

**HAWAI'I PACIFIC UNIVERSITY**  
**Winter Session 2009 Policies and Deadlines**  
**(December 21, 2009 to January 23, 2010)**

1. Deadline for Tuition Payment and Finalized Registration: **Tuesday, December 22, 2009**
2. **Tuition/Withdrawal/Refund Policy:** Withdrawal **on or before December 18, 2009** ----- 100% refund of tuition  
Withdrawal **after December 19, 2009**----- **NO REFUND**
3. Registration deposit of \$200.00 is nonrefundable in the event that the student is unable to attend Winter 2009 or Spring 2010.

**ADD, DROP, DROP WITH "W" GRADE OR COMPLETE WITHDRAWAL**

**Only students clear of past due balances and holds may submit adds, drops and switches. A fee of \$30 is subject to apply for each form submitted.**

1. First day to submit Add, Drop, Drop with "W" grade or Complete Withdrawal forms ----- Tuesday, December 1
2. The last day to **add** a course is ----- Wednesday, December 23
3. The last day to **drop** a course without a W grade is ----- Wednesday, December 30
4. The last day to **drop** a course with a W grade ----- Friday, January 8
5. International students must maintain full-time status in order to meet visa requirements.

**BY REGISTERING FOR WINTER SESSION 2009,  
I ACCEPT THE TERMS AND CONDITIONS OF THE POLICIES AND DEADLINES PRINTED ABOVE.**

**HAWAI'I PACIFIC UNIVERSITY**  
**Spring Semester 2010 Policies and Deadlines**  
**(January 25, 2010 - May 16, 2010)**

1. Deadline for Tuition Payment and Finalized Registration: **Friday, January 22, 2010**
2. **Tuition/Withdrawal/Refund Policy:** Withdrawal **on or before January 24, 2010** ----- 100% refund of tuition  
Withdrawal from **January 25 to January 31, 2010** ----- 50% refund of tuition  
Withdrawal from **February 1 to February 19, 2010** ----- 25% refund of tuition  
Withdrawal **after February 19, 2010** ----- **NO REFUND**
3. Registration deposit of \$200.00 is nonrefundable in the event that the student is unable to attend Winter 2009 or Spring 2010.

**ADD, DROP, DROP WITH "W" GRADE OR COMPLETE WITHDRAWAL**

**Only students clear of past due balances and holds may submit adds, drops and switches. A fee of \$30 is subject to apply for each form submitted.**

1. First day to submit Add, Drop, Drop with "W" grade or Complete Withdrawal forms-----Monday, December 1
2. The last day to **add/register** a course is { Before classes begin-----Sunday, January 24  
Late add/registration-----Sunday, January 31  
Late add/registration with permission (\$30 fee per form)---Thursday, February 4
3. The last day to **drop** a course without a W grade is ----- Friday, February 19
4. The last day to **drop** a course with a W grade ----- Friday, April 9
5. International students must maintain full-time status in order to meet visa requirements.

**BY REGISTERING FOR SPRING SEMESTER 2010,  
I ACCEPT THE TERMS AND CONDITIONS OF THE POLICIES AND DEADLINES PRINTED ABOVE.**

## Registration Policies and Requirements

1. **All withdrawals must be presented in writing** and be signed and approved by an academic advisor, prior to being processed with your registration center. Late registrants, or those who have made only partial payments, or those who have not attended a course, are not exempt from this policy. Withdrawals are not considered finalized until such paperwork is presented to your registration center. Eligible students may process withdrawals using HPU Pipeline according to the published registration schedules.

2. **University fees (i.e. application fees) are nonrefundable**, with the exception of the technology fee which is nonrefundable as of the **first day of the semester**. Students are responsible for all fees, whether or not the tuition has been paid in full.

3. **Tuition payment deadline:** By 5:00 p.m., on the Friday before classes begin for the term. See Registration Policies and Deadlines for exact dates. \*A late payment fee of 5% of the balance due will be assessed, not to exceed \$50 per month.

4. A payment for full-time undergraduate tuition covers tuition charges for 12-16 credits. Credits above that range will be charged at the overload rate.

5. Students receiving federal financial aid (grants or loans) are subject to different refund policies than the one stated above. Please contact the Financial Aid Office for more information.

6. Students who register for a course without having successfully completed the prerequisite course(s) are affected by this withdrawal/refund policy. Students who must switch because they lack the prerequisites will have to re-register in classes which are available at the time of the switch.

7. No refunds will be made to international students who withdraw before completion of their minimum stay requirements.

8. Any student who has a check returned to Hawai'i Pacific University for insufficient funds, stopped payment, or closure of account will be assessed a \$25.00 fee per instance, and registration may be subject to cancellation. We reserve the right to refuse payment by check for students from whom we have received three or more returned checks.

9. All marine science/marine biology/oceanography/environmental science students and juniors and seniors in the Nursing program are charged a higher tuition rate because of higher expenses incurred in those programs. If it is determined after registration that the student should have been charged the higher tuition rate but has been charged the lower rate, the difference in tuition will be billed to the student or responsible agency.

### **Registration requirements:**

1. A student's registration is considered **finalized** when
  - a. All financial obligations have been finalized through payment, financial aid, approved third-party, or payment plan;
  - b. The student has submitted the following medical requirements:
    - TB (tuberculosis) clearance and measles immunizations (two doses), as required by Hawai'i Department of Health regulations [TB clearance and measles immunizations are due by start date of classes or, in the case of late registrants, within 10 working days after registration.]
    - Purchase or proof of a medical insurance plan for fall/spring semesters; (full-time international students). Insurance plan must be comparable to HPU health plans and valid for the entire length of the semester.

2. Deadline to finalize registration: By 5:00 p.m., on the Friday of the first week of classes. See Registration Policies and Deadlines for exact dates.

3. A \$30 Add/Drop fee will be assessed beginning the second week of classes for each form processed.

**Note to all students who have not finalized their registration: if class limit is met prior to start date, students with incomplete registrations may be assigned to another course.**

**Added or cancelled courses: Courses with enrollments of fewer than 15 students may be cancelled. We reserve the right to add or cancel courses in order to meet student and University needs. Be sure to check the latest schedule before the session begins.**

3. **International students must maintain full-time status in order to meet visa requirements.** \*Exceptional cases to this policy must be made via a general petition form and a change of program form, indicating the proposed withdrawal. Both forms must be signed by the international student advisor and by the appropriate dean and must be approved by the president.

### **Use of a Social Security Number**

Effective August 2003, HPU students are assigned a student ID number to be used as their primary University identification. A student's Social Security Number (SSN) is requested for record purposes so that it may be used in processing federal financial aid, veterans benefits, military tuition assistance, or for identification purposes as required by law. In addition, a student's SSN will be disclosed outside Hawai'i Pacific University only as permitted by law.

Grades, transcripts, and diplomas will be released to students who have fulfilled all financial obligations (including library fines) to the University and who have submitted a TB clearance, measles immunization, and proof of medical insurance coverage to registration staff. By registering for courses at Hawai'i Pacific University, I accept the terms and conditions of the policies printed above.



**Registration Checklist**

Outstanding requirements include:

- TB Clearance
- Measles immunizations
- 1st dose
- 2nd dose
- Proof of Medical Insurance
- Payment of Tuition
- Other

Complete your registration requirements **EARLY** to avoid late charges and holds on your account.

**STUDENTS MUST BE CLEAR OF PAST DUE BALANCES AND HOLDS IN ORDER TO PROCESS COURSE CHANGES**

HPU tuition and refund policies are in effect upon registration.