



PACIFIC ISLANDS UNIVERSITY
Withdrawal Form

Name of student: _____

Current Address: _____

New Address (if different after withdrawal from all classes); _____

Telephone: _____ Email: _____

OFFICIAL WITHDRAWAL:

from all classes

from the following classes: _____

Term withdrawing: _____ Date of withdrawal: _____

Student Signature: _____

Advisor or Registrar Signature: _____

REFUND POLICY:

It is the responsibility of the student to notify PIBC when officially withdrawing from any class. Refunds are of all fees (including Boarding fees – but not room fees – in the event a student withdraws from all classes) are determined from official date of withdrawal as follows:

100% – withdrawal during registration & add/drop period (week 1 of the semester)

75% – withdrawal during second week (or equivalent) of instruction

50% – withdrawal during third week (or equivalent) of instruction

25% – withdrawal during fourth week (or equivalent) of instruction

0% – withdrawal after the fourth week (or equivalent) or thereafter

UNOFFICIAL WITHDRAWAL:

A student unofficially withdraws if he/she is absent from classes for more than three succeeding class sessions without informing the registrar's office about his/her absence and without permission from the Academic Dean.

Date of the last class session the student attended: _____

Date of unofficial withdrawal: _____
(date of 4th succeeding class session missed)

Unofficial withdrawal reported by: _____
Signature and Title

For office use only – please initial:

Registrar: _____ Business Office: _____ FA Office: _____ Acad. Dean: _____