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*Darryl Ischik*

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UNIVERSITY OF HAWAII

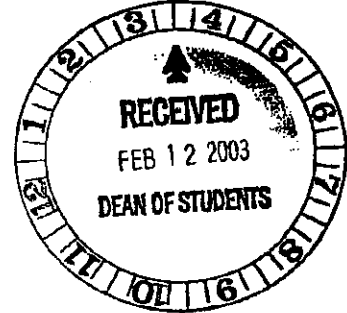
MANOA CHANCELLOR'S  
OFFICE

EVAN S. DOBELLE  
PRESIDENT, UNIVERSITY OF HAWAII

February 10, 2003

MEMORANDUM

TO: University Executive Council  
FROM: *fw* Evan S. Dobelle  
President, University of Hawai'i  
SUBJECT: Deployment of Military Personnel



This is to inform you of the University of Hawai'i's temporary policy regarding Deployment of Military Personnel. The intent of this policy is that students shall not be penalized for being unable to complete their course requirements because of military deployment. Please relay this information to appropriate administrators under your jurisdiction and initiate necessary procedures to implement this policy.

United States military personnel on active duty, and their authorized dependents, who withdraw from school for reasons related to U.S. military deployments are to be provided a full refund of all tuition and mandatory fees. U.S. military reservists and members of the Hawai'i National Guard only, and *not* their dependents, who are called to active duty will also be eligible for such refund. The temporary refund policy applies only to students enrolled during the Spring 2003 semester and extension term. If circumstances warrant, this policy may be extended.

These deployed students who paid fees for services, such as residence hall, child care, and others shall receive a prorated refund as determined by each campus.

Financial aid offices on each campus should take additional steps to ensure that refund procedures for affected students who are federal student aid recipients comply with all applicable U.S. Department of Education and University of Hawai'i requirements.

Your assistance and cooperation in administering this policy in an effective and sensitive manner are appreciated. You may contact Vice President Ching if you have questions on this matter.

Post-it® Fax Note	7671	Date	2/18/03	# of pages	1
To	Marsha Wellein		From	Barbara Kawamoto	
Co./Dept.			Co.		
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Fax #	438-4170		Fax #		