Student Timeline

Step 1: Establish Eligibility for Hazlewood or GI Bill® Benefits

- You can establish eligibility for the GI Bill® by applying for benefits through the VA via their online application system, VONAPP.
  - Please note that the application process can take up to 8 weeks and you will need the resulting Certificate of Eligibility (CoE) before we can process your benefits here at Texas State University.
  - You can find more information in the Your Benefits section of our website, as well as on the U.S. Department of Veterans Affairs website.
- Hazlewood recipients can determine their eligibility by referring to the Initial Hazlewood Eligibility Requirements. More information can be found in the Your Benefits section of our website.

Step 2: Get Accepted into Texas State University

- Apply to Texas State University.
- Veterans Admission: Information on testing, as well as info for returning veterans.
- Military Credit: The Office of Undergraduate Admissions will review course work from educational experience obtained in the Armed Forces.

Step 3: Sign Up for New Student Orientation & Enroll in Classes

- We cannot process your benefits until you are enrolled in classes, which cannot be done until you have attended New Student Orientation.
- Try to get the earliest orientation available. There will be several dates to choose from, but they fill up quickly. Sign up here.
- Students transferring in 30+ hours may do their orientation online and will need to set up an appointment with an academic advisor to remove holds and enroll in classes. Other students must attend a session on campus.
- On your orientation day you will attend various presentations pertaining to college and campus life, including a presentation on VA benefits. At the end of the day you will meet with the academic advisors from the college of your major and they will assist you in choosing courses and enrolling.

Step 4: Review the Required Documentation

- Find a complete list of required documentation here.
- Gather the necessary documents required to get your benefits started here at Texas State University.
- Our office is completely paperless, so be advised that all documentation will need to be accessible from a computer or mobile device. We have scanners available in the office if you require assistance with this matter.
Step 5: Submit an Online Certification Request

- Gather all supporting documentation and complete an online Certification Request.
- You will be able to upload all of your documentation directly into our secure document management system at the end of your certification request.
  - A certification request is required EVERY SEMESTER for GI Bill® recipients, immediately after you have registered for classes.
  - A certification request is required EVERY FALL SEMESTER for Hazlewood recipients, as well as any time there is a break in enrollment here at Texas State University.
- RETURNING STUDENTS (does not include new/transfer students) should submit their certification requests by the Priority Submission Deadlines to guarantee processing before tuition is due.

Step 6: Monitor Your Bill

- Keep up to date on tuition bill and payment deadlines.
- For benefits that pay tuition amounts to the school (Chapter 33, 31, & Hazlewood), ensure that the tuition adjustment has been applied to your account. Students using all other benefits need to make arrangements with Student Business Services to pay their tuition by payment deadlines.
- Make arrangements for any outstanding balance. There will be a student service fee (~$90) every semester, for Hazlewood students only. Also, all students living on campus are responsible for their housing fees.
- To avoid being dropped from your classes, ensure that your bill is covered by setting up a payment plan, emergency tuition loan, or paid in full before the payment deadline.
- Contact Financial Aid if you need further assistance with tuition amounts.

Step 7: Chapter 30, 1607, and 1606 recipients ONLY

- After your classes have been certified, you must verify your enrollment with the VA at the end of each month so that you will receive your payment.
- Be sure that you have verified exact start and end dates for any classes in which you are enrolled that are shorter or extend beyond the regular semester.
- You can verify enrollment via Web Automated Verification of Enrollment (WAVE) or 1-877-823-2378. If you notice either class dates or credit amounts are incorrect while verifying, please contact our office.
What We Do:

After a student submits an online certification request, along with all necessary documentation, we begin processing it in the order in which it was received. Transfer and incoming students have priority because we cannot process their requests until after they’ve registered for courses, which is held up by attendance at NSO. In addition to required documentation, we look at the following academic criteria before processing certification requests:

Registration

- For GI Bill® recipients, the number of hours enrolled in will impact eligibility, cost of attendance, and student status. For those reasons, the student must contact the Veterans Affairs Office before and after a change in schedule so that they understand how it might affect their benefit status or financial aid eligibility.
- *There is no minimum or maximum number of hours per semester for Hazlewood.*

Attendance

- GI Bill® recipients must attend class and submit assigned work in order to receive benefits. Academic and tutoring resources are available—check out [Your Resources](#)!
- GI Bill® recipients may receive a debt letter from the Department of Veterans Affairs (DVA) for *Failed-Never Attended* courses, in which case the student is responsible for the repayment of that debt.

Grades

- **GPA requirements:** Hazlewood and Legacy recipients must meet the following GPA requirements EVERY SEMESTER in which they are utilizing Hazlewood—*this does not apply to dependents of deceased veterans*:
  
  Undergraduate – 2.0; Second Baccalaureate – 2.5; Master’s/Doctorate – 3.0

- **Grades:** Not all failing grades are reported to the DVA. Only GI Bill® recipients who receive "**unearned**" or "**never attended**" failing grades (N or U) will be reported to the VA and receive a debt letter for the repayment of the course. We do not report "I" or "F" grades to the VA.
- **Suspended Status:** Any student in a suspended status is not eligible for veteran education benefits.

Excessive Hours

- Excess hours does not affect a GI Bill recipient’s eligibility; however, the VA will not cover excess hour fees incurred by the university.
- A student cannot use Hazlewood benefits if they are in excessive hours. A student will be considered in excess hours if on the first day of term, the student has attempted more than 30 hours (45 if initially enrolled before Fall 2006) over what is required for their degree program. *Excessive hours does not apply to dependents of deceased veterans.*
**Appeals:**

Any student who does not meet the above criteria will not be eligible to receive the Hazlewood Exemption. Eligibility can be regained (GPA ineligibility ONLY) upon successful appeal based on mitigating circumstances, or upon completion of a term that raises GPA without the exemption. *There is no appeal for excess hours.*

Once it has been determined that the student meets these academic standards, we send Student Business Services a list of students utilizing Hazlewood, Chapter 33, and Chapter 31 benefits, to include hours being certified and tuition and fees expected to be covered. We also report hours, tuition and fees, and failing grades to the Department of Veterans Affairs for GI Bill® recipients, and Hazlewood hours used are reported to the Texas Veterans Commission.