



# Hazlewood Benefits Checklist

**\*\*All required documents must be turned in to avoid delay in processing and payment\*\***

Note: Veteran/dependent cannot be in default on a loan that is made or guaranteed by the state of Texas. Veterans and dependents must reside in Texas during the term that the exemption will be used.

\_\_\_\_\_ Submit Houston Community College Admission Application <http://www.hccs.edu/apply>

\_\_\_\_\_ Apply for VA Educational Benefits <https://www.vets.gov/education/apply/>

\_\_\_\_\_ Submit Certificate of Eligibility (COE), Exhaust of Benefits Letter, Denial of Benefit Letter <sup>1</sup>

\_\_\_\_\_ Apply for Hazlewood Exemption <https://www.tvc.texas.gov/education/hazlewood-act/> by:

- a. Complete Texas Hazlewood Act Exemption Application (THAEA) <sup>1</sup> – Each Academic Year
- b. Register into the Hazlewood online database
- c. Submit Relationship Documentation according to THAEA, (Dependents only) <sup>1</sup>
- d. Submit Veteran’s Disability Ratings Letter (if applicable) <sup>1</sup>

\_\_\_\_\_ Submit Copy of DD-214 (Only Member 2, 3, 4, 6, or 8) **OR** Copy of DD-1300 <sup>1</sup>

\_\_\_\_\_ Order Official transcripts from all previous college(s) attended (regardless of accreditation) <sup>2</sup>

Mail Transcript(s) to:  
Houston Community College,  
Office of Admissions & Records  
P.O. Box 667517  
Houston, TX. 77266-75117

OR

Hand Deliver Transcript(s) to:  
*(Official transcripts must be sealed)*  
3220A Main Street, Houston, TX. 77002  
OR visit a campus VA Representative  
<http://www.hccs.edu/locations/>

\_\_\_\_\_ Order Official Military transcripts <https://jst.doded.mil/smart/signIn.do> (Army, Marines, Navy, & Coast Guard Only)  
*(Select P.O. Box Option)*

\_\_\_\_\_ Order Official Air Force transcript <http://www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247/> <sup>2</sup>

\_\_\_\_\_ Meet with an Academic Advisor

\_\_\_\_\_ VA Certification Request (VACR) Form, <http://www.hccs.edu/veterans> – Must submit every semester AND for any enrollment change (drop/swap/withdrawal) <sup>1</sup>

\_\_\_\_\_ Enroll in HCC Courses (listed on your approved degree plan)

\_\_\_\_\_ Check the *Message Center & To Do List* in the Student System <https://myeagle.hccs.edu/>

<sup>1</sup>If resubmission of any document is requested, you may do so by any of the following methods: Walk-In at Office of Campus Veterans Representative, Email: [hcc.hazlewood@hccs.edu](mailto:hcc.hazlewood@hccs.edu) OR Fax: 713-718-8444.

<sup>2</sup>Official transcripts are required within 30-days of your first meeting with an advisor. A transcript service indicator (hold) will be placed on your account, which prevents you from making changes to your schedule.