COMPLETE WITHDRAWAL FORM

If you are withdrawing from your last class at your home institution, submit this form to the Admissions & Registration Office at your home institution. Classes dropped on or before the published deadline to drop classes without a "W" will be “erased” from your permanent record. Classes dropped after the deadline to drop classes without a "W" and on or before the withdrawal deadline, will be noted with a "W" on your academic record. If you are registered for classes at other UH campus(es), please indicate if you want to withdraw from those class(es).

Refunds will be made according to federal Title IV regulations and/or current UH System policy. Please visit www.hawaii.hawaii.edu for registration and refund deadlines. You are responsible for any outstanding financial obligations and should confirm your account balance through MyUH once your registration request has been processed.

1. I want to completely withdraw for: (semester/year)
   
   Name: ____________________________  UHID: ____________________________
   
   (PLEASE PRINT) LAST  FIRST  M.I.
   
   Address: ____________________________  Telephone Number: ____________________________
   
   STREET/P.O. BOX  CITY  STATE  ZIP CODE
   
   Date: ____________________________  Signature: ____________________________

2. Obtain instructor’s certification of your last day of attendance (LDA). Must be the course you attended on your last day of attendance for the semester or if NEVER ATTENDED initial here __________.

   INSTITUTION  CRN  SUBJECT  COURSE NUMBER  CREDIT HOURS

   I hereby certify that the student’s last day of attendance (LDA) for this course was: _______/_____/______.

   Instructor’s Signature: ____________________________  Date: ____________________________

   NOTES: (1) An email from the instructor's @hawaii.edu email address sent to hawccar@hawaii.edu with the LDA may be used in place of the instructor’s signature. (2) A HawCC counselor may certify the LDA in an emergency/hardship situation. The counselor should verify the LDA with the instructor prior to certification.

3. Obtain clearance signature from the Financial Aid Office (Bldg 379A, Manono Campus):

   Financial Aid Signature: ____________________________  Date: ____________________________

   INSTITUTION  CRN  SUBJECT  COURSE NUMBER  CREDIT HOURS

4. Are you receiving Veteran’s (VA) benefits?  o Yes  o No  If yes, VA representative must initial here. ______

   Complete the Exit Interview on the back of this form.
EXIT INTERVIEW

1. What is your main reason for withdrawing from University of Hawaii System?
   - A. Academic difficulty (AD)
   - B. Dissatisfied with classes (DS)
   - C. Employment (EM)  Is your employment related to your current major? [ ] Yes  [ ] No
   - D. Financial issues (FI)  Did you apply for financial aid? [ ] Yes  [ ] No
   - E. Family responsibilities (FR)
   - F. Health problems (HE)
   - G. Military duty (MI)  *You may request a 100% refund by submitting a copy of your orders.
   - H. Personal (PR)
   - I. Relocating (RE)
   - J. Other (specify)_________________________________________________________

2. Are you familiar with the withdrawal policies and procedures, including the erase period and grading policies?  [ ] Yes  [ ] No

   If no, would you like to discuss the withdrawal policies and procedures with an Admissions & Registration staff member?  [ ] Yes  [ ] No  Staff Initials ________

3. Are you interested in returning to this college?  [ ] Yes  [ ] No

   If yes, when? __________________________

4. A Complete Withdrawal may affect your financial aid eligibility in the future and it could result in you having to repay a portion of any financial aid you received or you may be eligible for a Post-Withdrawal disbursal.

   Would you like to meet with a Financial Aid Officer for more information?  [ ] Yes  [ ] No  Staff Initials ________

Submit completed form to:

HILO  WEST HAWAI’I
Admissions & Registration Office  University of Hawai’i Center West Hawai’i
200 W Kawili St  81-964 Haleki‘i St
Hilo HI 96720  Kealakekua HI 96750
Phone (808) 934-2710  Phone (808) 969-8816
FAX (808) 934-2501  FAX (808) 322-4839

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