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**Texas A&M University: Central Texas**

**Veterans Affairs Center**

**New Hazlewood Student Information Packet**

**Contact Information:**

**Suite 221 Founder’s Hall**

**1001 Leadership Place**

**Killeen, TX 76549**

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**Website:** **www.ct.tamus.edu/departments/veteransaffairs**

**Used for the Hazlewood Exemption for Veterans and Dependents**

**Rev: June 2012**

**New Hazlewood Student Checklist**

**What you must do before your tuition and applicable fees can be exempted:**

1. Apply to Texas A& M University –Central Texas (TAMUCT). Contact the Admissions Office or Graduate Advising Office for deadline dates.
	* Texas A&M University – Central Texas requires transcripts from all colleges attended. Veteran Students must also submit military transcripts to the Office of Admissions.
		+ *Veterans and service members can order military transcript from the branch in which you served :*
			- **Army: *AARTS:*** *http://aarts.army.mil/*
			- **Air Force: *CCAF:*** *http://www.au.af.mil/au/ccaf/transcripts.asp*
			- **Coast Guard*: CGI:*** *http://www.uscg.mil/hq/cgi/ve/official\_transcript.asp*
			- **Navy/Marines: *SMART:*** [*https://smart.navy.mil/request.pdf*](https://smart.navy.mil/request.pdf)
		+ Send all Transcripts to the following Address:

Texas A&M University – Central Texas

Attention: Admissions Office

Founder’s Hall

1001 Leadership Place

Killeen, TX 76549

***If you do not have a copy of your DD214, you may order one at***:

* + - * + <http://www.archives.gov/veterans/military-service-records/get-service-records.html>
1. Meet with Academic Advising (Undergraduate Students) or Faculty Advisor (Graduate Students).
2. Visit the Office of Financial Aid to explore scholarship, grant, and loan opportunities.
3. Register for courses using the Student Web Self Service system.
4. Provide supporting documentation to the TAMUCT Veterans Affairs Center shown on the following page (“Documents you need to submit to the VA Center”).

**NEW HAZLEWOOD STUDENT CHECKLIST**

**Documents you need to submit to the VA Center:**

 **Veterans:**

* HE-V Application
	+ Can be found at http://www.ct.tamus.edu/departments/veteransaffairs/forms.php
* DD-214 Member 4
* Benefits letter from VA Muskogee (Must be dated no more than 3 months prior to date of Hazlewood application)
	+ Obtained from [www.gibill.va.gov](http://www.gibill.va.gov) or 1-888-442-4551.
* Printed confirmation page of online Hazlewood database registration
	+ Sign up online at https://www1.thecb.state.tx.us/apps/hsh/students/

**Legacy Program (Dependent Children using Transferred Hours)**

* HE-D Application and HE-V Application filled out by Veteran
	+ Can be found at <http://www.ct.tamus.edu/departments/veteransaffairs/forms.php>
* DD-214 Member 4 copy of Veteran
* Benefits letter from VA Muskogee (Must be dated no more than 3 months prior to date of Hazlewood application)
	+ Obtained from [www.gibill.va.gov](http://www.gibill.va.gov) or 1-888-442-4551.
* Proof of dependency
	+ Birth Certificate or copy of tax return from previous year
* Proof Veteran currently residing in Texas

 (Applicable only if using the exemption for the first time **after** Fall 2011)

* + Copy of current utility bill, current lease or mortgage agreement
* Printed confirmation page of online Hazlewood database registration
	+ Sign up online at https://www1.thecb.state.tx.us/apps/hsh/students

**Dependent Children and Spouses of 100% Disabled, Unemployable, or Deceased Veterans.**

* HE-D Application and HE-V Application filled out by Veteran
	+ Can be found at <http://www.ct.tamus.edu/departments/veteransaffairs/forms.php>
* DD-214 Member 4 copy of Veteran
* For Deceased Veterans: DD1300 if died while in service OR Letter from VA if died after discharge
* Benefits letter from VA Muskogee (Must be dated no more than 3 months prior to date of Hazlewood application)
	+ Obtained from [www.gibill.va.gov](http://www.gibill.va.gov) or 1-888-442-4551.
* Proof of dependency
	+ Birth Certificate or copy of previous year’s tax returns
* VA Disability ratings decision letter
	+ Showing Veteran is 100% Disabled OR Rated unemployable
* Printed confirmation page of online Hazlewood database registration
	+ Sign up online at https://www1.thecb.state.tx.us/apps/hsh/students

**What is the Hazlewood Exemption?**

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 correspondence courses, but excluding deposit fees, student service fees, and any fees or charges for books, lodging, board, or clothing for up to 150 semester credit hours. 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

**Overview of Hazlewood Exemption Eligibility Requirements**

**Veterans:**

* Who, at the time of entry into the U.S. Armed Forces:
	+ Are Texas residents,
	+ Designated Texas as Home of Record, or
	+ Entered the service in Texas.
* Have served at least 181 days of active military duty excluding training, as indicated as "net active service" (the sum of 12(c) and 12(d)) on the DD214),
* Have received an honorable discharge or separation or a general discharge under honorable conditions,
* 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 or 31; Pell and SEOG are not relevant) for term or semester enrolled that do not exceed the value of Hazlewood benefits,
* Are not in default on a student loan made or guaranteed by the State of Texas, and
* 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.

NEW!  Veterans who are granted their first Hazlewood exemption beginning fall, 2011 must reside in Texas during the semester or term for which the exemption is claimed. This requirement does not apply to veterans who received the exemption prior to the 2011-2012 academic year.

**Children and spouses:**

* Of veterans who, at the time of entry into the U.S. Armed Forces:
	+ Are Texas residents,
	+ Designated Texas as Home of Record, or
	+ Entered the service in Texas.
* Have a parent or is the spouse of a veteran of the U. S. Armed Forces, Texas National Guard, or Texas Air National Guard who died as a result of service-related injuries or illness, is missing in action, or became totally disabled (100%) as a result of a service-related injury or illness or is entitled to receive compensation at the 100% rate due to individual unemployability (IU) due to a service-connected injury or illness.
* 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 or 31; Pell and SEOG Grants are not relevant) for the term or semester enrolled that do not exceed the value of Hazlewood benefits, and
* Are residents of Texas as of the term or semester in which they enroll.

NEW!  Eligible children who receive the Hazlewood exemption for the first time beginning fall, 2011 must be 25 years of age or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition). This requirement does not apply to children who received the exemption prior to the 2011-2012 academic year.

**Transferability of Benefits (Legacy Program)**

Eligible veterans may assign unused hours of exemption eligibility to a child under certain conditions. To be eligible, the child must:

* Be a Texas resident,
* Be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year,
* Be 25 years or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition), and
* Make satisfactory academic progress in a degree, certificate, or continuing education program\*\* as determined by the institution.

If a child to whom hours have been delegated fails to use all of the assigned hours, a veteran may re-assign the unused hours that are available to another dependent child.

NEW!  Effective with tuition and fee charges fall, 2011, a veteran's spouse or a child's guardian, conservator, custodian, or other legally designated caretaker may re-assign unused hours to an eligible child (through Legacy) on behalf of the veteran if the veteran died prior to requesting the transfer of hours.

**Veterans' spouses are not eligible to receive a transfer of unused hours**