

Hazlewood Exemption Overview
Texas Tech University Military & Veterans Programs
PO Box 45026 Drane Hall 147 Lubbock, TX 79409-5026
Phone: 806 742 MVPS (6877) Email: mvp.hazlewood@ttu.edu
www.mvp.ttu.edu > Hazlewood > Overview and Checklist

This overview is only a tool to guide you through the TTU 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 Death related to service.

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. 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. Distance Education students who are classified as non-resident are ineligible for Hazlewood as courses are considered self-supporting. **Excludes:** deposit fees, student service fees, study abroad fees, charges for books, application fee, orientation fee, IS 1100, PADR fees, Murdough Engineering fee, all enhanced and program fees, travel, lodging, board, or clothing and all other self-supporting fees for self-supporting courses or degree programs. **MBA for Working Professional Program Note:** has self-supporting fees that will not be covered by Hazlewood. IF eligible for Hazlewood at full benefit, expect only 30 to 40 % to be covered by Hazlewood. **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 your Financial Aid representative West Hall Room 301, 806 742 3681.

Satisfactory Academic Progress: 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.

Application Process, Billing & Deadline: There are four semesters within an academic year in which a student can apply for the exemption. The semesters are Fall, Spring, First Summer, and Second Summer. Immediately following registration each semester, a student must submit the appropriate completed Hazlewood application and supporting documents to MVP by mail or in person no later than the 12th class day (fall and spring) 4th class day (summer 1 and summer 2). Incomplete application are not reviewed or approved. Due to the volume of applications, **allow 30 business days** processing period. **Billing:** If the application is approved, the exemption is posted to the student's account summary on Raiderlink (no later than 3 business days before tuition payments are due **ONLY IF** you submit the application and all required documents within the appropriate 30 Business Day processing time frame). Although applications will be accepted until the last class day of the current semester, **MVP strongly encourages students to submit all required certification documents immediately following registration.**

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%202014.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>.

- 1. Veteran - Hazlewood Act Eligibility Requirements (See TVC website for official rules, application and other documents). (Receives up to 150 credit hours):** Who, at the time of entry into the U.S. Armed Forces was a Texas resident, OR designated Texas as Home of Record, OR place of entry 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. **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 your Financial Aid representative in West Hall Room 301. Tel. 806 742 3681.
- 2. Legacy Program - (Veterans shares 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. **Excludes** Graduate Temporary – GTEMP and dual degree programs in excess hours. **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. **Financial Aid Note:** Hazlewood benefits will impact your financial aid award. For information or questions regarding this information, contact your Financial Aid representative in West Hall Room 301. Tel. 806 742 3681.
- 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 veterans 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). **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 your Financial Aid representative in West Hall Room 301. Tel. 806 742 3681. 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.

MVP wants to ensure your application is complete and processed efficiently. Confirm you are submitting required items by printing and using the checklist. **Submit the application and supporting documents to MVP immediately following registration of classes.** You can submit the documents via email: mvp.hazlewood@ttu.edu or in person. **Audit Note:** TTU may perform an audit of your records at any time. 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.

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

1. Veteran applying to receive Hazlewood:

1. **Registration is complete.** The student has registered for all classes at Texas Tech University with no expected changes.
2. **Complete the Hazlewood Initial Application** TVC-ED-1a linked at <http://www.tvc.texas.gov/Hazlewood-Act.aspx>. Click on the "Hazlewood Application" button.
3. **Sections to Complete:** A, B, C and D of the Hazlewood application are complete. If a question is not applicable, write N/A.
4. **Legal Signature Required:** I have signed the Hazlewood 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. **I have printed clearly.** All printed information is important so, print legibility.
7. **Official DD214** showing place of entry as Texas or Home of record as Texas, 181 active days, with honorable or under honorable conditions discharge.
8. **If served after 9/11/2001** – Attach VA eligibility Award or Denial letter of federal educational benefits.
9. **Veteran Currently Physically resides in Texas:** I have attached proof that I currently physically reside in Texas: UTILITY Or PHONE BILL with veterans name & address and is less than 30 days old, OR two other documents.
10. **TVC Database:** I have 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, log in, screen print the information being reported.
11. **Verify your Hazlewood Veteran classification** via this link: <http://www.depts.ttu.edu/afism/AFISMAApplicationsv2/Hazlewood/>
12. **Write your R#** in the right hand corner of each page you are submitting.
13. **Retain a copy of all documents:** I have retained a copy of all items for my records.

