

University of Hawai i at Mānoa CANCELLATION OF REGISTRATION

Semester: _____ Year: _____

Circle Level: Undergraduate / Graduate

(To Be Used Prior to the First Day of Instruction)

Take completed form to the [Registrar's Office Service Window](#), Queen Lili uokalani Center for Student Services, room 010 before instruction begins. This form is not for Outreach College courses (Summer Sessions and Extension Terms).

Please Print

Name: _____ UH Number: _____ - _____
(Last) (First) (M.I.) or UH Username: _____

Please check the following that apply.

Incoming Student Continuing Student Tuition Paid Tuition Not Paid

Please check the following that apply and contact the respective offices.

I have applied for Financial Aid and understand that I need to contact Financial Aid Services.
 I have applied for Student Housing and understand that I need to contact Student Housing Services.

IMPORTANT NOTICE:

- Processing this form indicates that you do not intend to enroll in any UH Mānoa courses in the semester noted above. You must therefore apply for re-admission by the appropriate deadline if you decide to return for a subsequent semester. Continuing classified students in good standing may inquire about a leave of absence at their College Student Academic Services office.
- HOLDS: If you have a hold for a financial obligation while attempting to drop classes online, you must process your cancellation of registration in-person at the Office of the Registrar or send an email to uhmanoa.records@hawaii.edu for assistance. Financial obligations could deny you further registration, transcripts, diplomas and other University services. Login to [MyUH Services](#) or [STAR GPS Registration](#) to ensure that all holds have been cleared.
- If tuition payment has already been made, your refund will be processed in approximately 4 weeks from the submission of this form. If you paid by credit card, you may be eligible for a credit card refund. If you paid by cash or check, your refund will be deposited directly into your designated eRefund account or mailed to your current mailing address on file at UH Mānoa. Please verify and update your mailing address on [MyUH Services](#). Sign up for eRefund on [MyUH Services](#) for faster processing of your refund.
- Please refer to the current [UH Mānoa Registration Guide](#) or visit the [Records and Registration website](#) <<http://manoa.hawaii.edu/records/register/withdrawals.html>> for additional information.

I HAVE READ THE ABOVE NOTICE AND REQUEST THE CANCELLATION OF MY REGISTRATION OF UH MĀNOA COURSES FOR THE SEMESTER INDICATED ABOVE.

Distribution (if applicable):
University Cashier's Office
Financial Aid Services
Student Housing Services

Student's Signature

Date

Phone Number: (____) _____ - _____

Registrar's Office Staff

Date

Registrar's Office Copy
(08/17) Form/Cancellation Form Revised