

TEXAS VETERANS COMMISSION

Hazlewood Act Exemption

IHE Officials Procedures Manual

Veterans Education Department

Volume 1.0

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**TEXAS VETERANS
COMMISSION**

"Helping Veterans Starts Here"

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Preface

This manual is for Institutions of Higher Education (IHE) officials to assist them in administering the Hazlewood Act Exemption. It is intended to be the Texas Veterans Commission's (TVC) source of information and guidance for IHE officials to determine the qualification of an applicant, and how to process applications for the Hazlewood Act.

Where information in the manual is directly tied to language in the statute or the administrative rules, the applicable statute or rule is cited. Institutions should consider other information as advisory, as the IHE decides the eligibility qualification of a recipient for the exemption; not the TVC (see Tex. Ed. Code [§54.341\(a\)](#)). IHEs following the guidance in this manual will ensure Hazlewood Act eligibility determination is consistent across Texas, and reduce instances of different eligibility decisions made after reviewing the same information.

This manual has hyperlinks. At the Table of Contents, one may click on a section or subsection and you will go to that page in the manual; clicking on a page number returns one back to the cover page. If you click on a hyperlinked web address, you will go to that page on the internet.

Comments and/or suggestions to this manual should be sent to Hazlewood@tvc.texas.gov.

Revisions

| Date | Change | Page(s) |
|----------------------------------|--------|---------|
| <i>First edition; no changes</i> | | |
| | | |
| | | |

Overview & Important Links

The Hazlewood Act exemption is a State of Texas benefit that provides qualified veterans, spouses, and children with an education benefit of up to 150 hours [semester credit hours (SCH)] of tuition exemption, including most fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees.

Texas Veterans Commission website for the Hazlewood Act:

<https://www.tvc.texas.gov/education/hazlewood-act/>.

Texas Education Code §54.341 (Tex. Ed. Code §54.341, the Hazlewood Act):

<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.341>.

Texas Education Code §54.2001 (Tex. Ed. Code §54.2001, GPA and Excess Hours statute for all state exemptions and waivers):

<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.2001>.

Texas Government Code §434.0079 (Tex. Govt. Code §434.0079, Duties of TVC regarding the Hazlewood Act and authority for Degree Certified Hours Rule):

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.434.htm#434.0079>.

Texas Government Code §434.00791 (Tex. Govt. Code §434.00791, Authorization of Hazlewood Act Database):

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.434.htm#434.00791>.

Title 40, Texas Administrative Code §461 (40 TAC §461, Hazlewood Act Administrative Rules):

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=40&pt=15&ch=461&sch=A&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=40&pt=15&ch=461&sch=A&rl=Y).

The following administrative rules contain the authority for this manual and provide definitions for important terms:

- [Rule §461.10](#), Authority and Purpose:

(a) Authority. The authority for this subchapter is provided in Texas Education Code [§54.341](#) relating to an exemption for Texas veterans, their spouses, and dependents; Texas Government Code [§434.0079](#) relating to Duties Regarding Certain Tuition and Fee Exemptions for Veterans and Family Members; and Texas Government Code [§434.00791](#) relating to Electronic System to Monitor Tuition Exemptions for Veterans and Family Members.

(b) Purpose. The purpose of this subchapter is to provide procedures and criteria for the administration of an exemption program for Texas veterans and dependents at public institutions of higher education.

Definitions

From [Rule §461.20](#), Definitions:

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise:

- (1) Board--The Texas Higher Education Coordinating Board.
- (2) Commission--The Texas Veterans Commission.
- (3) Census date--The date in an academic term or semester for which an institution is required to certify a person's enrollment in the institution to the Board for the purposes of determining formula funding for the institution.
- (4) Contact Hour--A time unit of instruction as defined in 19 Texas Administrative Code [§13.1](#).
- (5) Continuing education unit or CEU--A unit of measure of instruction as defined in 19 Texas Administrative Code [§9.1](#).
- (6) Degree certified hours--Hours for which the student is registered as of the census date of a term or semester.
- (7) Dependent--An individual who was claimed as a dependent for federal income tax purposes by the individual's parent or court-appointed legal guardian, or as defined in Texas Education Code [§54.341](#)(k) and (m) in a particular year and in the previous tax year. A child was a dependent if he or she was claimed as such by a parent or legal guardian during the veteran's year of entry into the service and in the previous tax year.
- (8) Deposit fees--Fees that an institution may collect under Texas Education Code [§54.502](#).
- (9) Eligible Person--
 - (A) Veteran as defined in Texas Education Code [§54.341](#)(a);
 - (B) Spouse as defined in Texas Education Code [§54.341](#)(a-2); or
 - (C) Child or Children as defined by Texas Education Code [§54.341](#)(m).
- (10) Extraordinary costs--Only applicable for public junior colleges, public technical institutes, or public state colleges as defined in Texas Education Code [§61.003](#). The cost of tuition and fees that exceed the average tuition and fee charges at the institution.
- (11) Federal income tax return--An [IRS Transcript of Tax Return](#) for that particular year.

(12) Guidelines for Instructional Programs in Workforce Education (GIPWE)--A Board approved publication as defined in 19 Texas Administrative Code [§9.1](#).

(13) Hazlewood Act Exemption--The tuition and partial fee exemption authorized under Texas Education Code [§54.341](#).

(14) Hazlewood Legacy Act--The tuition and partial fee exemption authorized under Texas Education Code [§54.341](#)(k).

(15) Initial entry training--Includes Basic Combat Training and Advanced Individual Training, One Station Unit Training, Officer Candidate School, service as a cadet at the United States Military Academy, and service as a cadet candidate at the United States Military Academy Preparatory School (Army); Recruit Training and Skill Training (or 'A' School), Officer Candidate School, service as a midshipman at the United States Naval Academy, and service as a midshipman candidate at the Naval Academy Preparatory School (Navy); Basic Military Training and Technical Training, Officer Training School, service as a cadet at the United States Air Force Academy; and service as a cadet candidate at the United States Air Force Academy Preparatory School (Air Force); Recruit Training and Marine Corps Training (or School of Infantry Training), Officer Candidates School (Marine Corps); and Basic Training, Officer Candidate School, and service as a cadet at the United States Coast Guard Academy (Coast Guard), or the equivalent training for that branch of service.

(16) Institution--A Texas public institution of higher education as defined in Texas Education Code [§61.003](#)(8).

(17) Qualifying service--Discharged under honorable conditions after serving on active military duty, excluding initial entry training, for more than 180 days as documented by the Certificate of Release or Discharge from Active Duty (DD FORM 214) issued by the Department of Defense or other qualifying discharge document. Other qualifying discharge documents are:

- (A) WD AGO 53, Enlisted Record and Report of Separation Honorable Discharge;
- (B) WD AGO 53-55, Enlisted Record and Report of Separation Honorable Discharge;
- (C) WD AGO 53-58, Enlisted Record and Report of Separation General Discharge;
- (D) NAVCG-553, Notice of Separation from U.S. Coast Guard;
- (E) NAVMC 78-PD, U.S. Marine Corps Report of Separation;
- (F) NAVPERS-553, Notice of Separation from U.S. Naval Service; or
- (G) NA Form 13038, Certification of Military Service. This form may only be used upon written verification from the National Archives that a DD Form 214 or equivalent discharge document has been lost or destroyed and may only be used to verify days of qualifying service and character of service.

(18) Resident of Texas--A resident of the State of Texas as determined in accordance with 19 Texas Administrative Code Chapter 21, Subchapter B (relating to [Determination of Resident Status](#)).

(19) Satisfactory academic progress--A grade point average that satisfies the institution's requirement for making satisfactory academic progress toward a degree or certificate in accordance with the institution's policy regarding eligibility for financial aid. This requirement does not apply to spouses or children of veterans who died from a service-related injury or illness, or who were classified as missing in action (MIA) or killed in action (KIA).

(20) Semester Credit Hour--A unit of measure of instruction as defined in 19 Texas Administrative Code [§13.1](#).

(21) Stacking--Concurrent use of state and federal veteran education benefits by an eligible person.

(22) Student services fees--Fees that an institution may, under Texas Education Code, [§§54.503](#), [54.5061](#), and [54.513](#), elect to charge to students to cover the cost of student services.

General Eligibility

From Rule [§461.30](#), Hazlewood Act Exemption:

(a) Subject to the following provisions, an institution shall exempt an eligible person from the payment of tuition, mandatory fees, dues, and other required charges, including fees for correspondence courses and distance education courses, but excluding general deposit and student services fees and any fees or charges for lodging, board, or clothing.

(b) An institution is not required to provide the Hazlewood Act Exemption for tuition and fees related to courses for which the institution does not receive state formula funding, unless the governing board of the institution specifically chooses to provide the exemption for such courses.

(c) Generally, the Hazlewood Act Exemption provides for both resident or nonresident tuition and fees for those who meet all requirements to receive the benefit.

(d) A person's eligibility for the Hazlewood Act Exemption is not impacted by federal veterans' education programs that provide for benefits not specifically designated for the payment of tuition and fees.

(e) The Legacy recipient will receive an exemption for the number of degree certified hours reported by the institution for that term or semester. Maximum degree certified hours awarded to the Legacy recipient will be dependent upon the degree or certificate program in which the student is enrolled for that term or semester and shall be consistent with the program length as defined within the school catalog as approved by the regional accreditation commission (Texas Government Code [§434.0079\(c\)\(1\)](#)).

(f) Stacking state and federal veterans education benefits is permitted. Persons eligible for more than one federal veterans education benefit must select which federal program to stack with the Hazlewood Act Exemption. Persons eligible for federal veterans benefits not specifically designated for the payment of tuition and fees, or eligible for federal veterans education benefits at less than the 100% entitlement level, may stack those benefits with the Hazlewood Act Exemption. If the person elects to apply federal benefits that provide for payment of tuition and fees, this federal benefit will be applied prior to the application of Hazlewood. At no time will the total of federal and state benefits exceed 100% of the tuition and fees for the term.

(g) An eligible person is not entitled to receive the Hazlewood Act Exemption for more than 150 attempted semester credit hours, except that it may be less as described in subsection (e) of this section.

(h) If the Hazlewood Act Exemption is used to pay for only a portion of the hours taken during a given term or semester, an institution shall deduct only the proportion used

from the 150 hours of eligibility. When reporting the proportional hours to the Commission, institutions shall round any fraction of an hour up to the nearest whole number.

(i) The governing board of a public junior college, public technical institute, or public state college, as those terms are defined by Texas Education Code [§61.003](#), may establish a fee for extraordinary costs associated with a specific course or program and may determine that the exemption does not apply to this fee.

(j) In determining whether to admit a person to any certificate program or to any baccalaureate, graduate, postgraduate, or professional degree program, an institution may not consider the fact that the person is eligible for an exemption through this subchapter.

(k) An application for the Hazlewood Act Exemption shall be denied if it is determined that the applicant is in default on an educational loan made or guaranteed by the State of Texas.