2. Legacy (Veteran transfers unused hours to a qualifying dependent child 25 years old or younger – Hazlewood hours are restricted. Refer to the Legacy policy on the MVP website.

1. **Registration is complete.** The student has registered for all classes at Texas Tech University with no expected change.
2. **Complete the Hazlewood Initial Application** TVC-ED-1a linked at <http://www.tvc.texas.gov/Hazlewood-Act.aspx>. Click on the "Hazlewood Application" button.
3. **Sections to Complete:** A, B, C and E of the Hazlewood application are complete. If a question is not applicable, write N/A.
4. **Legal Signatures Required:** The veteran and dependent have signed the application in section E.
5. **Read the TTU MVP Policy Regarding Legacy Students Restricted hours** - http://www.depts.ttu.edu/diversity/mvp/downloads/Legacy_Students_Policy.pdf
6. **My Responsibility:** I have reviewed all application instructions, Hazlewood overview, Legacy Policy and understand Policies set by TTU and TVC.
7. **I have printed clearly.** All printed information is important so, print legibility.
8. **Official DD214:** DD214 showing place of entry as Texas or Home of record as Texas, 181 active days, with honorable or under honorable conditions discharge.
9. **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. See the Hazlewood application instructions for more information.
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. **Veteran currently physically resides in Texas:** I have attached proof the veteran currently physically reside in Texas: UTILITY Or PHONE BILL with veterans name & address which is less than 30 days old, OR two other documents.
12. **Deceased Veteran:** Death certificate required.
13. **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.
14. **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.
15. **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](http://www.tvc.texas.gov/documents/Form%20TVC-ED-5-Revocation%20Previously%20Assigned%20Texas%20Hazlewood%20Act%20Exemption%20Hours,%20June%202016.pdf)
16. **Verify your Hazlewood Legacy classification** via this link: <http://www.depts.ttu.edu/afism/AFISMAApplicationsv2/Hazlewood/>
17. **Write your R# in the right hand corner of each page** you are submitting.
18. **Retain a copy of all documents:** I have retained a copy of all items for my records.

3. 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 <http://www.tvc.texas.gov/Hazlewood-Act.aspx>. Click on the "Hazlewood Application" button.
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. **Legacy Signature:** The dependent child **OR** Spouse applying for benefits will 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. **I have printed clearly.** All printed information is important so, print legibility.
7. **Official DD214:** DD214 showing place of entry as Texas or Home of record as Texas, 181 active days, with honorable or under honorable conditions discharge
8. **100% Disabled:** VA rating letter stating veteran is 100% totally and permanently disabled, **OR** Chapter 35 DEA Certificate of eligibility of child **OR** Spouse.
9. **DD1300 for KIA or MIA:** VA FORM DD1300
10. **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. See the Hazlewood application instructions for more information.
11. **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.
12. **If spouse,** marriage license.
13. **TVC Database:** The dependent **OR** spouse 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.
14. **Verify your Hazlewood classification** via this link: <http://www.depts.ttu.edu/afism/AFISMAApplicationsv2/Hazlewood/>
15. **Write your R# in the right hand corner of each page** you are submitting.
16. **Retain a copy of all documents:** I have retained a copy of all items for my records.

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

NOTICE: If there is a break (excludes Summer 1 and Summer 2) 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** "Hazlewood documents"
Continued Enrollment application link: http://www.tvc.texas.gov/documents/Form%20TVC-ED-2-Texas_Hazlewood_Act_Exemption_%20Application_For_Continued_Enrollment,%20June%202016.pdf
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 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% disabled veterans must always meet the Financial Aid Satisfactory Academic Progress Policy – SAP GPA.

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