

Financial Policies

LATE REGISTRATION POLICY

Students who do not arrive on campus and register each semester by the posted registration deadline (the last day of the registration period) will pay a late registration fee of **\$100.00**.

Pre-registered Students and Registration: Students who have pre-registered must confirm their pre-registration form either in person or via email by the posted registration deadline (the last day of the registration period). **Pre-registered students who do not confirm their registration by the deadline will pay a late registration fee of \$100.00.**

REFUND POLICY

Students are responsible to notify PIU when officially withdrawing from any class. Refunds of all refundable fees (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 or the equivalent)
75%..... withdrawal during the second week (or the equivalent) of instruction
50%..... withdrawal during the third week (or the equivalent) of instruction
25%..... withdrawal during the fourth week (or the equivalent) of instruction
0%..... withdrawal after the fourth week (or the equivalent) or thereafter

A withdrawing student is required to complete a withdrawal form which can be obtained from the PIU Business Office or the PIU website. The date of the withdrawal is the same as the date the Business Office receives the signed form from the student.

Military Status: Pacific Islands University considers students who must temporarily set aside their educational pursuits when called to active duty in the military. Students called to active duty military service after the beginning of a term or session are entitled to drop their courses and receive a refund of tuition and fees for courses still in progress and in which they are actively enrolled at the time of the call-up. As an alternative to refunds, students may opt for credit against future enrollment, or request an incomplete grade ("I") from their respective instructors (subject to instructor approval). To exercise this option, students will be required to provide to the Registrar written proof of active military status and deployment and indicate whether a refund or credit is preferred, and process withdrawal (W) from classes (or drop selected classes or request for an incomplete/"I" if appropriate). After appropriate review, the withdrawal or grading status, and refund or credit will be authorized and processed.

Note: Even in cases of a military call-up, students do not have the option to drop partial or short-term classes that have already been completed, or any course for which all work has already been completed and submitted. Students who are unsure how to proceed in these cases are encouraged to consult with the Registrar.

Students called to active duty military service may also opt to remain enrolled in some or all of their courses. In this case, the student may either:

- request an "Incomplete" for the class, with the understanding that the coursework will be completed upon return from active military duty; or
- request that a final grade be assigned based upon work completed to date.

Students called to active duty military service wishing to exercise either of these options should consult with the instructor who will, as necessary, report the "Incomplete" or other appropriate grade based on institution policies. These options may not be equally viable for all classes, depending on timing, how much work remains to be completed, whether a final exam constitutes a major portion of the grade, etc. For this reason, consultation with the instructor is strongly recommended.

Students who return from military service and are ready to re-admit to PIU should contact the Admission Office. The staff of the Admission and Registrar Offices will be as accommodating as possible in facilitating the re-entry of students returning from active duty military service. This may involve streamlining the usual re-entry application process, waiving application deadlines, etc. Each case will depend on individual circumstances. PIU faculty and staff will also be asked to be as accommodating as possible in order to assist military service veterans in returning to the university.

STUDENT FINANCIAL OBLIGATION POLICY

It is the policy of Pacific Islands University for students to be responsible for promptly settling their financial obligations to the University. These obligations may include, but are not limited to:

- Tuition and school fees/room;
- Personal checks or credit card payments returned unpaid by the bank;
- Fees for not returning equipment or materials;
- All other outstanding financial obligations.

Sanctions. Students who fail to satisfy their financial obligations are subject to having their records placed on "hold". This hold will restrict the student from registering for a subsequent semester, receiving a diploma, and having unofficial/official transcripts and grade reports furnished until the financial obligation is cleared.

Students who fail to pay their monthly financial obligation will be issued a "Demand Letter" one week after the account is due requiring them to pay their dues IMMEDIATELY. For dorm students, this letter will serve as a "Move-out Letter" indicating that seven days after receiving the demand letter, dorm students must move off-campus unless the financial obligation is satisfied.

Penalties for late payments

- The University will charge 25% of the debts not received by the end of the payment term.
- Penalties for returned checks
- 1st returned check.....\$25.00
 - 2nd returned check.....\$50.00
 - After 2nd returned check.....NO writing check privileges

As a last resort, the University may report students with unpaid accounts to a credit bureau and/or Department of Revenue and Taxation.