(l) If the institution is unable to determine eligibility of an applicant in accordance with this subchapter, the institution shall consult with the Commission to resolve the matter.

Eligibility Requirements for Veterans

From Rule [§461.40](#), Veteran Eligibility:

In order to be eligible to receive the Hazlewood Act Exemption, a veteran who claims the benefit for the first time shall demonstrate that he or she currently resides in the state as indicated by the address and signature on the application, unless he or she resides out of state solely due to his or her own (or a spouse's) current military orders, and:

- (1) at the time he or she entered the service, was a resident of Texas, entered the service in the State of Texas, or declared Texas as his or her home of record in the manner provided by the military or other service;
- (2) was discharged under honorable conditions after serving on active military duty, excluding initial entry training, for more than 180 days;
- (3) has attempted fewer than 150 credit hours using the Hazlewood Act Exemption beginning with Fall 1995;
- (4) if a continuing or transfer student, has met the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy; except the veteran is not required to enroll in a minimum course load, and meets the other requirements of Texas Education Code [§54.2001](#); and
- (5) provide to the institution a completed Hazlewood Act Exemption Application and the supporting documentation, as provided in [§461.90](#) of this subchapter (relating to Supporting Documentation for the Hazlewood Act Exemption Application), no later than the last class date of the semester or term to which the exemption applies.

Eligibility Requirements for Spouses

From Rule [§461.50](#), Spouse's Eligibility:

(a) In order to be eligible to receive the Hazlewood Act Exemption, a veteran's spouse shall demonstrate that he or she:

(1) is the spouse of:

(A) a member of the U.S. Armed Forces who entered the service in the State of Texas; declared Texas as his or her home of record in the manner provided by the military or other service; or was a resident of Texas when he or she entered the service and who:

- (i) was killed in action; or
- (ii) died while in service; or
- (iii) is missing in action; or
- (iv) whose death is documented to be directly caused by illness or injury related to service in the armed forces of the United States; or
- (v) is totally and permanently disabled or meets the eligibility requirements for individual unemployability according to the disability ratings of the Department of Veterans Affairs; or

(B) a member of the Texas National Guard or Texas Air National Guard who:

- (i) was killed since January 1, 1946 while on active duty either in the service of Texas or the United States; or
- (ii) is totally and permanently disabled or meets the eligibility requirements for individual unemployability according to the disability ratings of the Department of Veterans Affairs.

(2) is classified by the institution as a resident of Texas for the term or semester for which the spouse claims the Hazlewood Act Exemption.

(b) A spouse of a service-related totally disabled or individually unemployable veteran, if a continuing or transfer student, must meet the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy; except the spouse is not required to enroll in a minimum course load. The spouse also must meet all other requirements of Texas Education Code [§54.2001](#). These requirements do not apply to the spouse of a veteran who has died from a service-related injury or illness or who was classified as missing in action (MIA), or killed in action (KIA).

Eligibility Requirements for Children

From Rule [§461.60](#), Children's Eligibility:

(a) In order to be eligible to receive the Hazlewood Act Exemption, children shall demonstrate that they:

(1) are children of:

(A) members of the U.S. Armed Forces who entered the service in the State of Texas; declared Texas as their home of record in the manner provided by the military or other service; or were residents of Texas when they entered the service and who:

- (i) were killed in action; or
- (ii) died while in service; or
- (iii) are missing in action; or
- (iv) whose deaths are documented to be directly caused by illness or injury related to service in the armed forces of the United States; or
- (v) are totally and permanently disabled or meet the eligibility requirements for individual unemployability according to the disability ratings of the Department of Veterans Affairs; or

(B) members of the Texas National Guard or Texas Air National Guard who:

- (i) were killed since January 1, 1946 while on active duty either in the service of Texas or the United States; or
- (ii) are totally and permanently disabled or meet the eligibility requirements for individual unemployability according to the disability ratings of the Department of Veterans Affairs.

(2) are classified by their institutions as residents of Texas for the term or semester for which they claim the Hazlewood Act Exemption.

(b) Children of service-related totally disabled or individually unemployable veterans, if a continuing or transfer student, must meet the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy; except the child is not required to enroll in a minimum course load. The child also must meet the other requirements of Texas Education Code [§54.2001](#). These requirements do not apply to a child of a veteran who has died from a service-related injury or illness or who was classified as missing in action (MIA), or killed in action (KIA).

Eligibility Requirements for a Legacy Child

From Rule [§461.70](#), Hazelwood Legacy Act Eligibility:

(a) An eligible veteran or, if the eligible veteran has died, his or her spouse, or child's conservator, guardian, custodian, or other legally designated caretaker (if the child does not otherwise qualify for an exemption under Texas Education Code [§54.341\(b\)](#)), may elect to waive the eligible veteran's right to all or a portion of unused hours for which he or she is eligible (up to the maximum 150 semester credit hours). By completing the relevant forms as prescribed by the Commission and submitting them to the institution, the veteran, his or her spouse, or child's conservator, guardian, custodian, or other legally designated caretaker may:

(1) assign the unused hours to only one of his or her children at a time; and

(2) if the child to whom the hours have been assigned fails to use all available credit hours, assign the remaining hours to another of his or her children.

(b) For an otherwise eligible veteran to assign his or her unused hours to a child through the Hazelwood Legacy Program (applies to new recipients Fall 2011), he or she must:

(1) reside in Texas; or

(2) demonstrate that he or she is out of state only because of his or her own (or a spouse's) current military orders and provide the orders and most recent three months' Leave and Earnings Statements (LES) showing Texas to be the person's home. If the orders and LES do not both indicate Texas as the person's home, other documentation must be provided to support the person's claim to domicile in Texas.

(c) For an otherwise eligible child to be entitled to the Hazelwood Act Exemption through the Hazelwood Legacy Program in a given term or semester, he or she must:

(1) be classified by their institution as a resident of Texas for the term or semester for which the child claims the Hazelwood Act Exemption;

(2) if a continuing or transfer student, meet the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy; except the child is not required to enroll in a minimum course load and also meets all other requirements of Texas Education Code [§54.2001](#); and

(3) meet the age requirements set forth in subsection (d) of this section.

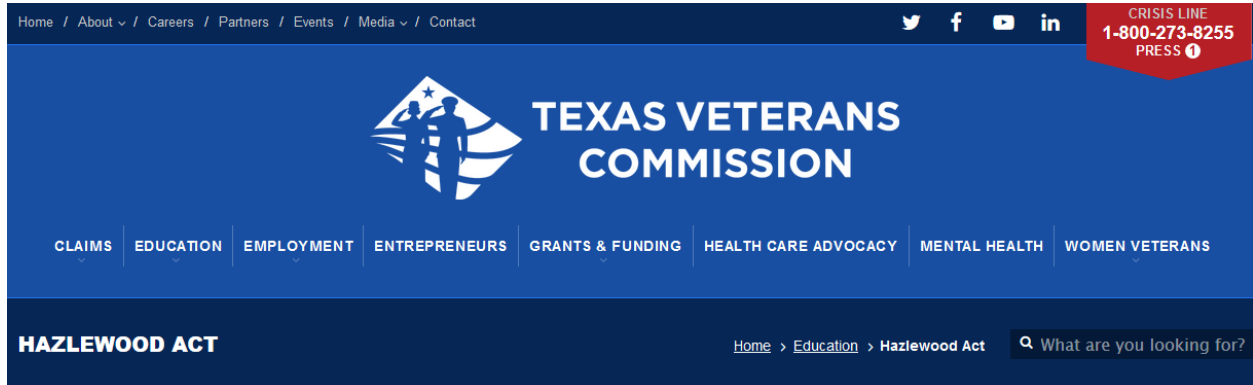
(d) An eligible child must:

(1) be 25 years of age or younger on the first day of the semester or other academic term for which the exemption is claimed; or

(2) if the child is over the age of 25 and otherwise eligible for the exemption, the child must provide the institution documentation from a physician or a physician assistant indicating he or she suffered from a severe illness or other debilitating condition which prevented the child from using the exemption in the required timeframe. In this case, the student's eligibility shall be extended for a period of time equal to the time during which he or she experienced the illness or debilitating condition.


(e) The Legacy recipient will receive exemption for the number of degree certified hours as referenced in [§461.30](#)(e) of this subchapter (relating to Hazlewood Act Exemption).

Hazlewood Act Website





The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit of **up to 150 hours of tuition exemption**, including most fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees.

TEXAS HAZLEWOOD ACT NEWS

 Current Hazlewood eligibility requirements remain unchanged.

CONTACT EDUCATION

 education@tvc.texas.gov







 1-512-463-3168

If not familiar with the Hazlewood Act Exemption, IHE officials should start by visiting the Hazlewood Act website at <https://www.tvc.texas.gov/education/hazlewood-act/>. It is important to remember that this page is for a general overview of qualifications only. For more specific information, one needs to the administrative rules link in the “Texas Hazlewood Act Documents & Database” section further down the page.



TEXAS HAZLEWOOD ACT DOCUMENTS & DATABASE

 [DOWNLOAD HAZLEWOOD APPLICATION](#)

-  [Hazlewood Database for Veterans and Students](#)
-  [Application for **Revocation of Previously Assigned Hours**](#)
-  [Application for **Continuation of Enrollment**](#)
-  [Texas Education Code §54.341, Hazlewood Act statute ^o](#)
-  [Texas Education Code §54.2001, GPA and excessive hours statute ^o](#)
-  [40 TAC §461, Hazlewood Act administrative rules ^o](#)

See below for University / Institution Resources

I Am a:

| | | | |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|  Veteran |  Child (Legacy Act) |  Spouse / Dependent |  University / Institution |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|

VETERAN

WHO IS ELIGIBLE?

A Veteran must:

Texas Hazlewood Act Documents & Database

This section contains links for the following forms and websites:

Download Hazlewood Application

The Download Hazlewood Application button links to two forms on one PDF document: Form TVC-ED-1a, Texas Hazlewood Act Exemption Application Supporting Documentation Instructions and Form TVC-ED-1, Texas Hazlewood Act Exemption Application. The application is a paper application that the veteran or recipient can download and then turn in to IHE where the exemption is being used. Parts A, C, and D are completed for a veteran; Parts A, B, C, D, and E for a Legacy Child; and Parts A, B, C, and D for a Spouse or Child who qualifies in his or her own right.

Hazlewood Database for Veterans and Students

This link redirects veterans and students to the Hazlewood Database User Interface for students and veterans. The purpose of the database is to track a veteran's and/or

student's use of the exemption. To comply with the Federal Educational Rights and Privacy Act (FERPA), it also maintains a record of a veteran's and student's agreement to share educational information with other institutions, TVC, and the Texas Higher Education Coordinating Board. Click [here](#) for more information on the User Interface subsection.

