



Complete Withdrawal Request

Important Considerations & Additional Instructions

Withdrawing from the University of Hawai'i at Mānoa (UHM) means cancelling your enrollment at UHM. As a result, you will no longer be considered a current student. This is important to understand as withdrawing completely has financial and academic implications for both the current semester and future semesters. To help you understand the ramifications of performing a complete withdraw, in addition to consulting with the approving offices listed below, students are advised to refer to the [University Catalog](#) and the [Office of the Registrar website](#) for specific dates and policies regarding complete withdrawals.

For Outreach College Extension Term courses, refer to their course [academic calendar](#) for specific drop/withdrawal/refund dates.

Prior to the **first day** of the semester through the last day to drop without a "W" grade, students may drop all classes online.

In addition to completing the COMPLETE WITHDRAWAL FORM, if you fall into any of the categories described below, it is your responsibility to notify the appropriate offices of your withdrawal **immediately upon withdrawal** from the University. Failure to notify them of your withdrawal could jeopardize your ability to obtain transcripts, receive future financial aid, and/or prevent you from registering at UHM or any of the other University of Hawai'i System campuses.

STUDENTS RECEIVING FINANCIAL AID AND/OR STUDENT LOANS DURING THE CURRENT ACADEMIC YEAR

- Depending on when you withdraw, you will no longer be eligible for any form of financial aid assistance and may be required to repay all or part of the financial aid that has been disbursed.
- Prior to withdrawing, you should discuss anticipated changes in registration with a financial aid counselor to investigate impacts.

STUDENTS RECEIVING ANY TYPE OF EDUCATIONAL FUNDING OTHER THAN FINANCIAL AID

- Please discuss the anticipated change in registration with the agency that provided the funding. Examples of other funding could be Veteran's Administration, scholarships, School-to-Work, your employer, etc.
- Failure to report your withdrawal to the various agencies may jeopardize your chance at receiving future funding from them. If you are withdrawing completely from the University, you may be asked to repay the benefit.

STUDENTS WITH OUTSTANDING FINANCIAL OBLIGATIONS

- If you have any outstanding financial obligation to the University a hold will be placed on your record which will prevent transcript release and/or any future registration until the obligation is paid.

STUDENTS WORKING CURRENTLY AS A UHM STUDENT EMPLOYEE OR GRADUATE ASSISTANT

- By performing a complete withdrawal, you will no longer be eligible to retain your student assistant and/or graduate assistant position with the University. Student assistants must notify the Mānoa Career Center and graduate assistants must notify their supervisor and the Office of Human Resources prior to leaving the University.

STUDENTS RESIDING IN STUDENT HOUSING

- By performing a complete withdrawal, you will no longer be eligible for student housing. Contact Student Residential Life in Frear Hall to properly check out of your room. Those who fail to inform Student Residential Life of their complete withdrawal are subject to eviction without refund.

INTERNATIONAL STUDENTS ON F-1 OR J-1 VISA STATUS

- International students are required to meet with an advisor in the International Student Services Office to review the impact performing a complete withdrawal will have on their immigration status.

<i>Contact one of the appropriate offices below before making the decision to completely withdraw from the semester</i>			
Office Name	Location	Email Address	Phone
Cashier's Office	Queen Lili'uokalani Center, Room 105	billpayment-1@lists.hawaii.edu	808.956.7554
Financial Aid Services & Scholarships	Queen Lili'uokalani Center, Room 112	finaid@hawaii.edu	808.956.7251
Graduate Division Student Services	Spalding Hall, Room 354	gradss@hawaii.edu	808.956.8544
Hamilton Library	McCarthy Hall	Visit their website for Live Chat	808.956.7203
International Student Services	Queen Lili'uokalani Center, Room 206	issmanoa@hawaii.edu	808.956.8613
Manoa Career Center	Queen Lili'uokalani Center, Room 212	careers@hawaii.edu	808.956.7007
Office of the Registrar	Queen Lili'uokalani Center, Room 010	uhmrec@hawaii.edu	808.956.8010
Student Residential Life	Frear Hall	uhmsh@hawaii.edu	808.956.8177
Student Academic Service Offices	Visit the Manoa Advising Guide for Additional Information.		