

**VA STATE APPROVING AGENCY ENROLLMENT POLICIES**

University of Hawaii at Manoa

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*This form is to be completed by the student prior to enrollment and the completed form maintained by the school in each student's file. This information is provided for the student's protection. If additional clarification is needed, contact Veterans Education at: SAA HAWAII (808) 956-6624*

Instructions: Please initial each line item to acknowledge that you understand the stated policies as outlined by the Hawaii Veteran Affairs State Approving Agency.

**A: I am aware that the following university information is available/published in the following: *the University Catalog, Schedule of Classes, and/or <http://www.manoa.hawaii.edu>:***

- \_\_\_\_\_ 1. The schedule of classes for the program(s) in which I wish to enroll
- \_\_\_\_\_ 2. The tuition, fees, and other charges
- \_\_\_\_\_ 3. The cancellation and refund policy for tuition and fees
- \_\_\_\_\_ 4. The attendance, progress and grievance policies
- \_\_\_\_\_ 5. Rules of operation and conduct
- \_\_\_\_\_ 6. Regulations pertaining to incomplete grades
- \_\_\_\_\_ 7. An invitation to tour the school's facilities and inspect equipment related to my planned program of instruction

**B: Student Disclosure of Prior Education/Credits:**

- \_\_\_\_\_ 1. I have provided my transcripts and proof of any training or work experiences related to the military. I understand this will be evaluated and may result in my program/course length being shortened and the cost being reduced.
- \_\_\_\_\_ I also understand that the evaluation of previous education and training must be fully completed within **two** semesters, including those that require additional documents like course description and syllabus. **Failure to comply will result in suspension of VA benefits.**
- \_\_\_\_\_ 2. I further realize that any grievances not resolved by the school may be forwarded to: HAWAII State Approving Agency for Veterans' Training, 11-5 Bachman Annex, 2444 Dole St., Honolulu, HI 96825