Application for Revocation of Previously Assigned Hours

Form TVC-ED-5, Revocation of Previously Assigned Texas Hazlewood Act Exemption Hours. A veteran may revoke the assignment of hours to a Legacy Child for any reason or no reason at all. A veteran wishing to revoke hours should submit Form TVC-ED-5 to the institution where the child is currently using the exemption. The language in the form states that the revocation is "effective at the end of the current academic term". It is at the IHE's discretion to revoke the exemption for the current or previous terms. Note: Form TVC-ED-5 is required to be notarized.

Application for Continuation of Enrollment

Form TVC-ED-2, Texas Hazlewood Act Exemption Application For Continued Enrollment. This form is completed by the student to notify an institution that he or she wishes to use the exemption for a subsequent term. At a minimum, must complete the form at least annually (see 40 TAC [§461.100\(b\)](#)). Students who withdraw for at least one long semester or who are incoming transfer student should instead submit Form TVC-ED-1.

Applicable Statutes and Administrative Rules for the Hazlewood Act

The following links are useful for IHE officials to demonstrate the authority for your Hazlewood Act policies and procedures. When a student asks, "Why did not reject my application for the exemption?", you can refer to these links:

Texas Education Code [§54.341](#): Tex. Ed. Code §54.341 is the statute authorizing the Hazlewood Act. Also referenced in the [Overview & Important Links](#) section.

Texas Education Code [§54.2001](#): Tex. Ed. Code §54.2001 sets conditions on the continuous use of use of any state tuition waiver or exemption program. The statute requires a student to maintain the institution's grade point average requirement for satisfactory academic progress. Note this this statute is not under the Texas Veterans Commission rulemaking authority, so we cannot tell you how to enforce it. The statute is listed at our website because it is a common reason for the rejection of applications. Also referenced in the [Overview & Important Links](#) section.

40 TAC [§461](#), Hazlewood Act administrative rules: The administrative rules provide more refined procedures and criteria for the administration the Hazlewood Act than the statute.

Hazlewood Act Database

The Hazlewood Act Database has three interfaces:

- **User Interface:** At the User Interface, students and/or veterans can view information on use of the exemption. A veteran can view hours he or she has personally used and any hours that a Legacy Child has used. A Child, Spouse, and Legacy Child can only view hours that he or she has personally used.
- **IHE Interface:** At the IHE Interface, institutions can view views hours a student has used at any school and add, adjust, or delete students' records at their particular institution.
- **Vets Ed Interface:** At the Vets Ed Interface, authorized TVC employees can view students' hours used by institution and create reports for the aggregate use of hours for a particular term. The TVC Interface does not allow TVC employees to add, adjust, or delete a student's hours.

User Interface

As an IHE official, it is important to understand the User Interface so that you can better assist veterans and/or students.

Per the supporting documents instructions in Form TVC-ED-1a, all applicants for the Hazlewood Act (veterans, children, spouses, and the Legacy child and veteran parent) must register in the Hazlewood Act online database and turn in proof of registration by submitting a screen printout of hours used. This allows IHEs to verify during the application process that the student has hours available to use.

Before being able to log in, a user must first register by clicking on the "Register" link at the top of the page.



**TEXAS VETERANS
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[Register](#)

[Log in](#)

[Forgot password](#)

Hazlewood for Veterans and Students

Administration of the Hazlewood Database is moving from the Texas Higher Education Coordinating Board (THECB) to the Texas Veterans Commission (TVC). The transition period is from April 17 to May 4, 2015. During this time, you and institutions of higher education will not be able to access Hazlewood records on the database. On May 4, you will have to [register](#) again in the new database to view your records. Schools have already been informed about this transition and have been asked to work with students during this transition.

Nothing else about Hazlewood Act has changed. Your records of hours used under the Hazlewood Act remain intact. The procedures for applying and using your hours remain the same. Contact your school for questions regarding Hazlewood qualification and the application process.

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After clicking on “Register”, the user must then complete the registration web form.



**TEXAS VETERANS
COMMISSION**



[Register](#)

[Log in](#)

[Forgot password](#)

Use the form below to create a new account.

For the purpose of tracking the total number of hours for which I receive this exemption, by my registration, I grant permission to any educational institution to release current semester and historic credit hour information to the Texas Veterans Commission (TVC) and the Texas Higher Education Coordinating Board (Board), in accordance with SB 1158, 83rd Texas Legislature, Regular Session, 2013. By my registration, I further grant permission to the TVC and the Board to share such data with any educational institution as it pertains to my exemption. If I am a Hazlewood Legacy student, I also grant permission to my Veteran parent to view the hours I have used.

For questions regarding the above permissions, please contact the TVC by phone at (512) 463-3168, toll-free at 877-898-3833, or via email at Education@tvc.texas.gov

Registering into the Hazlewood Exemption online database is a required step in the application process for the Hazlewood Exemption. However, registering into the online database does not confirm eligibility for this benefit.

Passwords are required to be a minimum of 8 characters in length with at least 1 punctuation character. An account activation message will be sent to the email address you provide below that you will need to acknowledge to complete registration.

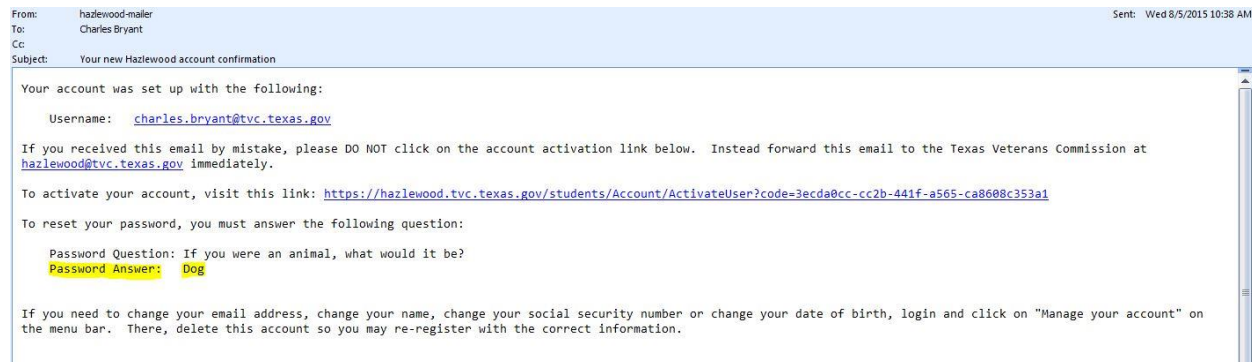
Social Security Number (9 digits only)

First name (do not include middle name or suffix)

Last name (do not include middle name or suffix)

Date of birth (mm/dd/yyyy)

After completing the form correctly, a confirmation email will be sent to the email address the user inputted. In the confirmation email is an activation link. The user must click on the activation link in the confirmation email before being able to log in. The user should also take note of the security question answer; it is needed in order to reset a password.



Common errors in the registration process are:

- not following the password requirements of a minimum of eight characters with at least non-alphanumeric or punctuation character;
- attempting to log in before clicking on the activation link in the confirmation email; and
- mistyping the email address. When this occurs, the user will need to reregister with the correct address.

Because many IHE email accounts and employer email accounts have strict firewalls and the confirmation email is an electronically generated email, users should use a personal email account for the registration.

After logging in, a user can view his or her hours used by clicking on one of the tabs below.



charles.bryant@tvc.texas.gov [Manage your account](#) [Log off](#)

Hazlewood for Veterans and Students

[I am a student](#) Click on the link button if you are a student and would like to view Hazlewood hours you used in the past. Make sure the name, social security number and date of birth you registered with match school records.

[I am a veteran](#) Click on the link button if you are a veteran and would like to view Hazlewood hours associated with you. Make sure the name, social security number and date of birth you registered with match school records.

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If the user is a child, spouse, or Legacy child, he or she will be able to monitor Hazlewood Exemption hours he or she has personally used by clicking on the “I am a student” tab.

If the user is a veteran, he or she will be able to monitor Hazlewood Exemption hours he or she has personally used by clicking on the “I am a student” or “I am a veteran” tab. Additionally, he or she can view hours used by a Legacy child has used by clicking on the “I am a veteran” tab.

User Password Change / Deletion of Account

A user can change an account password and/or delete an account by clicking on “Manage your account” in the upper right corner.



charles.bryant@tvc.texas.gov [Manage your account](#) [Log off](#)


Hazlewood for Veterans and Students

[I am a student](#) Click on the link button if you are a student and would like to view Hazlewood hours you used in the past. Make sure the name, social security number and date of birth you registered with match school records.

[I am a veteran](#) Click on the link button if you are a veteran and would like to view Hazlewood hours associated with you. Make sure the name, social security number and date of birth you registered with match school records.

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The user can then change the password or delete the account.



The header banner features the Texas Veterans Commission logo on the left, which includes a stylized figure of a soldier and a star. To the right of the logo is the text "TEXAS VETERANS COMMISSION". Further right is a large image of the Texas state flag, and on the far right, a hand holding a globe with silhouettes of soldiers.

[Main](#) charles.bryant@tvc.texas.gov [Manage your account](#) [Log off](#)

Change password

Current password

New password

Confirm new password

Click on the "Delete Account" button below if you need to:

1. Change your email address.
2. Change your name, social security number or date of birth to match school records.
3. Change your security question/answer


This will NOT delete your Hazlewood Act records. This will only delete your account for viewing those records.

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Account deletion is needed if the user needs to change an email address; change the name, SSN, or date of birth of the user; or to change the security question answer. After account deletion, the user can then re-register with the correct information.

User Password Reset

Users have the ability to reset an account password without TVC assistance. If a user calls to ask to assistance in unlocking an account, ask if the user has clicked on the “Forgot password” link in the upper right corner of the Student Database homepage.



The banner features the Texas Veterans Commission logo on the left, which includes a stylized figure of a soldier and a star. To the right is a large Texas state flag. On the far right, a hand holds a globe showing silhouettes of soldiers. Below the banner are three buttons: "Register", "Log in", and "Forgot password".

Hazlewood for Veterans and Students

Administration of the Hazlewood Database is moving from the Texas Higher Education Coordinating Board (THECB) to the Texas Veterans Commission (TVC). The transition period is from April 17 to May 4, 2015. During this time, you and institutions of higher education will not be able to access Hazlewood records on the database. On May 4, you will have to [register](#) again in the new database to view your records. Schools have already been informed about this transition and have been asked to work with students during this transition.

Nothing else about Hazlewood Act has changed. Your records of hours used under the Hazlewood Act remain intact. The procedures for applying and using your hours remain the same. Contact your school for questions regarding Hazlewood qualification and the application process.

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The user will then be prompted to enter the email address in the account registration.



The banner features the Texas Veterans Commission logo on the left, which includes a stylized figure of a soldier and a star. To the right is a large Texas state flag. On the far right, a hand holds a globe showing silhouettes of soldiers. Below the banner are three buttons: "Register", "Log in", and "Forgot password".

Use the form below if you have forgotten your password. For any other assistance with your account, Please contact TVC's Veteran's Education.

Your username is your email.

Forgot Your Password?
Enter your User Name to receive your password.

User Name:

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After inputting the registration email address, the user will be prompted to enter the answer to the security question. The user chose this answer during account registration.



