



Hazlewood Exemption Required Document Checklist

The following documents must be submitted to the SAC-VA Office each semester prior to payment deadline to guarantee exemption for each semester. Failure to submit on time will result in being purged from classes for non-payment.

All students must provide a copy of a valid photo ID ** denotes document required every semester

New Veteran Applicants requesting the Hazlewood Exemption must provide the items listed:

- _____ Original or certified copy DD-214 (Member 4 or other full page copy if Member 4 is unavailable)
- _____ ****Current Advising Guide/Degree Plan**
- _____ ****ACES Student Detailed Schedule and Account Summary**
- _____ ****ACES Unofficial Academic Transcript**
- _____ ****VA Enrollment Certification Request**
- _____ ****Hazlewood Exemption Application (TVC-ED-1)**
- _____ ****Proof of Registration in the Hazlewood Online Database(website below) (Print-out Hazlewood hours used)**
- _____ ****Hazlewood Voucher**
- _____ SAC-VA Student Responsibilities Form
- _____ SB1210 Form **(must be accompanied by copy of valid ID)**
- _____ Copy of Texas Driver's License
- _____ VA Certificate of Eligibility (COE) for those with qualifying service after 9/11/2001

New Dependent Applicants requesting the Hazlewood Exemption must provide the items listed below:

(Legacy – for dependent children under the age of 26 – hours may be transferred by veteran)

- _____ Original or certified copy of veteran's DD-214 **(Member 4 copy or other full page copy if Mbr 4 is unavailable)**
- _____ ****Current Advising Guide/Degree Plan**
- _____ ****ACES Student Detailed Schedule and Account Summary**
- _____ ****ACES Unofficial Academic Transcript**
- _____ ****VA Enrollment Certification Request**
- _____ ****Hazlewood Exemption Application (TVC-ED-1)**
- _____ ****Student Proof of Registration in the Hazlewood Online Database (website below) (Print-out Hazlewood hours used - **additionally, veteran hours required for Legacy only.**)**
- _____ ****Hazlewood Voucher**
- _____ SAC-VA Student Responsibilities Form
- _____ SB1210 Form **(must be accompanied by copy of valid ID)**
- _____ Student copy of Texas Driver's License **(additionally, veteran DL required for Legacy, unless deceased veteran)**
- _____ Proof of dependency **(Birth certificate, Tax Transcript, Marriage Certificate, etc.)**
- _____ Proof of veteran's 100% Disability or Service Connected Death **(VA letter/Death certificate/DD 1300 if applicable)**
- _____ Revocation of Previously Assigned Texas Hazlewood Act Exemption Hours **(TVC-ED-5 if applicable)**

Continuing Students requesting the Hazlewood Exemption must provide the items listed below:

- _____ ****Current Advising Guide/Degree Plan**
- _____ ****ACES Student Detailed Schedule and Account Summary**
- _____ ****ACES Unofficial Academic Transcript**
- _____ ****VA Enrollment Certification Request**
- _____ ****Hazlewood Exemption Application for Continued Enrollment (TVC-ED-2 or TVC-ED-1 for each Fall)**
- _____ ****Print-out of previous Hazlewood hours used for student**
- _____ ****Hazlewood Voucher**

USEFUL WEBSITES: Army, Navy, Marine, and Coast Guard Joint Service Transcripts – <https://jst.doded.mil/smart/>
DD214 or other Official documents – <http://www.archives.gov> **College Credit for Heroes** - <https://www.collegecreditforheroes.org/>
VA Forms – <http://www.va.gov/vaforms> or <http://www.gibill.va.gov> **College for all Texans** – www.collegeforalltexans.com
Hazlewood Registration – <https://hazlewood.tvc.texas.gov/students/> **SAC-VA Office** - <http://alamo.edu/sac/VeteransAffairs/>
Texas Veterans Commission - <http://www.tvc.texas.gov/Home.aspx> **VA|Vets.gov** - <https://www.vets.gov/>
State & Local Resources - https://www.va.gov/landing2_locations.htm **WAVES** - <https://www.gibill.va.gov/wave/index.do>
VA|Vets.gov – applications - <https://www.vets.gov/education/apply/> **Veterans Benefits** – www.va.gov



Hazlewood Exemption Required Document Checklist

STEP 1: OBTAIN SAC-HAZLEWOOD REQUIRED DOCUMENT CHECKLIST - Visit the SAC VA office to obtain a check list. The check list can also be found under the list of required documents and additional resources on the SAC VA webpage:
<http://alamo.edu/sac/VeteransAffairs/>

STEP 2: DETERMINE THE EDUCATION BENEFITS YOU WILL USE - If you plan to utilize Hazlewood with a VA education benefit (known as stacking) and you are unsure about your VA education benefits or need assistance in applying for your benefit, schedule an appointment with your academic advisor, or with Mrs. Rodriguez, the *VetSuccess on Campus (VSOC)* counselor at SAC. To schedule an appointment, call (210) 486-0111 or stop by the SAC VA office. At the time of your appointment please be sure to have your checking account and routing numbers, as you will need them while applying for your VA education benefit. It should take 30-45 minutes to compare and apply for your benefit with Mrs. Rodriguez. Walk-in student appointments are welcomed but in order to avoid long delays, you are encouraged to arrive early in the morning.

