ALAMO COLLEGES DISTRICT
St. Philip's College

Submission Guidelines for
Veteran Benefits and Hazlewood Exemption

INCOMPLETE DOCUMENTS WILL BE DELAYED IN PROCESSING

SPC students using Veteran & Hazlewood benefits should follow the guidelines below:

- If the veteran has qualifying service after 9/11/2001, Request COE from VA by applying here: https://www.va.gov/education/how-to-apply/
- Register for classes required for your degree
- Submit Request for Certification via the GUARDIAN Form System link provided
  - Complete all forms that are required per the table found below. Forms may be found on the SPC-VA webpage at the following link: SPC Veterans Affairs
  - Attach all required documents
- **Pay Your Balance BEFORE THE PAYMENT DEADLINE if your benefit does not cover 100%**
  - Use deferment form if you are unable to pay your outstanding balance
  - Use this link for instructions to view and pay your account.
  https://www.alamo.edu/academics/academic-resources/academic-calendar/

**Please note: Unpaid tuition and fee balance may result in all courses being dropped.
Making partial payments will not secure your classes.
You must pay in full, sign up for a payment plan or submit deferment.

Hazlewood Exemption - Veteran Instructions for Submission	
Required Forms	**Required Supporting Documents**
1. Request For Certification 2. Hazlewood Application TVC-ED-1 (First Semester) Texas Hazlewood Act Exemption Application	1. Certificate of Eligibility for VA benefit (if qualifying service after 9/11/2001) 2. Copy of DD214 (member 4) 3. Copy of Texas Driver License or State Issued ID 4. Hours printout from Hazlewood Online Database https://hazlewood.tvc.texas.gov/students/ 5. ACES Student Detail Schedule

Hazlewood Exemption – Spouse or Child	
Instructions for Submission	
Required Forms	**Required Supporting Documents**
1. Request For Certification 2. Hazlewood Application TVC-ED-1 (First Semester) Texas Hazlewood Act Exemption Application	1. Certificate of Eligibility for VA benefit (if qualifying service after 9/11/2001) 2. Full page copy of DD214 3. Copy of Veterans Texas Driver License or State Issued ID 4. Hours printout from Hazlewood Online Database **https://hazlewood.tvc.texas.gov/students/** 5. Copy of Birth Certificate (if child) 6. Copy of Marriage Certificate (if spouse) 7. Proof of Veteran's 100% Disability or Service Connected Death (VA letter/Death Cert/DD1300) 8. 5. ACES Student Detail Schedule

Hazlewood Exemption – Legacy	
Instructions for Submission	
Required Forms	**Required Supporting Documents**
1. Request For Certification 2. Hazlewood Application TVC-ED-1 (First Semester) Texas Hazlewood Act Exemption Application	1. Certificate of Eligibility for VA benefit (if qualifying service after 9/11/2001) 2. Full page copy of DD214 3. Copy of Veteran Texas Driver License or State Issued ID 4. Hours printout from Hazlewood Online Database for the Veteran **https://hazlewood.tvc.texas.gov/students/** 5. Hours printout from Hazlewood Online Database for the Student **https://hazlewood.tvc.texas.gov/students/** 6. Copy of Birth Certificate (if child) 7. Copy of Marriage Certificate (if spouse) 8. ACES Student Detail Schedule

Chapter 30 Montgomery GI Bill	
Instructions for Submission	
Required Forms	Required Supporting Documents
1. Request For Certification	1. **Certificate of Eligibility for VA benefit** 2. **ACES Student Detail Schedule** • Apply for benefit: VA.GOV • Register for classes in your degree plan (Developmental classes cannont be taken online under veteran benefits) • Make payment arrangements prior to payment deadline ❖ No book stipend provided

Chapter 31 Veterans Readiness & Employment	
Instructions for Submission	
Required Forms	Required Supporting Documents
1. Request For Certification	1. **Purchase order Number (PO#) (Obtained from VR&E Counselor)** 2. **ACES Student Detail Schedule** • Register for classes in your degree plan

Chapter 33 Post 9/11 GI Bill
Instructions for Submission

Required Forms	Required Supporting Documents
1. Request For Certification	1. Certificate of Eligibility for VA benefit (if qualifying service after 9/11/2001) or Application Confirmation Page 2. ACES Student Detail Schedule • Apply for benefit: VA.GOV • Register for classes in your degree plan (Developmental classes cannont be taken online under veteran benefits) • Make payment arrangements prior to payment deadline ❖ Book stipened provided- Direct deposit with BAH Deposit

Chapter 35 Dependents Education Assistance
Instructions for Submission

Required Forms	Required Supporting Documents
1. Request For Certification	1. Certificate of Eligibility for VA benefit 2. ACES Student Detail Schedule • Apply for benefit: VA.GOV • Register for classes in your degree plan (Developmental classes cannont be taken online under veteran benefits) • Make payment arrangements prior to payment deadline ❖ No book stipend provided