[Register](#) [Log in](#) [Forgot password](#)

Use the form below if you have forgotten your password. For any other assistance with your account, Please contact TVC's Veteran's Education.

Your username is your email.

Identity Confirmation

Answer the following question to receive your password.

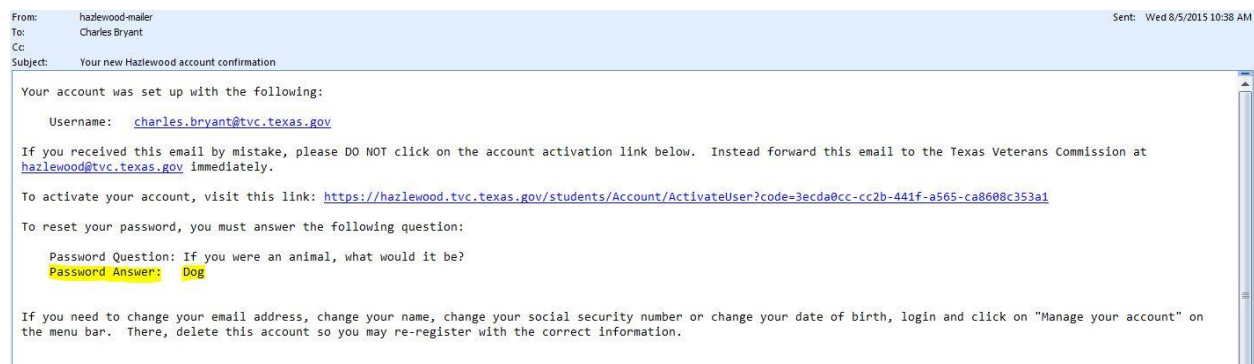
User Name: charles.bryant@tvc.texas.gov

Question: If you were an animal, what would it be?

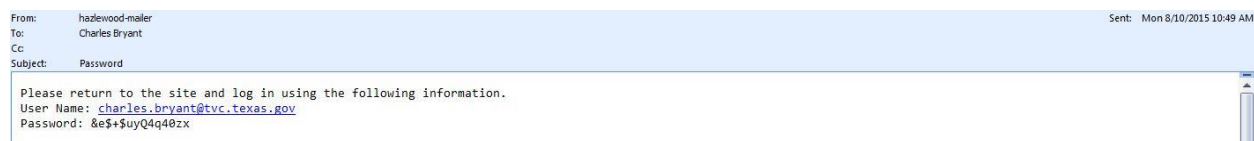
Answer:

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Note: If the user cannot remember the answer, it is located in the user's original activation email.



A new password is then sent to the user's email address.



After logging in, a user can the change an account password. See the [User Password Change / Deletion of Account](#) subsection above for more information.

IHE Interface

IHE Manual

The <https://hazlewood.tvc.texas.gov/institutions> web application is the user interface for IHEs to interact with the Hazlewood Database. Among its features are interfaces for school officials to submit Hazlewood student data either by a specified file format or by a web form and to view reports related to the submission. It has interfaces for viewing Hazlewood records by student or by service member.

To view the Hazlewood Exemption Institution of Higher Education Procedure Manual, go to https://hazlewood.tvc.texas.gov/institutions/HazlewoodIHE_manual.pdf or click on the link at Hazlewood for Institutions of Higher Education website at <https://hazlewood.tvc.texas.gov/institutions/>.



A webinar is also available at the Hazlewood for IHEs website for viewing.

Database Report Due Dates

Per Rule [§461.120](#), the semester database report due dates are:

- January 31st of each year for the fall semester;
- June 30th of each year for the spring semester; and
- September 30th of each year for the summer session.

An institution may receive an extension to a reporting deadline for up to two weeks upon written request from the institution's Chancellor or President to the Veterans Education Director of the Commission.

Special Reporting Situations

Reporting Courses in Continuing Education Units

Effective May 25, 2016, courses exempted under the Hazlewood Act that are measured in Continuing Education Units (CEUs) shall be reported into the Hazlewood Database after conversion to semester credit hours (SCH). The formula for converting is in Rule [§461.120\(c\)\(2\)](#) as:

$$1 \text{ CEU} = .625 \text{ SCH}$$

After converting CEUs to SCHs, Rule [§461.120\(c\)\(3\)](#) requires any fraction of a SCH up to the nearest whole number.

For example. A student takes a formula funded continuing education course that is CEUs. $45 \times .625 = 28.125$. Rounding up to the nearest whole number means that the amount reported into the Hazlewood Database is 29 SCH.

“Stacking” Hazlewood Act and the GI Bill®

The use of VA educational benefits and the Hazlewood Act concurrently is called “[stacking](#)”. Stacking occurs under two scenarios: a student has the Post-9/11 GI Bill® at less than the 100% rate or a student has eligibility for another GI Bill® benefit.

The Hazlewood Act statute, specifically Tex. Ed. Code [§54.341\(e\)](#), requires individuals who are eligible for the Post-9/11 GI Bill® (Chapter 33) to use those benefits before using the Hazlewood Act. For those eligible at the 100% rate, there is no tuition left over to exempt. For those eligible at the 40-90% rate, the GI Bill® essentially becomes the “first payer” of tuition; the Hazlewood Act can then be used to cover the balance of tuition and fees. When stacking Hazlewood Act in this situation, IHEs should start with the proportion of the actual cost exempted by the Hazlewood Act to the total amount of tuition and fees eligible to be exempted if the student was not stacking. The percentage of tuition and fees exempted is then multiplied the total number of credit hours taken in the term with the result rounded up to the nearest whole number, as required by Rule [§461.30\(h\)](#).

For example:

A student is taking 12 SCH with a total amount tuition and fees, as defined by Rule [§461.30](#), of \$6,500. The amount of tuition exempted by the Hazlewood Act is \$2,800. The percentage of tuition exempted ($\$2,800 / \$6,500$) is 43%. 43% of 12 SCH is 5.16

SCH. Per Rule [§461.30](#)(h), 6 SCH is then reported in the Hazlewood Act Database for the Hazlewood hours exempted and 6 SCH for federal hours.

Rule [§461.30](#)(f) allows students eligible for more than one VA educational benefit to “stack”, or use at the same time state and federal veterans education benefits. Those benefits include the Montgomery GI Bill®-Active Duty (Chapter 30), Montgomery GI Bill®- Selected Reserve (Chapter 1606), Dependents’ Educational Assistance (DEA, or Chapter 35). The rule also allows a person eligible for more than one benefit to choose which benefit to use. When a student stacks benefits in this scenario, no hours are submitted in the federal hours field.

Legacy Children and Degree-Certified Hours

Rule [§461.70](#)(e) mandates that a Legacy child is only allowed to use exemption for the number of hours required to receive a degree or certificate. This requirement, commonly referred to as the “degree-certified hours rule” essentially means that, unlike other categories of Hazlewood students, a Legacy child must be on a degree plan and can only use the exemption for the minimum number of credits required for the degree or certificate. Legacy children should therefore not receive the exemption for classes not on the degree plan or repeated degree plan classes.

Factors to Consider

It is in the IHEs’ interest to ensure that student records in the Hazlewood Act database are accurate. The Legislative Budget Board (LBB) makes annual disbursements to institutions based on the annual cost of Legacy students’ exempted tuition as indicated in the Hazlewood Database.

In addition to being used for the LBB’s disbursements, an accurate database ensures that veterans and/or students get the maximum use of their entitlement. It also ensures to the Texas taxpayer that veterans and/students do not use more than what they are entitled. IHEs are encouraged to periodically audit their semester reports and make any changes as necessary.

Vets Ed Interface

The Vets Ed Interface allows authorized TVC employees to view student data and run reports on student use. TVC employees only have viewing privileges for student data; only IHE Submitters can adjust student data.

Supporting Documents to Determine Hazlewood Act Eligibility

The following section provides guidance on the supporting documentation to determine an applicant's eligibility for the Hazlewood Act. IHEs can, at their discretion, use other than what is listed here. If you feel that the documentation that the applicant has submitted is not sufficient, you have the right request additional information from the applicant (see 40 TAC [§461.90](#)(d)).

DD Form 214, Certificate of Release or Discharge from Active Duty

The DD Form 214, Certificate of Release or Discharge from Active Duty, is the primary document used to determine a veteran and, through him or her, a spouse or child qualifies for the exemption (40 TAC [§461.70](#)). It is used to verify the following qualifications:

1. Home of Record or Place of Entry into Active Duty is Texas;
2. An "honorable discharge"; and
3. At least 181 days of active duty after initial entry training.

Generally, the Member – 4 copy of the DD Form 214 should be used to verify a veteran's qualification for the Hazlewood Act Exemption. If a veteran has lost his or her Member – 4 copy, the other permissible copies of the DD Form 214 are:

- Service – 2;
- Veterans Administration – 3;
- Department of Labor – 5;
- State Director of Veterans Affairs – 6;
- Service – 7; and
- Service – 8.

The Member – 1 cannot be used because it does not contain Block 24, Character of Service in the Special Additional Information section (*see Sample DD Form 214 on the following page for this and all references to the form in this section*) which indicates if the veteran's service was honorable as required by statute.

Each service has different methods in completing the DD Form 214. Even within the same service, different installations within that service may have slightly different terms or methodology. Therefore, the following general guidance should be considered for each qualification. Institutions can contact the Texas Veterans Commission if they have any questions.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

| CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------|--------|
| This Report Contains Information Subject to the Privacy Act of 1974, As Amended. | | | | | |
| 1. NAME (Last, First, Middle) | | 2. DEPARTMENT, COMPONENT AND BRANCH | | 3. SOCIAL SECURITY NUMBER | |
| 4a. GRADE, RATE OR RANK | b. PAY GRADE | 5. DATE OF BIRTH (YYYYMMDD) | 6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) | | |
| 7a. PLACE OF ENTRY INTO ACTIVE DUTY | | b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) | | | |
| 8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND | | | b. STATION WHERE SEPARATED | | |
| 9. COMMAND TO WHICH TRANSFERRED | | | | 10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$ | |
| 11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) A | | 12. RECORD OF SERVICE | | | |
| | | a. DATE ENTERED AD THIS PERIOD | YEAR(S) | MONTH(S) | DAY(S) |
| | | b. SEPARATION DATE THIS PERIOD | | | |
| | | c. NET ACTIVE SERVICE THIS PERIOD | | | |
| | | d. TOTAL PRIOR ACTIVE SERVICE | | | |
| | | e. TOTAL PRIOR INACTIVE SERVICE | | | |
| | | f. FOREIGN SERVICE | | | |
| | | g. SEA SERVICE | | | |
| | | h. INITIAL ENTRY TRAINING | | | |
| | | i. EFFECTIVE DATE OF PAY GRADE | | | |
| 13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) | | 14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) | | | |
| M | | | | | |
| 15a. COMMISSIONED THROUGH SERVICE ACADEMY | | | YES | NO | |
| b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b) | | | YES | NO | |
| c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, year of commitment: _____) | | | YES | NO | |
| 16. DAYS ACCRUED LEAVE PAID | 17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION | | | YES | NO |
| 18. REMARKS | | | | | |
| The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program. | | | | | |
| 19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) | | | b. NEAREST RELATIVE (Name and address - include ZIP Code) | | |
| 20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) | | OFFICE OF VETERANS AFFAIRS | | YES | NO |
| a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC) | | | | YES | NO |
| 21.a. MEMBER SIGNATURE | b. DATE (YYYYMMDD) | 22.a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature) | | b. DATE (YYYYMMDD) | |
| | | E | | | |

| SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only) | | | |
|----------------------------------------------------------------------|--|---------------------------------------------|---------------------------------------|
| 23. TYPE OF SEPARATION | | 24. CHARACTER OF SERVICE (Include upgrades) | |
| 25. SEPARATION AUTHORITY | | 26. SEPARATION CODE | 27. REENTRY CODE |
| 28. NARRATIVE REASON FOR SEPARATION | | | |
| 29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) | | | 30. MEMBER REQUESTS COPY 4 (Initials) |

DD FORM 214, AUG 2009

PREVIOUS EDITION IS OBSOLETE.

