



## Submission Guidelines Hazlewood - Spouse or Child

### Forms Required Every Semester

- ✓ VA Enrollment Certification Request
- ✓ Tuition Deferment Request (If applicable)

### Supporting Documents Required For New Students

- ✓ Hazlewood Application
- ✓ [Certificate of Eligibility if veteran served on or after 9/11/2001](#)
- ✓ DD214 - Member 4 Copy
- ✓ [Hours printout from Hazlewood Online Database for spouse or child](#)
- ✓ Copy of the student's marriage certificate (if spouse)
- ✓ Copy of the student's photo ID
- ✓ Copy of the student's birth certificate (if child)

### Supporting Documents Required For Returning Students

- ✓ Hazlewood Application for Continued Enrollment
- ✓ [Hours printout from Hazlewood Online Database](#)
- ✓ Copy of the student's photo ID

**INCOMPLETE DOCUMENTS WILL BE DECLINED**

**NVC students using Hazlewood benefits should follow the guidelines below:**

- ✓ Register for classes required for your degree
- ✓ Submit Request for Certification via the link provided
- ✓ Complete and submit all required forms and supporting documents listed above
- ✓ 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, or submit deferment\*\***