enrollment. The estimate is found in Campus Connect under Account Info > Review/Pay Account.

INCOMPLETE PAPERWORK WILL BE RETURNED!

Hazlewood Checklist

Veterans

Initial Enrollment at Vernon College:

- Hazlewood Application
- DD214
- VA Letter of Benefits
- Hazlewood Hours Log
- Estimate / Statement of Account
- S A P

Subsequent Enrollments:

- Continued Enrollment Application (once per academic year)
- Hazlewood Hours Log
- Estimate / Statement of Account
- S A P

Spouse/Child of 100% Disabled or Deceased Veterans

Initial Enrollment at Vernon College:

- Hazlewood Application
- Veteran's DD214
- Marriage license (spouse)/birth certificate (child)
- VA letter verifying veteran's death/disability
- Hazlewood Hours Log
- Estimate / Statement of Account
- S A P

Subsequent Enrollments:

- Continued Enrollment Application (once per academic year)
- Hazlewood Hours Log
- Estimate / Statement of Account
- S A P

Children Using Transferred Benefits – Legacy Act

Initial Enrollment at Vernon College:

- Hazlewood Application
- Veteran's DD214
- VA Letter of Benefits
- Hazlewood Hours Log (veteran's account)
- Proof of Dependency (birth certificate, *tax return, etc.)
- Hazlewood Hours Log (student's account)
- Estimate / Statement of Account
- Courses in declared program
- S A P

Subsequent Enrollments:

- Continued Enrollment Application (once per academic year)
- Hazlewood Hours Log (veteran's account)
- Hazlewood Hours Log (student's account)
- Estimate / Statement of Account
- Courses in declared program
- S A P

*If the veteran's tax return is used to prove dependency, the student must provide a copy of the veteran's tax return each school year.

REMIND 101

Help us help you! The Veterans Services Office has set up service with Remind 101 to assist with notifications of deadlines, important announcements, etc. This resource is completely optional. Check it out at <https://www.remind101.com/>. The course ID for reminders from our office is @veteranu. Students can select to receive reminders via text message or email.