

## VA-ONCE Remarks – Top 10 No-No's, or What NOT to Send

Unnecessary non-standard remarks delay processing by preventing automation. Here are some examples...

**1) In VA-ONCE, the function of “Amend” is to correct the start date, end date, or tuition and fees (or to add an advance or accelerated pay for non-33 cases). You do NOT need to tell us you are submitting an amendment to correct one of these fields. That is the purpose of the amend feature.**

*Examples of what NOT to send:*

Amending starting date only. The term began on 9/25/YYYY.

Amending term to report correct start/end dates

**2) Amendments which change the tuition and fees – adding the T&F after you have submitted without them, or changing them after you have submitted them, to include reducing to zero – do NOT require an explanation (see #1).**

*Examples of what NOT to send:*

Student receives Board of Governors Enrollment Fee Waiver (BOGW)

Third Party paid tuition. No Tuition Requested

Reporting a decrease to tuition amount only. Tuition partially covered by Fed Tuition Assistance.

Student is getting funds from other source to pay for tuition, only using housing allowance.

**3) Breaks in the term ONLY need be reported if they are 7 consecutive days in length or more and change the rate of pursuit. Do NOT report 1 or 2 day breaks.**

*Examples of what NOT to send:*

School Holidays 11/28-29

Break Dates: November 28-29

**4) Graduations cannot be reported on certifications. Graduations must be reported on a Notice of Change in Student Status (22-1999b) at the end of the term.**

*Examples of what NOT to send:*

Upon satisfactory completion of indicated term, the student can graduate.

End of certification. Student is expected to graduate.

**5) Do NOT re-submit the same term(s) under a different chapter. The RPO can determine the correct chapter regardless of the benefit under which it was submitted. Change the Bio page so that the next term will be under the correct chapter. The exception to this is if you need to submit a Yellow Ribbon amount.**

*Examples of what NOT to send:*

Student originally processed as 1606. Please reprocess as CH 33

Re-submitting under Ch.33 benefits, replaces previous cert ID: xxxxxxxx

**6) When submitting an enrollment with zero tuition and fees, do NOT tell us the tuition and fees will be sent later (See #1 and #2).**

*Examples of what NOT to send:*

Tuition & Fees will be submitted as soon as possible after drop/add.

Tuition and fees will be reported after the school's census date.

Will submit TUITION AND FEES, after they are officially posted.

**7) The names of individual courses are NOT needed for a regular enrollment.**

*Examples of what NOT to send:*

The following courses approved BLAW 101, ECON 191 ENG 110 Eng 160 total 11 units for Spring YYYY  
CJA/204  
CJLE 1012.203  
BASIC PEACE OFFICER PHASE I.

**8) There is one “tuition and fees” field because we do NOT need the 2 to be separated. Only when reporting enrollments or changes prior to 8-1-11, or if the student is eligible for the grandfathered rates, do we need to have the tuition and fees separated in the remarks.**

*Examples of what NOT to send:*

Tuition/Fee = \$5531/\$100 (For term dates 10/16/YYYY-12/21/YYYY)

**9) Changes in hours or terminations need to be reported on a 22-1999b (Adjust or Terminate). Do not Amend the Enrollment and insert remarks about changes in hours or terminations.**

*Examples of what NOT to send:*

Student dropped on 08/20/YYYY and cert was never updated. LDA is 08/20/YYYY  
Student's last date of attendance and withdraw date was 9/23/YYYY. Punitive grades were assigned.

**10) The VA Standard Remarks “Submitting tuition and fees” and “Correcting tuition and fees only” are only in VA-ONCE because so many schools were putting variations of these in the remarks. Standardizing their mark allowed us to automate them by ignoring them. We do NOT need these remarks. (You can save yourself some time by not adding them.)**