

CHECKLIST FOR TEXAS VETERANS

ACTIVATE YOUR HAZLEWOOD EXEMPTION BENEFITS

	Step	Action	Date Completed			
FIRST SEMESTER ONLY	1	Admissions- Apply for admission at www.ntcc.edu/admissions				
	2	Transcripts- If you received training for college credit, whether in a military or civilian setting, apply for a transcript. Military transcripts can be obtained from the following: <ul style="list-style-type: none"> • Army, Navy, Marine Corps, Coast Guard- https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do • Air Force- http://www.au.af.mil/au/ccaf/transcripts.asp 				
	3	<p style="text-align: center;">Documents required for type of Hazlewood Hours to be used:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>For Veteran Applicant:</p> <ul style="list-style-type: none"> – Hazlewood Application – DD214, Member 2 or 4 copy – VA Certificate of Eligibility (See *Note) </td> <td style="width: 50%; padding: 5px;"> <p>For Legacy Applicants (Veterans transferring unused hours to child):</p> <ul style="list-style-type: none"> – Hazlewood Application – Veterans DD214, Member 2 or 4 copy – VA Certificate of Eligibility (See *Note) – Birth Certificate, or Adoption Documents, or IRS 1040 from current or previous year – Copy of death certificate for Deceased Veterans </td> </tr> <tr> <td style="padding: 5px;"> <p>For Spouse or Child Applicants (Veteran is 100% disabled or deceased):</p> <ul style="list-style-type: none"> – Hazlewood Application – DD1300 Report of Casualty if the veteran is deceased – Veterans DD214, Member 2 or 4 copy – VA Certificate of Eligibility (See *Note) – Letter from VA indicating the veteran’s death was service-related – VA Rating letter if veteran is disabled – Birth Certificate or Adoption Documents, or IRS 1040 from current or previous year </td> <td style="padding: 5px;"> <p>*Note on VA Certificate of Eligibility: If veteran served on or after 9/11/2001, COE is required. For Legacy applicants, if veteran’s separation/retirement date is after 9/10/2001 and prior to 8/01/2009, COE is not required</p> </td> </tr> </table>	<p>For Veteran Applicant:</p> <ul style="list-style-type: none"> – Hazlewood Application – DD214, Member 2 or 4 copy – VA Certificate of Eligibility (See *Note) 	<p>For Legacy Applicants (Veterans transferring unused hours to child):</p> <ul style="list-style-type: none"> – Hazlewood Application – Veterans DD214, Member 2 or 4 copy – VA Certificate of Eligibility (See *Note) – Birth Certificate, or Adoption Documents, or IRS 1040 from current or previous year – Copy of death certificate for Deceased Veterans 	<p>For Spouse or Child Applicants (Veteran is 100% disabled or deceased):</p> <ul style="list-style-type: none"> – Hazlewood Application – DD1300 Report of Casualty if the veteran is deceased – Veterans DD214, Member 2 or 4 copy – VA Certificate of Eligibility (See *Note) – Letter from VA indicating the veteran’s death was service-related – VA Rating letter if veteran is disabled – Birth Certificate or Adoption Documents, or IRS 1040 from current or previous year 	<p>*Note on VA Certificate of Eligibility: If veteran served on or after 9/11/2001, COE is required. For Legacy applicants, if veteran’s separation/retirement date is after 9/10/2001 and prior to 8/01/2009, COE is not required</p>
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ONCE A YEAR	4	Hazlewood Application for Continued Enrollment- an eligible veteran, spouse, child or Legacy child, must submit the Hazlewood Application for Continued Enrollment once each academic year after initial application to maintain continued eligibility for the exemption. The most current version of this application is located at https://www.tvc.texas.gov/wp-content/uploads/2016/10/Form-TVC-ED-2-Texas-Hazlewood-Act-Exemption-Application-For-Continued-Enrollment-June-2016.pdf				
EVERY SEMESTER	5	Hazlewood Hours remaining- Print a statement of your remaining hours of Hazlewood eligibility at https://www1.thecb.state.tx.us/Apps/HSB/sutdents/ .				
	6	Request to Certify Benefits- You must submit a completed request for Certification as soon as you register for classes for the following term. <i>The earlier you register and notify the SCO, the more likely you will begin receiving benefits in a timely manner.</i>				



Contact Shala Ridens ♦ (903)434-8146 ♦ sridens@ntcc.edu ♦ with any questions.