



## Texas Higher Education Coordinating Board

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[www.collegeforalltexas.com](http://www.collegeforalltexas.com)

### **Hazlewood Exemption Application Packet for Eligible Children and Spouse of Texas Veterans (HE-D)**

The HE-D application is for eligible children and spouses of veterans who wish to apply for the Hazlewood Exemption or for children to whom hours have been transferred through the Legacy Program.

**\* Contact your institution to find out where and when you should submit the application and supporting documentation. The institution will process your application accordingly. Do NOT mail the application to the Texas Higher Education Coordinating Board.**

## Hazlewood Exemption Application Packet for Eligible Children and Spouse of Texas Veterans

### Eligibility Requirements and Documentation

In order to qualify for a tuition and partial fee exemption through the Texas Education Code 54.341 (known as the Hazlewood Act), the child or spouse of certain deceased or disabled Texas member of the Armed Forces or Texas National Guard must meet all program requirements.

The following is a list of program requirements and how they are documented.

Eligibility Requirements	Questions	Documentation
Dependent child or spouse is a resident of Texas at the time he/she uses the exemption.	N/A	Institution's classification as a resident by the registrar or admissions office.
Dependent child or spouse is not in default on a loan made or guaranteed by the state of Texas; includes College Access Loan (CAL), Health Education Loan (HELP), state's Stafford Loan and Texas B-On-Time Loan Program (BOT). Federal loans are not included.	Question 6	Children or spouse of veterans having with loans made through the Texas Higher Education Coordinating Board must log into <a href="http://www.HHLoans.com">www.HHLoans.com</a> and print the page showing their loan status to provide to the institution. Applicants without a loan with THECB will be verified by the institution and the CB.
If eligible for federal veteran's education benefits under Ch. 33 Post 9/11 GI Bill or Ch. 31 Voc. Rehab, the value of these benefits cannot exceed the value of the Hazlewood exemption.	Question 7	Benefit letter from VA Education Center in Muskogee, Oklahoma, 1-888-GI-Bill-1 or 1-888-442-4551 or <a href="http://www.gibill.va.gov">www.gibill.va.gov</a> .
Veteran died or is rated totally disabled for purposes of employability as a result of illness/injury related to service.	Question 12	DD1300 issued by the Department of Defense (if parent died while still in the service); letter from VA if parent died after discharge. Ratings Disability letter from VA if parent is rated as unemployable.
<b>If a child</b> , proof that he or she was a dependent on or after the date the veteran parent died or sustained the disabling injury or was declared by VA as unemployable because of the injury.	Question 13	Copy of a birth certificate or tax return indicating dependency on or after the time the parent died or became disabled. Note: Effective Fall 2011, all children applying for the exemption for the first time must be 25 or younger.
<b>If a spouse</b> , proof that he or she is the disabled veteran's spouse.	Question 14	Copy of the legal marriage certificate or tax return indicating the marriage status with the veteran.
Veteran parent or spouse (at the time of service entry): 1. entered the service in Texas, 2. declared Texas as his or her home of record, <u>or</u> 3. was a resident of Texas	Questions 15 and 16	DD214 shows "place of entry" and "home of record at time of entry" boxes. The Hazlewood administrator will review this document. If the DD214 shows HOR and Place of Entry were not Texas, applicant must complete the <b>Hazlewood Residency Questionnaire</b> and submit with the Application. A copy of the Questionnaire is included in this packet.

## Documents to Submit

To apply for a Hazlewood Exemption, you must submit the following documents to your institution:

1. **The Hazlewood Exemption Application for Eligible Dependents of Texas Veterans Who have Never Used the Exemption**  
**(HE-D)** – This application  
**(HE-V)** – Application for Veterans
2. **If your parent or spouse died while in service,**  
**DD1300** – for use in verifying your parent’s place of entry, and that his/her death was service-related.
3. **If your parent or spouse died after discharge as a result of service-related illness or injury,**  
**DD214** – to verify parent’s place of entry  
**Letter from VA** – to confirm death was related to service
4. **If your parent or spouse became unemployable due to military service-related illness or injury,**  
**Ratings Decision Letter** – to confirm the parent or spouse is considered to be totally disabled with respect to employability.
5. **Benefits letter from Muskogee, Oklahoma**– to verify the value of your CH 33 or CH 31 federal veteran’s education benefits. Obtain a benefits letter from VA Education Center in Muskogee, Oklahoma. 1-888-GI-Bill-1 or 1-888-442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov)
6. **Hazlewood Residency Questionnaire for Dependent Children and Spouse of Veterans** –ONLY if your answers to both 14a and to 14b on the application were “no”.
7. **Proof of Online Database Registration** – All applicants (veteran and dependents) must register online in order to track hours used through the program. Once registered applicants must login and print a verification page for the institution. <https://www1.thecb.state.tx.us/apps/hsh/students/>

The easiest way to acquire a copy of the DD214 or DD1300 is to contact the VA regional office in Waco or Houston, whose addresses are:

Houston Regional Office  
6900 Alameda Road  
Houston, TX 77030-4200  
1-800-827-1000  
713-383-5340

Waco Regional Office  
One Veteran Plaza  
701 Clay Avenue  
Waco, TX 76799  
1-800-827-1000  
254-299-9774

To receive a copy of the Ratings Decision Letter, contact the Waco Regional Office.



