

University of Hawai'i-West O'ahu COMPLETE WITHDRAWAL FORM

Office of the Registrar, Campus Center, C-141
91-1001 Farrington Highway, Kapolei, HI 96707
Phone: (808) 689-2900 / Toll-free (866) 299-8656
Fax: (808) 689-2901
Email: uhwo.records@hawaii.edu

This form must be signed by all the offices highlighted below and all financial obligations must be cleared before the form can be accepted by the Office of the Registrar and the student officially withdrawn from the University. The building and room numbers of those offices are listed next to the signature lines. Please submit the completed form to the Office of the Registrar. Incomplete, illegible, and/or unsigned forms will not be processed.

UH ID: _____
Last Name _____ First Name _____ MI _____

Term of complete withdrawal from UH West O'ahu: Fall 20____ Spring 20____ Summer 20____

Reason for Complete Withdrawal: _____

CAMPUS	COURSE ALPHA/NUMBER	COURSE TITLE	LAST DAY OF ATTENDANCE Enter the date you last attended class. If you did not attend class, check the box
UH West Oahu			<input type="checkbox"/> Did not attend class
UH West Oahu			<input type="checkbox"/> Did not attend class
UH West Oahu			<input type="checkbox"/> Did not attend class
UH West Oahu			<input type="checkbox"/> Did not attend class
UH West Oahu			<input type="checkbox"/> Did not attend class

Complete Withdrawal Policies:

- This form is a request to drop all classes at UH West O'ahu for the term indicated above. Students are responsible for dropping their classes at other UH campuses through MyUH myuh.hawaii.edu.
- Eligible students who plan to return to UH West O'ahu the next consecutive semester may petition for a one semester leave of absence by submitting the *Petition for a Leave of Absence Form*. This form should be submitted along with the *Complete Withdrawal Form* for immediate consideration. If the leave of absence is not approved, the student must reapply for admission and pay the applicable fees by the admission deadline when they are ready to return.
- All outstanding fines and fees must be paid prior to submission of this form. Failure to clear any financial obligations will prevent the processing of this form. Any outstanding financial obligations incurred after the complete withdrawal has been processed will be noted on the student's University of Hawai'i student account, which will prevent future registration, revocation of all rights and privileges which were conferred by registration or enrollment, and denial of transcripts, diplomas, and other entitlements.
- The effective date used to process this form is the date the Office of the Registrar receives the completed form and verifies that the student has no financial obligations and/or outstanding library books/fines.
- Students are responsible for knowing and understanding the refund schedule for withdrawals prior to submitting this form. This information can be found in the UH West O'ahu General Catalog and registration website.
- *Financial Aid Recipients* - I have reviewed the *Complete Withdrawal Policy for Financial Aid Recipients* that was sent with my Initial Award Offer letter. Should UH West O'ahu be required to return monies to the federal program(s), I will be required to repay any outstanding balances to the institution.

I have read, understand, and agree with the Complete Withdrawal policies as stated.

Unsigned forms will not be accepted by the Office of the Registrar and routed to the various offices on campus on the student's behalf except for students residing on the neighbor islands.

Student's Signature (REQUIRED) _____ Date _____

Front Office Use Only
SOAHOLD: _____ Accepted By: _____ Date: _____ Date Rec'd OOTR: ____/____/____

Student Services Academic Advisor, C-236 _____
VA Certifying Official, C-141 _____
International Student Services Advisor, C-236 _____
Financial Aid, C-141 _____
Library, 1st Floor Circulation Desk _____
University Registrar
SGASTDN: _____ LOA: _____

	CHARGE	REFUND
TUITION		
GENERAL FEE		
COURSE FEE		
TOTAL		

Refund: _____ % Amount: _____
Cashier's Office, C-141: _____
Date: _____