



UNIVERSITY of HAWAII

HILO CHANGE OF REGISTRATION FORM

FOR CASHIER'S OFFICE USE ONLY:

Amount Paid: _____

VISA / MC / CC Other / MO / Cash / Check #: _____

Date Paid: _____ Cashier: _____

Office of the Registrar / 200 West Kawili St. Hilo, HI 96720-4091 / Student Services Center, First Floor Rm 101 / Phone: (808) 932-7447 / Fax: (808) 932-7448 / E-mail: uhhro@hawaii.edu

Below are the financial consequences of withdrawing:

Fall and Spring	
*If you withdraw from a course on or before:	You will owe Tuition:
The 2 nd Tuesday of instruction Classes not on academic record	0%
The completion of 20% of term Classes not on academic record	50%
AFTER completion of 20% of term Classes on academic record with "W"	100%

*Deadlines effective Fall 2018

- Fees will be owed for all withdraws as of the 1st day of instruction
- There is a \$5.00 non-refundable processing fee. Exemptions to the fee can be made by the Dean or Graduate Council Chair. This form is to be used when making registration changes outside of the normal registration period
- To withdraw from your last class with UH Hilo, use the Complete Withdrawal Form
- Financial aid may be cancelled or significantly reduced if you withdraw
- Registration changes will be made upon completion and submission of this form to the Office of the Registrar. Payment must also be received prior to making any registration changes.
- For Summer Session refund dates refer to <https://hilo.hawaii.edu/depts/summer/lookup.php> with CRN.
- Information provided here for convenience and does not constitute an official declaration of UH Policy. For official schedules, please refer to:
<http://hilo.hawaii.edu/uhh/bo/TuitionandFeeRefunds.php> and
<http://hilo.hawaii.edu/registrar/currentterm.php>.

SECTION I: Student Information:

Name: _____ Student ID: _____ Phone: _____
Last First MI

Email: _____@hawaii.edu Semester: Fall Spring Summer Year: 20_____

Student Signature: _____ Date: _____

SECTION II: Course Information & Approving Signatures: *Change of registration forms will be reviewed on a case-by-case basis. Each Dean/Graduate Council Chair has the right to deny a late registration/withdrawal within their college/graduate program.*

Register	Withdraw	CRN	Course Alpha & Number	Instructor's Signature of Course	Assess \$5 Fee: Exempt _____ Not Exempt _____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	Dean's Signature of Course* _____ Date _____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____

Total Credit Hours BEFORE Change: _____ Total Credit Hours AFTER Change: _____

**Undergraduate courses (courses 100-400 level) require the dean's signature of the course. Graduate courses (500 level and above) require the Graduate Council Chair's signature (see section below).*

Graduate Students Only (only for students pursuing a Graduate level degree-Masters and Doctoral Degrees):

Please stop here and turn the form into the Graduate Division Office

Graduate Council Chair: _____ Date: _____

SECTION III: Credit Card Payment Information: VISA MC Dollar Amount: _____

Cardholder's Name: _____ Credit Card Number: _____

Cardholder's Phone Number: _____ Expiration Date: _____ CVV2 Code: _____

Cardholder's Signature: _____ Billing Address: _____

By signing this payment authorization form, I acknowledge that this fee is non-refundable and non-transferable.