MEMBER - 4

Sample DD Form 214, Member - 4 Copy

Home of Record or Place of Entry into Active Duty

In the current DD Form 214, the Home of Record at Time of Entry is indicated in Block 7b and the Place of Entry into Active Duty is indicated in Block 7a. At least one of these must have Texas listed. If neither block lists Texas, then the burden of proof is on the veteran to prove that he or she would have qualified for resident tuition according to the procedures of the Texas Education Code, Chapter 54, [Subchapter B](#).

Per Texas Higher Education Coordinating Board Rule [§21.29](#), each IHE is required to have on its staff a Residence Determination Official who is “responsible for residency determinations for the institution.” Contact the Residence Determination Official at your institution for assistance in determining veteran residency on the date of entry into active duty. After receiving supporting documentation from the veteran, the questions to ask the Residence Determination Official is, “If a student presented this information to you on the date of entry into active duty on the DD Form 214, would you have classified the student as a resident?” Note that being entitled to pay resident tuition under a waiver is not the same as being classified as a resident.

Honorable Discharge

Technically, most veterans with a DD Form 214 are being released from active duty with an additional service obligation and not discharged, which means the veteran has no additional service obligation. For Hazlewood Act qualifying purposes, this distinction is irrelevant and discharge is a general or colloquial term that indicates a veteran has received a DD Form 214. In the current DD Form 214, an honorable discharge is indicated by the Character of Service in Block 24.

The current authorized entries in Block 24 (according to [DoDI 1336.01](#), Aug. 20, 2009 Incorporating Change 1, Effective Dec. 19, 2014) along with qualification status are:

- Honorable – Qualifying service for the Hazlewood Act Exemption;
- Under Honorable Conditions (General) – Qualifying service for the Hazlewood Act Exemption (for more information on why this is qualifying, see Attorney General Letter Opinion [94-011](#));
- Under Other Than Honorable Conditions– *Not* qualifying service for the Hazlewood Act Exemption;
- Bad Conduct – *Not* qualifying service for the Hazlewood Act Exemption;
- Dishonorable – *Not* qualifying service for the Hazlewood Act Exemption; and
- Uncharacterized – *Not* qualifying service for the Hazlewood Act Exemption.

Sometimes, the characterization of service is listed as “General” or “Under Honorable Conditions”. These two characterizations are acceptable for qualifying service, as well as any other wording that indicates the service was honorable. Uncharacterized service is not acceptable because that characterization is only given to individuals who separate prior to completing 180 days of military service, or when discharge action was initiated

prior to 180 days of service. This type of discharge does not attempt to characterize service as good or bad. As such, it cannot be definitively termed as honorable.

At Least 181 days of Qualifying Service

The veteran's service component may impact his or her eligibility for the Hazlewood Act Exemption. Each service of the Armed Forces of the United States has two different components: a Regular (or Active) component and a Reserve component (in two cases, two Reserve components).

For the Army, the Regular component is the United States Army (USA) and the Reserve components are the Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR). For the Marine Corps, the Regular component is the United States Marine Corps (USMC) and the Reserve component is the United States Marine Corps Reserve (USMCR). For the Navy, the Regular Component is the United States Navy (USN) and the Reserve component is the United States Navy Reserve (USNR). For the Air Force, the Regular component is the United States Air Force and the Reserve components are the Air National Guard of the United States (ANGUS) and the United States Air Force Reserve (USAFR). For the Coast Guard, the Regular component is the United States Coast Guard (USCG) and the Reserve component is the United States Coast Guard Reserve (USCGR).

The current version of the DD Form 214 lists the veteran's component in Block 2.

The United States Public Health Service (PHS) Commissioned Corps and the National Oceanic and Atmospheric Administration (NOAA) Commissioned Corps are classified as uniformed services and **not Armed Forces**. Therefore, service as a PHS or NOAA commissioned officer does not qualify an individual for the Hazlewood Act Exemption.

Additional service that is **not** qualifying because it is considered equivalent to initial entry training under 40 TAC [§461.20](#)(15) includes:

- One Station Unit Training (OSUT) (Army).
- Officer Candidate School (OCS) (Army, Navy, Coast Guard), Officer Candidates School (Marine Corps), Officer Training School (OTS) (Air Force).
- Cadet or Midshipman at the United States Military Academy, United States Naval Academy, United States Air Force Academy, United States Coast Guard Academy, or United States Merchant Marine Academy.
- Cadet Candidate or Midshipman Candidate at the United States Military Academy Preparatory School, Naval Academy Preparatory School, United States Air Force Academy Preparatory School, or any other service academy preparatory program.

Evaluation Methodology for Regular Components:

- Most veterans that have only one Regular component DD Form 214 will have a Net Active Service This Period (Block 12c of the current DD Form 214) of at least the minimum standard enlistment. For most services, this is three years; it is four years in the USMC. You can generally assume that a regular component veteran that has active service at least or in excess of the minimum standard enlistment meets the 181-day requirement for the Hazlewood Exemption. This is true for both enlisted and officer veterans.
- For veterans who did not serve the minimum standard enlistment, check Block 11, Primary Specialty, to determine how long the veteran served in his or her military occupational specialty. If the time period listed in that specialty is greater than 181 days (it will probably be listed in months, so if it lists six months, you may have to count out start and end dates) then that person should qualify.

Evaluation Methodology for Reserve Components:

- Generally, a veteran whose entire military career has been in a Reserve component will need at least two DD Form 214s to qualify for the Hazlewood Exemption. This is because the first DD Form 214 that a Reserve component service member receives is when he or she is released from active duty to his or her Reserve unit upon completion of initial entry training (IET). When the service member is mobilized for a contingency operation, then he or she will then receive a second DD Form 214 reflecting the additional active service. This active service as well as any active service on subsequent DD Form 214s should be used to calculate the 181-day minimum.
- There are exceptions to the above generalization. For instance, soldiers in the Army National Guard and Army Reserve in the Split Training Option program attend basic training in between their junior and senior year of high school. They then attend Advanced Individual Training in the summer after they graduate from high school. In this case the soldiers will have two DD Form 214s but will need at least a third DD Form 214 in order to meet the 181-day minimum.
- An additional exception to the generalization is when a Reserve component service member completes initial entry training and then immediately transitions into a Reserve component full-time support program. These programs have a variety of names, such as the Active Guard Reserve program (Army and Air Force), Full-Time Support (Navy), Active Reserve (Marine Corps), and Reserve Program Administrators (Coast Guard). In this case, the veteran's DD Form 214 should be treated the same as a Regular Component veteran's DD Form 214.

Abbreviations for components can be complicated and the methodology varies by service and has changed over the years. Current examples are:

| | | | |
|---------|----------------------|--------|----------------------|
| RA: | Regular Army | USMCR: | Marine Corps Reserve |
| USMC: | Regular Marine Corps | USNR: | Navy Reserve |
| USN: | Regular Navy | USNFR: | Fleet Reserve |
| USAF: | Regular Air Force | ANGUS: | Air National Guard |
| USCG: | Regular Coast Guard | USAFR: | Air Force Reserve |
| ARNGUS: | Army National Guard | USCGR: | Coast Guard Reserve |
| USAR: | Army Reserve | | |

Factors to Consider

Tex. Ed. Code [§54.341](#)(a)(4) states that veterans applying for the Hazlewood Act Exemption must be “honorably discharged”. Therefore, the Separation Date This Period in Block 12b should be before the start date for the term the exemption is being used.

Veterans are given a DD Form 214 upon release from active duty. If a veteran no longer has the Member 4 copy, he or she can request the equivalent Service – 2 copy from the National Archives at <http://www.archives.gov/veterans/military-service-records/>.

Veterans may use multiple DD Form 214s to reach the 181 days of active duty threshold. However, each DD Form 214 used should meet all other qualification requirements in respect to home of record or place of entry into active duty and with the character of service.

Excepting initial entry training, service in the Texas National Guard under Title 32, U.S. Code, is qualifying if the service is on a DD Form 214 that meets the above requirements.

Interpretation of Hazlewood eligibility status can be a complicated issue. IHEs are encouraged to contact the Texas Veterans Commission if they have any questions.

NA Form 13038, Certification of Military Service

In limited circumstances, the veteran and or dependent may submit a NA Form 13038, Certification of Military Service, to demonstrate eligibility for the Hazlewood Act Exemption.

The NA Form 13038 should be used to prove a veteran's service only if the National Personnel Records Center of the National Archives has confirmed in writing that it does not have a copy of the veteran's DD Form 214 (*see Sample National Personnel Records Center Cover Letter and NA Form 13038 on the following two pages for this and all references to the form in this section*). Most commonly, the reason that the National Archives does not have a DD Form 214 is because of the National Personnel Records Center fire of 1973 in St. Louis, Missouri. However, it is not unknown for the National Archives to not have a veteran's DD Form 214 from more recent periods as well.

The NA Form 13038 is sent to the veteran or next-of-kin with a cover letter from the National Personnel Records Center that states why a DD Form 214 is not available or that the illegible DD 214 submitted by the applicant is the only one available. This cover letter should accompany the NA Form 13038 with the student's application to explain why the DD Form 214 is not being used a supporting document.

Note that for Hazlewood Act eligibility, the NA Form 13038 only verifies the "honorable discharge" and 181 days of active duty requirements for qualification. The burden of proof is on the veteran and/or dependent to demonstrate that the veteran was a Texas resident on the date of entry into active duty.



National Personnel Records Center

Military Personnel Records, 9700 Page Avenue St. Louis, Missouri 63132-5100

[Redacted]

[Redacted]

RE: Veteran's Name: [Redacted]
SSN/SN: [Redacted]
Request Number: [Redacted]

Dear Sir or Madam:

Thank you for contacting the National Personnel Records Center. Copies of the requested separation documents are enclosed. Separation documents may include the following information: the type and character of discharge, authority and narrative reason for separation, reenlistment eligibility code, and separation program designator/number. If you require copies of the separation documents that do not contain this information, "deleted" copies must be requested from this Center. A seal has been affixed to the separation documents to attest to their authenticity.

We regret the photocopy from 1985 is a deleted separation document; however, it is the best that we can obtain. A seal has been affixed to the separation document to attest to its authenticity. Therefore, we are also enclosing NA Form 13038, *Certification of Military Service*, in addition to the veteran's separation document. This will verify the veteran's military service and it may be used for any official purpose.

If you have questions or comments regarding this response, you may contact us at 314-801-0800 or by mail at the address shown in the letterhead above. If you contact us, please reference the Request Number listed above. If you are a veteran, or a deceased veteran's next of kin, please consider submitting your future requests online by visiting us at <http://vetrecs.archives.gov>.

Sincerely,

RYAN RECKMANN
Archives Technician (3A)



**We Value Our
Veterans' Privacy**
*Let us know if we have
failed to protect it.*

Enclosure(s)

National Archives and Records Administration
<http://www.nara.gov/regional/stlouis.html>

Sample National Personnel Records Center Cover Letter

UNITED STATES OF AMERICA



*Certification of
Military Service*

This certifies that

[REDACTED]

was a member of the

Regular Army

from

[REDACTED]

to

[REDACTED]

Service was terminated by

Honorable Release from Active Duty

Last Grade, Rank, or Rating

Specialist Four

Active Service Dates

Same As Above

Date of Birth:

[REDACTED]

Place of Birth:

[REDACTED]

Given at St. Louis, Missouri on 1/25/11

*National Personnel Records Center
(Military Personnel Records)
National Archives and Records Administration*



THE ARCHIVIST OF THE UNITED STATES IS THE PHYSICAL CUSTODIAN OF THIS PERSON'S MILITARY RECORD

This Certification of Military Service is issued in the absence of a copy of the actual Report of Separation or its equivalent. This document serves as verification of military service and may be used for any official purpose. Not valid without official seal.

DD Form 1300, Report of Casualty

A Spouse or Child who qualifies in his or her own right for the Hazlewood Act (not a Legacy Child) is required to provide “proof that the veteran's death (DD Form 1300) or disability (VA rating decision letter) was a result of an injury or illness directly associated with military service” (40 TAC [§461.90\(b\)\(1\)](#)). Since service members who die while on active duty are not issued a DD Form 214, nor will a VA Summary of Benefits Letter ever be issued to the veteran, institutions should instead use a DD Form 1300, Report of Casualty to determine the applicant's eligibility.

The DD Form 1300 (*see Sample DD Form 1300 on the following page*) is issued by a military service to officially record the death, or missing status, of military personnel. The form is given to next of kin as designated by the service member. The DD Form 1300 contains necessary information for the Spouse or Child's eligibility for the exemption:

1. Place of Entry (Block 6a) or Home of Record at Time of Entry (Block 6c) into active duty is Texas; and

2. Status (Block 4b) and Category (Block 4c) of:

- Deceased / Accident;
- Deceased / Died of Wounds;
- Deceased / Homicide;
- Deceased / Illness;
- Deceased / Killed in Action;
- Deceased / Terrorist;
- Deceased / While Captured;
- Deceased / While MIA; or
- Missing / Missing in Action.

Additionally, information in Block 4f, Circumstances, and Block 4g, Duty Status should indicate the service member was in an honorable duty status at the time of death. Institutions should direct any questions on the service member's duty status or any other DD Form 1300 entry to the Texas Veterans Commission.

If the Hazlewood Act applicant no longer has the DD Form 1300 given by the casualty assistance officer to the primary next of kin, then the applicant will need to obtain a copy of it from the National Personnel Records Center of the National Archives.

It is important to note that there is no age limit for a Child or Spouse who qualifies for the exemption under this category.

| | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------|------------------------------------|----------------------|
| REPORT OF CASUALTY | | REPORT CONTROL SYMBOL DD-P&R(AR)1664 | | |
| | | 1. REPORT TYPE | | 2. DATE PREPARED |
| 3. SERVICE IDENTIFICATION | | | | |
| a. NAME (Last, First, Middle and Suffix) | | b. SOCIAL SECURITY NO. | c. RANK | d. PAY GRADE |
| e. OCCUPATIONAL CODE/RATING | | | | |
| f. COMPONENT | g. BRANCH | h. ORGANIZATION | | |
| 4. CASUALTY INFORMATION | | | | |
| a. TYPE | b. STATUS | c. CATEGORY | d. DATE OF CASUALTY | e. PLACE OF CASUALTY |
| f. CIRCUMSTANCES | | | | |
| g. DUTY STATUS | | | | h. BODY RECOVERED |
| 5. BACKGROUND INFORMATION | | | | |
| a. DATE OF BIRTH | b. PLACE OF BIRTH | | c. COUNTRY OF CITIZENSHIP | |
| d. RACE | | | | |
| e. ETHNICITY | | | | f. SEX |
| g. RELIGIOUS PREFERENCE | | | | |
| 6. ACTIVE DUTY INFORMATION | | | | |
| a. PLACE OF ENTRY | | b. DATE OF ENTRY | c. HOME OF RECORD AT TIME OF ENTRY | |
| 7. INTERESTED PERSONS/REMARKS (Name, Address, and Relationship) (Continue on separate sheet, if necessary) | | | | |
| <p>FOOTNOTES: 1 Adult next of kin. 2 Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data. 3 Beneficiary for unpaid pay and allowances - as designated on record of emergency data.</p> | | | | |
| 8. REPORTING INFORMATION | | | | |
| a. COMMAND AGENCY | | | | b. DATE RECEIVED |
| 9. DISTRIBUTION | | 10. SIGNATURE ELEMENT | | |
| NOTE: This form may be used to facilitate the cashing of bonds, the payment of commercial insurance, or in the settlement of any other claim in which proof of death is required. | | | | |

DD FORM 1300, MAR 2004

PREVIOUS EDITION MAY BE USED.

Reset

Sample DD Form 1300

Spouse Verification Documents

To demonstrate that a recipient is a spouse of the veteran, the applicant must submit one of the following documents (see 40 TAC [§461.90\(b\)\(4\)](#)):

Marriage Certificate

A copy of the marriage certificate or license should be one issued and certified by an authorized government official. In Texas, that official is the county clerk where the marriage license was obtained. It may be a different official in other states.

Under the Texas Family Code, Chapter 2, [Subchapter E](#), informal (“common law”) marriage has the same legal validity as a ceremonial marriage. For common law marriages, a Declaration and Registration of Informal Marriage is issued in lieu of marriage certificate. This document also should be issued and certified by the county clerk.

Federal Income Tax Return

Rule [§461.20\(11\)](#) defines a federal income tax return as an “IRS Transcript of Tax Return for that particular year.” A veteran can obtain the transcript by following the procedures at <https://www.irs.gov/individuals/get-transcript>. The transcript must show that the veteran and spouse are married.

Factors to Consider

The marriage certificate need not be a certified copy.

The marriage between the veteran and spouse should be current. Divorce severs the link between the veteran and spouse, so ex-spouses should not be considered eligible. Surviving spouses remain eligible for life unless they are remarried.

Child and Legacy Child Verification Documents

To demonstrate that a person is a child is eligible for the Hazlewood Act or to use a veteran’s hours under Hazlewood Legacy, 40 TAC [§§461.90\(b\)](#), [461.90\(c\)](#) authorized the following documents to demonstrate the applicant is the veteran’s child: a birth certificate, a marriage certificate between the veteran and child's birth or adoptive parent, an adoption certificate, and the veteran's federal income tax return

Birth Child

A birth certificate is the document required by the administrative rules to demonstrate an applicant is the birth child of the veteran. The birth certificate should be an official one

from a county clerk or other government authority and not a souvenir birth certificate issued by hospital. The birth certificate need not be a certified copy.

Stepchild

The administrative rules require a birth certificate and marriage certificate between child's birth parent and the veteran. The birth and marriage certificates should be official ones from a county clerk or other governmental authority and not a souvenir certificates. A divorce between the veteran and the birth parent severs the link between veteran and the child, so ex-stepchildren should not be considered eligible.

Adopted Child

For adopted children, an adoption certificate is the document required by the administrative rules to demonstrate the applicant is the adopted child of the veteran. This should include court documents finalizing the child's adoption. In many cases, an adopted child is issued a new birth certificate. Those cases should be processed as with a birth child.

Federal Income Tax Return

Rule [§461.20](#)(11) defines a federal income tax return as an "IRS Transcript of Tax Return for that particular year." A veteran can obtain the transcript by following the procedures at <https://www.irs.gov/individuals/get-transcript>. The transcript must show that the veteran is claiming the child as a dependent. To prevent fraudulent use by children not intended by the statute, TVC recommends that the transcript be turned in annually to demonstrate that the veteran is still claiming the child as a dependent.

In cases where the veteran is deceased, IHEs should ask for the most recent tax transcript with the veteran claiming the child as a dependent.

Factors to Consider

Institutions may accept other documentation to demonstrate child dependency at their discretion. Possible other documentation includes: court-ordered guardianship paperwork, blood test results, dependent identification card for children of a retired veteran, or VA eligibility paperwork (like a certificate of eligibility for a VA educational benefit).

Sometimes, veterans who are recalled to active duty and deployed may give a spouse or other person power of attorney to sign paperwork in lieu of the veteran. TVC encourages IHEs to accept power of attorneys for deployed veterans, however, it is not obligated to accept them. Contact your institution's general counsel office if you are unsure about the validity of a power of attorney.

A child's marriage does not affect eligibility for the Hazlewood Act if the child is a birth child, stepchild, or adopted child. Generally, married persons are not claimed as

dependents for federal income tax purposes and therefore marriage can affect their eligibility.

In cases where the veteran is deceased, Rule [§461.70\(a\)](#) all allows the veteran's spouse, or the child's conservator, guardian, custodian, or other legally designated caretaker to sign in place of the veteran. Sometimes, especially in cases where the veteran has no surviving spouse and has multiple children with multiple other parents, it is difficult to determine who is authorized to sign. IHE should process all applications to use the benefit where a designee has signed in place of the veteran as normal, unless the IHE believes that the application is not being made in good faith. If the IHE believes that a student and/or veteran designee is committing fraud, Rule [§461.90\(d\)](#) authorizes the IHE to request additional information as it sees fit.

Rule [§461.70\(d\)\(1\)](#) requires a Legacy child to be "25 years of age or younger on the first day of the semester or other academic term for which the exemption is claimed". For Hazlewood Act purposes, IHEs should consider the student's first day of class as the first day of the semester, regardless of what is listed as the semester start day in the IHE academic calendar. If a student is claiming an exception to this requirement under Rule [§461.70\(d\)\(2\)](#) due to a severe illness or other debilitating condition, it is under the IHE's discretion to grant or deny the exception; TVC will pay no part in any appeal.

