



**WITHDRAWAL AND REFUND POLICY**

Students who wish to withdraw (add or drop classes) or change their major/program **MUST NOTIFY THE UNIVERSITY IN WRITING**. The date of withdrawal/change is effective upon receipt of written notification by an HPU Registration Center:

Camp Smith Education Center.....487-1182	Hickam Education Center.....543-8053
Kane'ohe Education Center.....544-9312	Tripler Education Center.....544-1493
Pearl Harbor Education Center.....687-7081	Schofield Education Center.....687-7093
Off-Island/Online Advisor.....687-7071	<b>GoArmyEd students must drop through GoArmyEd</b>
Off-Island/Online Advisor e-mail: mcponline@hpu.edu	

**LATE REGISTRANTS ARE NOT EXEMPT FROM THIS POLICY  
ALL FEES ARE NONREFUNDABLE**

<b>10-WEEK TERM REFUND POLICY</b>	
Withdrawal Period	Refund Amount
Withdrawal during the 1 <sup>st</sup> week of the term	100% refund of tuition
Withdrawal during the 2 <sup>nd</sup> and 3 <sup>rd</sup> weeks of the term	25% refund of tuition
Withdrawal after the 3 <sup>rd</sup> week	<b>NO REFUND</b>

<b>INTERIM REFUND POLICY</b>	
Withdrawal Period	Refund Amount
Withdrawal prior to the beginning of the term	100% refund of tuition
Withdrawal after start of the term	<b>NO REFUND</b>

<b>5-WEEK TERM REFUND POLICY</b>	
Withdrawal Period	Refund Amount
Withdrawal during the 1 <sup>st</sup> or 2 <sup>nd</sup> day of the term	100% refund of tuition
Withdrawal after 2 <sup>nd</sup> day of the term	<b>NO REFUND</b>

I authorize Hawaii Pacific University to release any pertinent information (i.e. attendance rosters, social security number, etc.) which may be required by the military.

Any student who has a check returned to Hawaii Pacific University for insufficient funds, stop payment, or closure of account will be assessed a \$20.00 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.

I have read the above statement and I accept the terms and conditions set forth.

\_\_\_\_\_  
HPU witness

\_\_\_\_\_  
Student's Name – *PLEASE PRINT LEGIBLY*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature