



# PACIFIC ISLANDS UNIVERSITY

## PACIFIC ISLANDS UNIVERSITY Withdrawal Form

Name of Student: \_\_\_\_\_

Current Address: \_\_\_\_\_

New Address (if different after withdrawal from all classes) : \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### STUDENT WITHDRAWAL:

from all classes

from the following classes: \_\_\_\_\_

Term Withdrawing: \_\_\_\_\_ Date of Withdrawal: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Advisor or Registrar Signature: \_\_\_\_\_

#### REFUND POLICY:

It is the responsibility of the student to notify PIU when officially withdrawing from any class. Refunds are of all fees (including boarding fees – but not room fees – in the event a student withdraws from all classes) are determined from official date of withdrawal as follows:

100% — withdrawal during registration & add/drop period (week 1 of the semester)

75% — withdrawal during second week (or equivalent) of instruction

50% — withdrawal during third week (or equivalent) of instruction

25% — withdrawal during fourth week (or equivalent) of instruction

0% — withdrawal after the fourth week (or equivalent) or thereafter

### ADMINISTRATIVE WITHDRAWAL:

A student is administratively withdrawn if he/she has missed six consecutive class hours @ 50 minutes (or equivalent) without communicating with the instructor, the Registrar or the Academic Vice President about his/her absence.

Date of the last class session the student attended: \_\_\_\_\_

Date when the student submitted last assignment: \_\_\_\_\_

Term withdrawing: \_\_\_\_\_

Class withdrawing: \_\_\_\_\_

Date when the student was informed of administr. withdrawal: \_\_\_\_\_

Administrative withdrawal reported by: \_\_\_\_\_

Signature and Title

### For office use only – please initial:

Registrar: \_\_\_\_\_ Business Office: \_\_\_\_\_ FA Office: \_\_\_\_\_ Acad. VP: \_\_\_\_\_