**Part C – Spouse or Child who has Previously Received Exemption**

If applying as the child or spouse of a service member:

Name of service-member parent/spouse: \_\_\_\_\_ SSN: \_\_\_\_\_

10. Last term in which you used the Hazlewood exemption: \_\_\_\_\_ / \_\_\_\_\_  
(fall, spring or summer) / year

11. Name (not initials) of all the schools where you have used it:

\_\_\_\_\_  
\_\_\_\_\_

**Part D – Spouse or child applying for exemption for 1<sup>st</sup> time.**

12. Deceased or disabled Parent or Spouse:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

13. If you are a veteran's child, is the veteran's name on your birth certificate or were you claimed as a dependent for income tax purposes by your parent in the year in which he/she died or became disabled due to injuries sustained while in the service or in the year in which the injuries occurred that resulted in unemployability?

yes       no       n/a

14. Are you the spouse of a veteran who died, went missing in action, or became 100% disabled for the purpose of employability due to injuries sustained while in the service?       yes       no

15. At the time your parent or spouse entered the service, did either of the following circumstances apply to him or her?

- a. Was his or her place of entry Texas?       yes       no  
b. Did your parent or spouse declare Texas as his or her Home of Record?       yes       no

16. If you answered "no" to 15(a) and 15(b), was your parent or spouse a Texas resident when he or she entered the service?       yes       no

If you answered "no" to 15(a), 15(b), and 16, you are not eligible for a Hazlewood exemption.

**If both of your answers to question 15 are "no" but you can answer "yes" to question 16, submit this application along with a completed copy of the Hazlewood Residency Questionnaire for Veterans, which is included in this application packet along with supporting documentation. The Residency Questionnaire is NOT required for persons who answered "yes" to 15a or 15b.**

**Part E – Certification and Consent to Disclosure by Child or Spouse**

My name is \_\_\_\_\_ and I am applying for an exemption from payment of tuition and certain fees under Texas Education Code, Section 54.341 (The Hazlewood Act). I understand that I may be entitled, under the law, to this exemption for up for 150 credit hours total at Texas public institutions of higher education. For the purpose of accounting for the total number of hours for which I receive this exemption, I am granting permission to any institution in which I have enrolled or will enroll to release current semester and historic credit hour information to the Texas Higher Education Coordinating Board ("Board") and am granting permission for the Board to share such data with any institution that I might attend. I hereby certify the information I have provided is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed.

\_\_\_\_\_  
Signature of child or spouse

\_\_\_\_\_  
Date

**TURN IN THIS APPLICATION ALONG WITH SUPPORTING DOCUMENTATION TO THE FINANCIAL AID OFFICE AT YOUR COLLEGE/UNIVERSITY.**

**For Institution Use Only**

Approved (initials):	Muskogee letter on file? yes [ ] no [ ]	Resident now? yes [ ] no [ ]
Term VA benefit amount: \$ _____	Dependency proof? yes [ ] no [ ] Proof of marriage for spouses? yes [ ] no [ ]	In default? yes [ ] no [ ]
HS 36 mo in TX? yes [ ] no [ ]	Ratings Disability Letter indicates unemployability? Yes [ ] no [ ]	
Place of entry TX? yes [ ] no [ ]	Parent's or Spouse's Residency Form supports residency? Yes [ ] no [ ] n/a [ ]	
HOR Texas yes [ ] no [ ]		
Recipient's relationship to the Texas veteran? Biological Child [ ] Adopted Child [ ] Step-child [ ] Spouse [ ] Claimed as a dependent on income taxes [ ]		

# Dependent Children and Spouse of Veterans

## Hazlewood Exemption Residency Questionnaire

This form is only required for individuals whose parent's or spouse's place of entry into the service was NOT Texas, and who did NOT declare their Home of Record as Texas at the time they entered the service. Do not complete this form if your place of entry or Home of Record at the time of entry into the service was Texas.

### Part A – Applicant Identification

1. Name: \_\_\_\_\_ 2. Social Security Number \_\_\_\_\_

### Part B – High School Graduation or Receipt of GED

1. Did your service-member parent or spouse graduate from a Texas high school or received a GED in Texas having lived in the state the 36 months leading up to graduation or receipt of the GED?

