University of Hawai‘i at Mānoa
CANCELLATION OF REGISTRATION
(To Be Used Prior to the First Day of Instruction)

Semester: _____ Year: _____
Circle Level: Undergraduate / Graduate

Take completed form to the Records 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: Financial obligations will prevent the processing of this form and could deny you further registration, transcripts, diplomas and other University services. View the ‘Check My Registration Status’ link on MyUH for holds on your account.
- 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 sent to your current mailing address on file at the Admissions and Records Office. Please verify and update your mailing address on MyUH <http://myuhportal.hawaii.edu>. Sign up for eRefund on MyUH for faster processing of your refund.
- Please refer to the current *Schedule of Classes* or UH Mānoa Registration Homepage <http://www.hawaii.edu/myuh/manoa> 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: (__ __ __) __ __ __ - __ __ __ __

_____ _____
Records Staff Use Date

Admissions and Records Office Copy
(07/08) Form/Cancellation Form Online