

Death of a HawCC Student

Purpose:

The purpose of this procedure is to ensure that in the event of a death of a student, the College provides compassionate attention to the family of the deceased while processing the necessary documents relating to the student's records in a timely and professional manner.

Procedures for responding to the death of a HawCC student:

1. Faculty, staff and students should notify the Vice Chancellor for Student Affairs when they learn of the death of an enrolled student.
2. Vice Chancellor for Student Affairs writes a letter of condolence on behalf of the College.
3. Vice Chancellor for Student Affairs instructs Registrar to erase student's records for the semester during which death occurred. No further correspondence from HawCC will be sent in the student's name, except for the refund, if appropriate.
4. Vice Chancellor for Student Affairs informs instructors of student's death and complete withdrawal by the College.
5. A full refund of tuition and fees paid by the student during the semester of death will be made to the student and mailed to the family of the deceased (i.e., parent, spouse). The Business Office will be instructed in writing by the Vice Chancellor for Student Affairs to do so.
6. If the student was a financial aid recipient, official documentation of the death will be obtained by the Financial Aid Office from the family to satisfy federal regulations. (If the family is unable or unwilling to submit a death certificate, FAO will use a newspaper obituary).
7. Vice Chancellor for Student Affairs will alert the Student Government President to see if they wish to send the family of the deceased some acknowledgment of the loss of one of their peers.

¹ Supersedes HAW 7.901, June 1, 2009; and October 5, 1995
Revised Policy issued by Rockne Freitas, Chancellor