VA Summary of Benefits Letter

A Spouse or Child who qualifies in his or her own right for the Hazlewood Act (not a Legacy Child) is required to provide "proof that the veteran's death (DD Form 1300) or disability (VA rating decision letter) was a result of an injury or illness directly associated with military service" (40 TAC [§461.90\(b\)\(1\)](#)).

Institutions can accept any documentation from VA at their discretion to demonstrate that the veteran's death or disability was directly associated with military service. The VA Summary of Benefits Letter (*see Sample VA Summary of Benefits Letter on the following page*) is preferred to use to verify eligibility because it provides all pertinent information for exemption eligibility while maximizing the veteran's privacy.



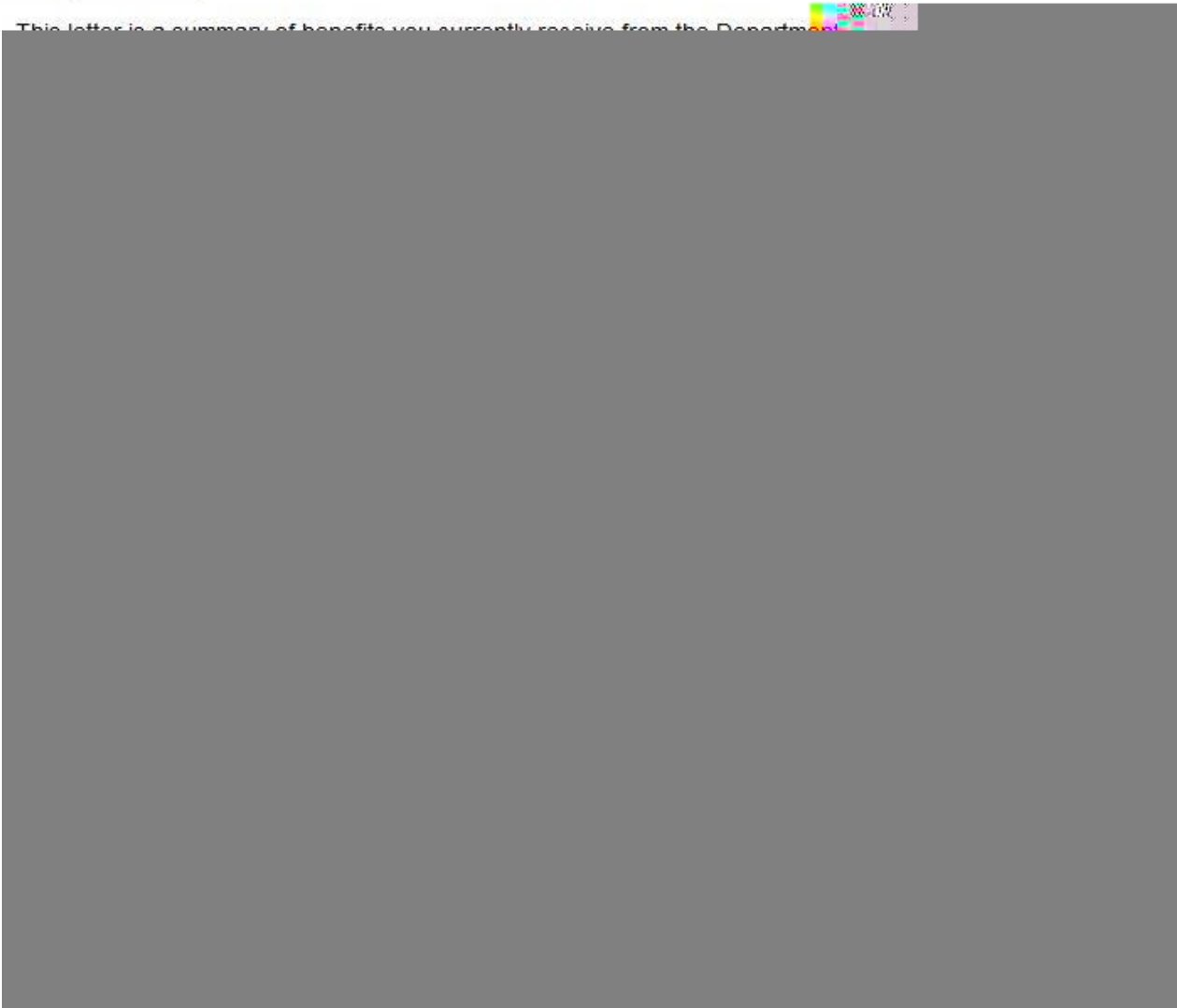
DEPARTMENT OF VETERANS AFFAIRS
810 Vermont Ave NW
Washington, D.C. 20420

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

In Reply Refer to:
[REDACTED]
[REDACTED] eBenefits

Dear [REDACTED]

This letter is a summary of benefits you currently receive from the Department of Veterans Affairs.



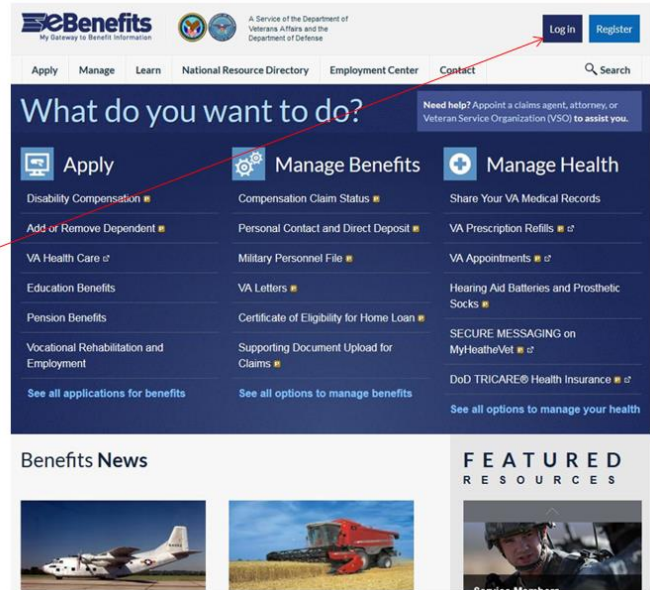
Sample VA Summary of Benefits Letter

Steps for obtaining a Summary of Benefits Letter from eBenefits
[\(https://www.ebenefits.va.gov/\)](https://www.ebenefits.va.gov/):

Step 1:

Generation at the eBenefits Website

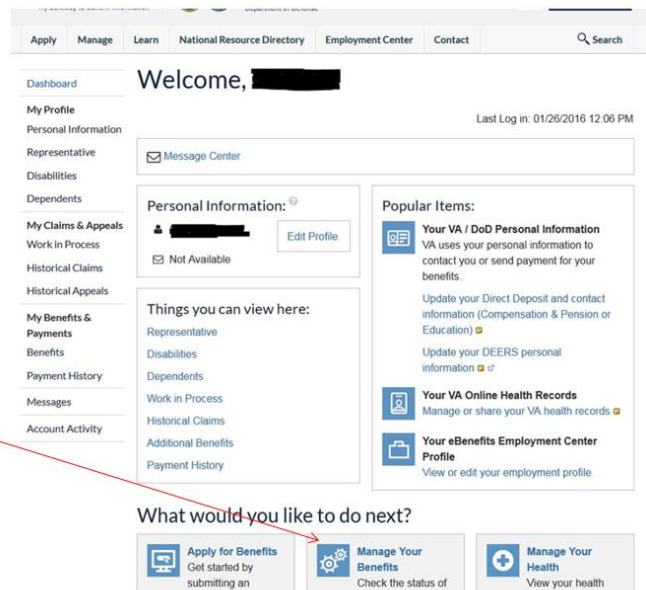
- Go to eBenefits homepage:
<https://www.ebenefits.va.gov/>
- Veteran will need to create a Premium account.
- Log in.



Step 2:

Generation at the eBenefits Website

- Click on “Manage Your Benefits” at the bottom of the Dashboard page.



Step 3:

Generation at the eBenefits Website

- Click on “Documents and Records”.

The screenshot shows the eBenefits website interface. At the top, there is a navigation bar with the eBenefits logo, a search bar, and a 'Dashboard' dropdown. Below the navigation bar, the main heading is 'Manage Your Benefits'. The page contains a grid of service tiles:

- Status Tracking:** Track the status of your benefit claims (compensation, pension, and housing) and your enrollment for education.
- Documents and Records:** Find your VA letters, official military records with your DD 214, personnel files, and health records. (This tile is highlighted with a red arrow.)
- Contact and Direct Deposit Information:** Update your contact and direct deposit information for VA communication and payment.
- VA Representative:** Request or find an accredited representative to help you prepare and submit your claims for benefits.
- Compensation:** Check the status of your claim or appeal, view payment history, or update your contact and direct deposit information.
- Education:** Verify education enrollment, transfer benefits to dependents, or update your contact and direct deposit information.
- Health Care:** View your health records, manage your appointments and prescriptions, purchase hearing aid batteries and prosthetic socks, and more.
- Housing:** Receive a VA Home Loan Certificate of Eligibility or check the status of your SAH claim.
- Insurance:** Manage insurance coverage, update beneficiaries, or download and print your forms.
- Pension:** Check the status of your pension.

Step 4:

Generation at the eBenefits Website

- Click on “VA Letters”.

The screenshot shows the eBenefits website interface. At the top, there is a navigation bar with the eBenefits logo, a search bar, and a 'Dashboard' dropdown. Below the navigation bar, the main heading is 'Access Your Documents and Records'. The page contains a grid of document categories:

- Service Member Personnel Information:** View a summary of your personnel information in DEERS.
- Service Member Civilian Employment Information:** View and update your civilian employment and student information.
- Military Personnel File:** Review and print documents from your official Military Personnel File, including your DD 214.
- VA Letters:** Download and modify VA letters, including civil service preference, commissary and exchange privileges, and service/benefit verification. (This category is highlighted with a red arrow.)
- VA Medical Records:** Use the VA Blue Button tool to view, print, and download information from your My HealthVet account.
- VA Health Record Sharing:** Enroll in the Virtual Lifetime Electronic Record (VLER) Health Program to securely share parts of your health records among VA, DoD, and selected private health care providers.
- myPay:** Change or review pay information, leave and earning statements, W-2s and more.

At the bottom of the page, there is a footer with four columns of links:

- About eBenefits:** About eBenefits, Outage Calendar, Policies.
- About Veterans Affairs:** VA Home, About VA, VA Forms, KnowVA.
- Our Policies:** VA Privacy Policy, VA Web Policies, Regulations & Guidance Documents, VA Freedom of Information Act.
- Other Government Sites:** Forms.gov, DoD Forms, White House, USA.gov.

Step 5:

Generation at the eBenefits Website

- Click on “Benefit Summary – Veteran Benefits”.
- Do not click on “Benefit Verification”; you will get the wrong letter.

