

Appeal Process



It is essential that all the proper steps are followed to properly request termination of your contract. The proper steps are listed in this brochure and can also be found on our website at www.manoa.hawaii.edu/housing/. For questions about the process, please contact Student Housing Services.

1. To request termination, submit an appeal form outlining the reason(s) that you wish to terminate your contract, ensuring that your reason falls into one of the approved termination categories. Include any supporting documentation with your appeal. Lack of documentation may lead to denial of your appeal.
2. The appeals committee will review your request and respond within two weeks.
3. If you are requesting termination for reasons that can be reasonably accommodated within our system (i.e., by moving you to a quieter community, by changing your room assignment and/or accommodating a roommate change, etc.), your request will generally be denied, unless we have already made attempts to accommodate your need within our system.
4. If your request is denied, there are no additional opportunities for your request to be considered. Decisions are final and binding. A denied appeal means that the student is responsible for payment.

Student Housing Services

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Student Housing Services

Contract Termination Information

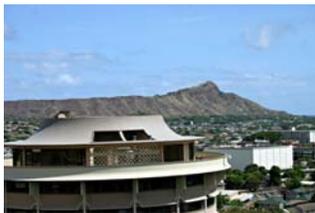


Tel: 808-956-8177

On-Campus Living

The University of Hawaii at Manoa recognizes and emphasizes residential life as an important component of the total higher education experience.

The University's central Pacific location attracts people of various cultures, interests and experiences. The group living experience provides individuals with opportunities to meet a variety of people and to interact with them as members of a harmonious community.



Your Housing Contract Agreement

The Student Housing Services contract is a one-year contract that begins in the Fall and ends in the Spring of the same academic year. It is expected that students who sign a housing contract are fully aware of the obligations of that contract and that they will fulfill the terms and conditions. The contract and the various terms and conditions may be obtained from the Student Housing Services office, or online at www.manoa.hawaii.edu/housing/.

Reasons for Termination

Student Housing Services recognizes that occasionally the termination of a contract is warranted due to unexpected change in plans. The following are some approved reasons for contract termination prior to the opening of the halls and once occupancy has been established or services have begun.

1. Non-Attendance

- Graduation—Approved upon verification of graduation

2. Withdrawal from the University of Hawaii System (Oahu)

- Approval upon completion of the withdrawal process. Resident must provide documentation.

3. Transfer

- If the resident is formally leaving the University of Hawaii system to attend another institution or transferring to a campus on another island, termination will be approved upon verification of the transfer.

4. National Student Exchange, Almost Study Abroad

- If the resident is participating in one of these programs, the termination will be approved upon verification of program participation.

5. Academic Suspension or Dismissal

- If the resident has been suspended or dismissed from the University of Hawaii, the termination will be approved upon verification of the suspension/dismissal.

6. Financial Hardship

- Residents filing a contract termination request due to financial hardship must demonstrate through documentation that there has been a significant and unexpected change in their financial situation of which the resident or any other person(s) supporting the resident, has no control, from the time that the contract was signed until the present.

7. Personal Crisis

- Residents requesting a contract termination based on personal crisis must provide documentation to verify the claim and demonstrate that Student Housing Services is unable to provide any accommodation on campus that will meet their needs. Extenuating health concerns and family emergencies are examples of situations that may be included under this condition.
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