



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A student is administratively withdrawn if he/she has missed six consecutive class hours @ 50 minutes (or equivalent) without communicating with the instructor, the Registrar or the Academic Vice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: _____