[ ] yes [ ] no

2. Did he/she live in Texas the 12 months prior to enlistment? (The year prior to enlistment may include time enrolled in high school or completing the GED.) [ ] yes [ ] no

**If you checked "yes" to BOTH questions, skip to Part G.**

### Part C – Parent's Dependent Status at Time He/She Entered the Service

1. At the time he/she entered the service, which of the following circumstances applied to your parent or spouse?

[ ] a. Filed his/her own federal income tax as an independent tax payer.

[ ] b. Was claimed as a dependent by a parent or court-appointed legal guardian.

c. If you did not check "a" or "b" above, who provided the majority of his/her support?

[ ] self [ ] parent or guardian

[ ] other\*: \_\_\_\_\_

If you checked "a" or "self" under "c", continue to **Part D**.

If you checked "b" or "parent or guardian" under "c", skip Part D and go to **Part E**.

If you checked "other" please explain below, skip Part D and answer **Part E** for the individual who provided your parent support.

### Part D – For Those Whose Service Member Parent or Spouse Filed His/Her Own Income Tax (Checked "a" to Question C 1. above)

1. Was your parent or spouse living in Texas when he/she entered the service? [ ] Yes [ ] No

2. If he/she was living in Texas when he/she entered the service,

a. how long had your parent or spouse resided in Texas at that time? \_\_\_\_\_ Yrs & \_\_\_\_\_ Mos

b. what was his/her MAIN reason for being in Texas? (If "other", give explanation.)

[ ] Born & Raised Here [ ] Go to College [ ] Accept a Job Military Assignment

[ ] Other \_\_\_\_\_

c. if it was for Military Assignment, what was his/her home of record? \_\_\_\_\_

3. If he/she was not living in Texas when he/she entered the service,
- how long had your parent or spouse resided outside of Texas at that time? \_\_\_\_\_ Yrs & \_\_\_\_\_ Mos
  - what was his/her MAIN reason for being out of state? (If "other", give explanation.)  
 Go to College     Accept a Job     Military Assignment     Other
  - if it was for Military Assignment, what was his/her home of record? \_\_\_\_\_

**Part E – For Students Whose Service Member Parent or Spouse was a Dependent at the Time He/She Entered the Service. All students who answered "Parent" or "Legal Guardian" or "other" in Part C must complete this section.**

**The following questions apply to the service member's parent or legal guardian, which (for simplicity) we will refer to as your grandparent.**

- Name of grandparent who claimed your parent or spouse as a dependent at the time he/she entered the service:  
\_\_\_\_\_
- Relationship to your parent or spouse:     parent     legal guardian     other \_\_\_\_\_
- Was the grandparent a U.S. Citizen or Permanent Resident when your parent or spouse entered the service?  
If not, which of the following categories did he/she meet?
  - Applicant for Permanent Resident Status.
  - Foreign National with a visa to live in the United States. If you checked this box, what type of visa is it?  
Visa type: \_\_\_\_\_
  - Foreign National without a visa.
- If the grandparent was living in Texas when your parent or spouse entered the service,
  - how long had your grandparents resided in Texas at that time? \_\_\_\_\_ Yrs & \_\_\_\_\_ Mos
  - what was the grandparent's MAIN reason for being in Texas? (If "other", give explanation.)  
 Born & Raised Here     Go to College     Accept a Job     Military Assignment  
 Other \_\_\_\_\_
  - if it was for Military Assignment, what was his/her home of record? \_\_\_\_\_
- If the grandparent was not living in Texas when your parent or spouse entered the service,
  - how long had the grandparent resided outside of Texas at that time? \_\_\_\_\_ Yrs & \_\_\_\_\_ Mos
  - what was his/her MAIN reason for being out of state? (If "other", give explanation.)  
 Go to College     Accept a Job     Military Assignment     Other
  - if it was for Military Assignment, what was his/her home of record? \_\_\_\_\_

**Part F – Comments**

If there is additional information you believe your institution should have in order to determine your parent's or spouse's residence at the time he/she joined the service, please provide it here.

**Part G – Certification and Consent to Disclosure**

My name is \_\_\_\_\_ and I am applying for an exemption from payment of tuition and certain fees under Texas Education Code, Section 54.341 (The Hazlewood Act). I understand that I may be entitled, under the law, to this exemption for up to 150 credit hours total at Texas public institutions of higher education. For the purpose of accounting for the total number of hours for which I receive this exemption, I am granting permission to any institution in which I have enrolled or will enroll to release current semester and historic credit hour information to the Texas Higher Education Coordinating Board ("Board") and am granting permission for the Board to share such data with any institution that I might attend. I hereby certify the information I have provided is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**After completing and signing this form, submit it to your institution along with the Hazlewood Exemption (Hazlewood Act) Application for Eligible Children and Spouse Who have never used the Exemption.**

**For Institution Use Only**

Approved (initials): _____	TX Resident yes [ ] no [ ]
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