TEXAS HAZLEWOOD EXEMPTION ACT

1. Required of a Veteran:
   - Hazlewood Application (see page 8)
   - DD 214, Member 4 or Service-2
   - VA GI Bill benefits letter of exhaustion (required ONLY if Veteran served on or after 9/11/2001) (See page 2 for instructions)
   - Hazlewood Student Hours (see page 4 for instructions)
   - Draft Candidate Plan of Study
     - Freshman/Sophomores (See page 5 for instructions)
     - Junior/Seniors (See page 6 for instructions)
     - Graduate Students (See page 7 for instructions)

2. Required for a Legacy Applicant:
   - Hazlewood Application (see page 8)
   - DD 214, Member 4 or Service-2
   - VA GI Bill benefits letter of exhaustion (required ONLY if Veteran served on or after 9/11/2001) (See page 2 for instructions)
   - VA Rating Decision Letter (if the Veteran is disabled) Or letter from VA indicating the Veterans death was service related (if deceased) Or DD 1300 Report of Casualty if the Veteran is deceased (if killed in action)
   - Children Birth Certificate or Adoption Documentation
   - Hazlewood Student Hours (See page 4 for instructions)
   - Draft Candidate Plan of Study
     - Freshman/Sophomores (See page 5 for instructions)
     - Junior/Seniors (See page 6 for instructions)
     - Graduate Students (See page 7 for instructions)

3. Required for Spouse or Child (of a 100% Disabled Veteran, KIA, MIA):
   - Hazlewood Application (see page 8)
   - VA Rating Decision Letter (if the Veteran is disabled) Or letter from VA indicating the Veterans death was service related (if deceased) Or DD 1300 Report of Casualty if the Veteran is deceased (if killed in action)
   - Veterans DD 214, Member 4 or Service-2
   - VA GI Bill benefits letter of exhaustion (required only if Veteran served on or after 9/11/2001)
   - Childs Birth Certificate, or Marriage Certificate, or Adoption Documentation, previous year's IRS tax transcript
   - Hazlewood Student Hours (See page 4 for instructions)
   - Draft Candidate Plan of Study
     - Freshman/Sophomores (See page 5 for instructions)
     - Junior/Seniors (See page 6 for instructions)
     - Graduate Students (See page 7 for instructions)

FINAL STEP: Once you have collected all of the documents listed above, submit them to the VSO.

Once you have submitted all documentation, all students must complete the Certification Request Form. This form can be found at www.uhcl.edu/vso under the Forms tab.

All documents must be in PDF Format. Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted. Cellphone photo's converted to PDF format will not be accepted either.
How to access your eBenefits account

Step 1.) Go to www.eBenefits.va.gov
Step 2.) Log into your eBenefits account or Register for an account

Step 3.) Click on the check box, enter your Username & Password, and log in.
Step 4.) Click on the Mange tab, then select Education

Step 5.) Click on the Post 9/11 Enrollment Status option

Manage Your Education Benefits

<table>
<thead>
<tr>
<th>Post-9/11 GI Bill® Enrollment Status</th>
<th>Montgomery GI Bill® (WAVE) Enrollment Verification</th>
<th>Post-9/11 GI Bill® Benefits Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Appeal Status</td>
<td>Direct Deposit Information</td>
<td>VA Payment History</td>
</tr>
<tr>
<td>Check the status of your open education appeal</td>
<td>Update your payment and contact information for your VA compensation and pension benefits, and payment information for education benefits</td>
<td>View your payment history for VA education benefits</td>
</tr>
</tbody>
</table>

Step 6.) Your Post 9-11 information will appear. Print this page!

Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted. Cellphone photo's converted to PDF format will not be accepted either. All documents must be turned in together, at the same time.
How to access your Hazlewood Hours Account

Step 1.) Make sure you are at a computer that has printing capability
Step 2.) Go to this website: https://hazlewood.tvc.texas.gov/students/Account/Login
Step 3.) Register for an account or Log In

Step 4.) Select Veteran Hours and enter your Social Security Number

Step 4.) Print this page!
How to obtain a Draft Candidate Plan of Study
Freshman/Sophomore only

Freshman
(0-29 credit hours)

Step 1:
Get accepted to UHCL. Welcome Hawk!

Step 2:
Freshmen must register to attend Student Orientation and Registration (SOAR). Register through your E-Services account.

Step 3:
During SOAR, students will meet with their UAAC Advisor, register for classes and receive a signed draft degree plan.

(Signed, draft degree plans are only authorized for the first semester.)

Final Step!!
Submit all of the documents on your checklist to the VSO and get certified!

Sophomore
(30-59 credit hours)

Step 1:
Get accepted to UHCL. Welcome Hawk!

Step 2:
You must contact UAAC to schedule an appointment with your advisor to receive your signed draft degree plan. When making your appointment, notify them that you are a military connected student and will need a signed draft degree plan.

(Signed, draft degree plans are only authorized for the first semester.)

Final Step!!
Submit all of the documents on your checklist to the VSO and get certified!
How to Obtain a Draft Candidate Plan of Study

Junior/Senior only

Step 1:
Get accepted to UHCL. Welcome Hawk!

Step 2:
You will receive a communication from Academic Transfer Advising 5 days after you have been admitted and will be prompted to schedule an appointment for advising.

Step 3:
During your advising session, you can register for classes and will receive a signed draft degree plan.
(Signed draft degree plans ware only authorized for the first semester.)

Final Step!!
Submit all of the documents on your checklist to the VSO and get certified!

Academic Transfer Advising
281-283-3068
transfer@uhcl.edu
Student Services Building 1206
How to Obtain a Candidate Plan of Study

Graduate students only

Step 1:
Get accepted to UHCL. Welcome Hawk!

Step 2:
Contact your respective College and set up an appointment to meet with your Academic Advisor. When making your appointment, notify them that you are a military connected student and will need a signed degree plan.

<table>
<thead>
<tr>
<th>Business</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>281-283-3110</td>
<td>281-283-3600</td>
</tr>
<tr>
<td>Human Sciences and Humanities</td>
<td>Science and Engineering</td>
</tr>
<tr>
<td>281-283-3333</td>
<td>281-283-3711</td>
</tr>
</tbody>
</table>

Final Step!!

Submit all of the documents on your checklist to the VSO and get certified!

Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted. Cellphone photo’s converted to PDF format will not be accepted either. All documents must be turned in together, at the same time.
Texas Hazlewood Act Exemption
Application

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
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*