

## HOW TO HANDLE AN “UN-TERMINATE” OPTION

- Amending/Adjusting certifications that have already been terminated
- No More Paper 1999bs
- Situation: You accidentally terminate a certification. You were attempting to reduce from 12 to 9 credits and now you can't get your mistake back. What to do.....
  1. Complete a brand new certification as you originally had submitted before (duplicating the first cert)
  2. Add a standard remark to the new cert by clicking on the *'Modify Remarks List'*
  3. The Remarks options appear. Click on the 'VBA Standard Remarks' drop down list and choose the standard remark 'Correcting Previously Terminated Enrollment. Notice of Change in Student Status(S) To follow
  4. You can now make any necessary adjustments to the term as necessary.

VBA Standard Remarks

Acceleration Certification On File.  
Application Sent Via US Mail.  
Student Applied Using VONAPP.  
Student's Signed Request For Change Of Program/Place Of Training Is On File.  
Reporting Credit For Prior Training.  
Course(S) Being Pursued At Branch Location:  
Practical Training Course(S) Taken.  
Remedial Training Course(S) Taken.  
Concurrent Enrollment At Secondary School:  
Student Called To Active Duty.  
Reporting Ch 33 Enrollment Or Change Prior To 8-1-11. Separate Tuition And Fees Are:  
Student Eligible For Restored Rates. Separate Tuition And Fees Are:  
Correcting Tuition And Fees Only  
Compliance Survey Referral. Upon Completion Of Award Send Overpayment Or Underpayment Amounts To:  
**Correcting Previously Terminated Enrollment. Notice Of Change In Student Status(S) To Follow.**  
Other