How do I learn more about my Veteran education benefit on my own? - The VA education benefits information can be found under *Education Programs* on the VA education and training webpage: <https://www.vets.gov/gi-bill-comparison-tool>

STEP 3: APPLY FOR VA EDUCATION BENEFIT - Be sure to know and understand your VA education benefit and chapter before applying on-line at <https://www.vets.gov/education/apply/>. In order to use your VA education benefits at SAC, an official Certificate of Eligibility (COE) will be required to be submitted to the SAC VA office. The VA RPO will usually send a Certificate of Eligibility (COE) through the U.S. mail within 7-21 business days and you should also receive an award letter for each semester your benefits are utilized. It is important to review and understand the award letter. This document explains to you what action the VA has taken on your behalf, what payments have been made to the school, and what payments will be made to you during the academic term.

STEP 4: COMPLETE THE ENROLLMENT PROCESS - Before using your VA education benefit, you will need to be enrolled at SAC and have already completed steps 1-7 on the SAC Enrollment Checklist. If you are a new student, be sure to sign-up for New Student Orientation (NSO) online. If you are a transfer student (other than Alamo colleges), allow Admissions and Records at least 15 business days to evaluate your transcripts. Once you have completed Steps 1-7 on the SAC Enrollment Checklist, you should be eligible to register for courses. If you are attending NSO, you will wait to register for courses at NSO.

Do I need to take the Texas Success Initiative (TSI)? - Students are strongly encouraged to take the TSI to receive placement scores in order to be placed in the most appropriate Math, Reading and Writing courses. Veterans can request to be Exempted from the TSI by bringing a member 4 copy of the DD214 to the Testing Center located in the Fletcher Administration Center, room 112 (FAC 112). For Veteran education benefit purposes, non-college ready courses such as (Pre, Elementary, Intermediate or Developmental Algebra) may not be certified to the VA unless the student's TSI placement scores place the student in that particular course. (i.e. If a veteran using VA education benefits elects to have the requirement for TSI testing exempted, only college level coursework may be submitted to the VA for payment of housing stipend for all chapters and tuition and fees for Chapter 33). For resources to prepare for the TSI, visit the SAC Testing webpage: <http://alamo.edu/sac/assessment-center/>

STEP 5: SUBMIT ALL TRANSCRIPTS (INCLUDING MILITARY TRANSCRIPTS) - All prior college transcripts must be requested from your previous institutions and submitted to SAC as part of the admission process. Additionally, you should request an office Joint Service Transcript (JST) if you served in the Army, Navy, Marines or Coast Guard. If you served in the Air Force, a copy of your Community College of the Air Force Transcript shall be required.

To request JST for **ARMY/NAVY/MARINE CORP/COAST GUARD**, go to the webpage: <https://jst.doded.mil/>.

To obtain **AIR FORCE (CCAF)** transcripts, go to the webpage: <http://www.au.af.mil/au/ccaf/transcripts.asp>

STEP 6: OBTAIN ADVISING GUIDE/DEGREE PLAN - The academic advisors in the SAC VA office can assist with a Advising Guide/Degree Plan. Your signed and approved academic advising guide/degree plan will serve as a contract between you and the VA while certifying your request to utilize your VA education benefit for each term that you attend SAC. Unless you are a guest student, your Advising Guide/Degree Plan must be a current SAC degree or certificate. To view degrees, certificates and advising guides, visit the webpage: <http://alamo.edu/sac/academics>

STEP 7: REQUEST TO USE HAZLEWOOD AND/OR VA EDUCATION BENEFITS AT SAC - Once you have registered for your courses, you will visit the SAC VA office to submit all applicable documents and complete all required forms (please refer to the reverse side of this document). The SAC VA office will not take ANY documents until ALL necessary documents can be submitted in order to submit a certification request. Remember that all documents must be received by the SAC-VA office before your Hazlewood or VA education benefits may be processed. All documents must be received prior to the payment deadline or your classes will be purged for non-payment. For more information, please visit our webpage at <http://alamo.edu/sac/VeteransAffairs/>, give us a call at 210-486-0111, or come by the Victory Center to meet with your advisor.