Step 6:

Generation at the eBenefits Website

- Select at relevant information:
 - “You have one or more service-connected disabilities”;
 - “Your combined service-connected evaluation is”;
 - “You are considered to be totally and permanently disabled due solely to your service-connected disabilities”;
 - If necessary, select “You are being paid at the 100% rate because you are unemployable due to your service-connected disabilities”.

Benefit Summary Letter

[Return to VA Documents](#)

Use this form to generate an official letter verifying that you currently receive benefits from the Department of Veterans Affairs (VA). By default, all of your Military Service and VA Benefits information is automatically selected for inclusion in the letter. If you prefer not to include certain information, please deselect individual checkboxes below before generating the Benefit Summary Letter. Upon completion, please safeguard this official record of your VA entitlement.

Military Service Information

Up to three periods of service may be shown. There may be additional periods of service that are not listed here.

| Include? | Branch of Service | Discharge Type | Date Entered Military Service | Released from Active Duty |
|----------|-------------------|----------------|-------------------------------|---------------------------|
|----------|-------------------|----------------|-------------------------------|---------------------------|

Our system shows the most recent periods of service entered into the system.

If you have questions about an incorrect or missing service date, please submit an inquiry to VA's Inquiry Routing & Information System (IRIS). You should expect a response from VA within 5 business days.

VA Benefit Information

Select All | None

| Include? | Information | Value |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> | You have one or more service-connected disabilities. | ██████████ |
| <input checked="" type="checkbox"/> | Your combined service-connected evaluation is: | ██████████ |
| <input type="checkbox"/> | Your current monthly award amount is: The effective date of the last change to your current award was: | \$ ██████████ December 01, ██████████ |
| <input checked="" type="checkbox"/> | You are considered to be totally and permanently disabled due solely to your service-connected disabilities. | ██████████ |

If you have questions about inaccurate disability information, please submit an inquiry to VA's Inquiry Routing & Information System (IRIS). You should expect a response from VA within 5 business days.

[Generate Benefit Summary Letter](#) [Cancel](#)

- Generate letter.

After clicking on “Generate Benefits Summary Letter”, eBenefits will produce a PDF file with similar to that at the beginning of this subsection. The veteran needs to ensure that he or she checked the required information needed in Step 6. For a Child or Spouse to qualify in his or her own right for the exemption, the summary of benefits letter should state that:

- the veteran has one or more service-connected disabilities;
- the veteran’s combined service-connected evaluation is 100%; and
- the veteran is considered to be totally and permanently disabled due solely to service connected disabilities.

If the veteran is not rated at 100%, but is receiving compensation at the 100% rate due to individual unemployability, the letter must state (*see Sample Individual Unemployability Summary of Benefits Letter on the following page*) that:

- the veteran has one or more service-connected disabilities;
- the veteran is considered to be totally and permanently disabled due solely to service connected disabilities; and
- the veteran is being paid at the 100% rate because of individual unemployability due to service-connected disabilities.

Note that for both letters, a temporary rating is not sufficient to demonstrate the dependent’s eligibility.

Generally, if the dependent is eligible for Dependents’ Educational Assistance (also called Chapter 35 benefits), that eligibility also demonstrates that the veteran is rated at 100%, permanent and total; is rated at 100% for individual unemployability with a permanent medical condition, or had a service-connected death. Institutions can contact TVC if they have any questions on disability paperwork.



**Department of
Veterans Affairs**

701 CLAY AVE
WACO TX 76799

February 6, 2012

Veteran's Name:

[REDACTED]

This letter is a summary of benefits you currently receive from the Department of Veterans Affairs (VA). We are providing this letter to disabled Veterans to use in applying for benefits such as housing entitlements, free or reduced state park annual memberships, state or local property or vehicle tax relief, civil service preference, or any other program or entitlement in which verification of VA benefits is required. Please safeguard this important document. This letter replaces VA Form 20-5455, and is considered an official record of your VA entitlement.

--America is Grateful to You for Your Service--

Our records contain the following information:

Personal Claim Information:

Your VA claim number is: [REDACTED]

You are the Veteran

Military Information:

Your character(s) of discharge and service date(s) include:

Air Force, Honorable,

(You may have additional periods of service not listed above)

VA Benefits Information:

Service-connected disability: Yes

Your combined service-connected evaluation is: 80 PERCENT

The effective date of the last change to your current award was: 01-JAN-2012

Your current monthly award amount is: \$2,924.00

Are you being paid at the 100 percent rate because you are unemployable due to your service-connected disabilities: Yes

Are you considered to be totally and permanently disabled due to your service-connected disabilities: Yes

You should contact your state or local office of Veterans' affairs for information on any tax, license, or fee-related benefits for which you may be eligible. State offices of Veterans' affairs are available at <http://www.va.gov/statedva.htm>.

Need Additional Information or Verification?

If you have any questions about this letter or need additional verification of VA benefits, please call us at 1-800-827-1000. If you use a Telecommunications Device for the Deaf (TDD), the number is 1-800-829-4833. Send electronic inquiries through the Internet at <https://iris.va.gov>.

Sincerely yours,

PANDI VAN HOUTEN
VETERANS SERVICE CENTER MANAGER

Sample Individual Unemployability VA Summary of Benefits Letter

Certificate of Eligibility for the Post-9/11 GI Bill®

The Hazlewood Act statute requires individuals with eligibility for the Post-9/11 GI Bill® to use those benefit prior to using the Hazlewood Act. If the student is eligible for the Post-9/11 GI Bill® at the 100% rate, Fry Scholarship, or Vocational Rehabilitation & Employment Program (Chapter 31), then that person is required to exhaust that benefit prior to being granted the Hazlewood Act tuition exemption.

A Certificate of Eligibility (CoE) from VA demonstrates one's eligibility or ineligibility for the Post-9/11 GI Bill®. For Legacy children or for the spouse and children of 100% disabled / service connected death veterans, IHEs can use either the veteran's or the dependents' CoE to demonstrate eligibility or ineligibility for the Post-9/11 GI Bill®. For veterans applying to use the benefit, the CoE should be in veteran's name.

Note: Legacy recipients where the Veteran's DD Form 214 has a separation date after September 10, 2001 and prior to August 1, 2009 do not need to submit a CoE if the type of separation is listed as "Discharge" or "Retirement" (to include those medically retired, temporary or permanent).

Applying for the CoE online is simple and can be done at the [Vets.gov](https://www.vets.gov) website without creating an account.

Step 1 – Go to Vets.gov and select “Apply for education benefits”:

VA | Vets.gov

Search Help Sign In | Sign Up

Explore and Apply for Benefits Manage Your Health and Benefits Request Your Records Find VA Locations

Get the VA services you've earned.

Get started with Vets.gov

Apply for health care Apply for education benefits In crisis? Get help now



Disability Benefits

Apply for disability compensation and other benefits for conditions related to your military service.

Health Care Benefits

Apply for VA health care, find out how to access services, and manage your health and benefits online.

Education Benefits

Step 2 – Click on “Select Correct Form”:

Explore and Apply for Benefits ▾ Manage Your Health and Benefits ▾ Request Your Records ▾ Find VA Locations

[Home](#) > [Education and Training](#)

Education and Training

Eligibility

Application Process

After You Apply

Compare GI Bill Benefits

GI Bill

Career Counseling

Advanced Training and
Certifications

Work and Learn

Other Educational
Assistance Programs

Education Benefits Application Process

If you're a Servicemember, Veteran, or family member interested in education and training opportunities, you can apply for your Certificate of Eligibility (COE). You can also manage your current benefits.

Prepare

- [Check your eligibility.](#)
- Gather the documents and information listed below that you'll need to apply for education benefits.
- See what benefits you'll get at the school you want to attend. [Use the GI Bill Comparison Tool.](#)
- Work with a trained professional with a Veterans Service Organization (VSO) who can help you pick the right program and file a claim for VA education benefits. [Get help filing your claim.](#)

What documents and information do I need to apply?

- Social Security number
- Bank account direct deposit information
- Education and military history
- Basic information about the school or training facility you want to attend or are attending now

Ready to apply?

Select Correct Form ▾

Step 3 – Answer the questions and click on “Apply Now”:

Ready to apply?

Select Correct Form ▾

Are you applying for a new benefit or updating your current education benefits?

- Applying for a new benefit
- Updating my current education benefits

Are you a Veteran or Servicemember claiming a benefit based on your own service?

- Yes
- No

Are you claiming a **National Call to Service** education benefit? (This is uncommon)

- Yes
- No

Apply Now

Other ways to apply

In this scenario, the applicant is a veteran who has never used any VA education benefit based on his or her service and did not participate in the National Call to Service Program (Note: only a very small number of veterans will answer “Yes” to this).

After clicking on “Apply Now”, the veteran is then redirected to start the process for completing a VA Form 22-1990, Application for VA Education Benefits.

Step 4 – Click on “Start the Education Application Now”:



[Home](#) > [Education](#) > [Apply for Education Benefits](#)

Apply for education benefits

Equal to VA Form 22-1990 (Application for VA Education Benefits).

i You can save this form in progress, and come back later to finish filling it out.
[Sign in to your account.](#)

[Start the Education Application »](#)

Follow the steps below to apply for education benefits.

1 Prepare

To fill out this application, you'll need your:

- Social Security number (required)
- Military history (required)
- Basic information about the school or training facility you want to attend (required)
- Bank account direct deposit information
- Education history

What if I need help filling out my application? An accredited representative, like a Veterans Service Officer (VSO), can help you fill out your claim. [Find an accredited representative.](#)

Different answers to the previous questions will result in completing different forms. A veteran who has previously used VA benefits will complete a VA 22-1995. A dependent applying for the Post-9/11 GI Bill® will complete a VA Form 22-1990e (if never used before) or a VA Form 22-1995e (if used before). A spouse or child applying for the Fry Scholarship or Dependents' Educational Assistance will complete a VA Form 22-5490 (if never used before) or VA Form 22-5495 (if used before).

After completed, the form will be submitted to VA, who will send the applicant a CoE or a denial letter. The CoE or denial letter then becomes part of the student's Hazlewood Act application supporting documents. If a veteran or student has difficulty with this application, please have them contact VA's Education Hotline at 1-888-442-4551 for further assistance. When contacting VA, we advise that veterans and students not mention the Hazlewood Act, as VA tends to immediately forward such calls to TVC. Calls should just say they are trying to get a copy of their CoE.

Default Loan Check

40 TAC [§461.30](#)(k) states, “An application for the Hazlewood Act Exemption shall be denied if it is determined that the applicant is in default on an educational loan made or guaranteed by the State of Texas”.

Confirmation of this eligibility requirement should be completed by using a self-verification that is based on the applicant’s answer to the default loan question on the Texas Hazlewood Act Exemption Application (Form TVC-ED-1) and the Texas Hazlewood Act Exemption Application for Continued Enrollment (Form TVC-ED-2). The Texas Higher Education Coordinating Board will not process lists of students to be checked for defaulted loans.

HB 846 Tuition Deferment

Texas Education Code [§56.0065](#) (effective September 1, 2017, per [HB 846](#))