

# Spring 2009 Registration & Payment Deadlines

If You Register for Classes ...	Your Payment Deadline (or Payment Plan) is ...	If You Don't Meet the Deadline...
November 10, 2008 – January 2, 2009	January 2, 2009 at 4pm	Registration for classes is cancelled (student may re-register; classes might not be the same)
From January 3, 2009	Payment due at the time of registration	Registration will <u>not</u> be automatically cancelled due to non-payment. The student has reserved a seat in the class and will be obligated to pay for tuition and fees whether or not the student attends. <u>If the student decides not to attend, the student must cancel the reservation by officially withdrawing</u> (see withdrawal deadlines on next slide).

# Important Deadlines

If You Drop or Withdraw from Semester Long Classes	And if You Paid, You Get...	Or If You <u>Did Not</u> Pay, You Have....
By Friday of the first week of instruction	100% Refund	0% Financial Obligation
During the 2 <sup>nd</sup> & 3 <sup>rd</sup> week of instruction	50% Refund	50% Financial Obligation
After the 3 <sup>rd</sup> week of instruction	0% Refund	100% Financial Obligation

## CAUTION:

- ❖ To withdraw from all classes on or after the first day of instruction for the semester, the student must complete and submit the **Complete Withdrawal Form**. A student cannot do a complete withdrawal online.
- ❖ A student who does not attend and does not withdraw from a class will receive an "F" grade at the end of the semester. If a student withdraws by the end of the third week, no class and grade will show. If the student withdraws after that, a "W" grade will show.
- ❖ Deadline for partial withdrawal is March 20, 2009. Deadline for complete withdrawal for HawCC classes is the last day of instruction (May 6, 2009) unless a part of term course has been completed.
- ❖ Although an instructor may use the "No Show Policy" to drop an absent student to give the seat to another student during the first week of instruction, the absent *student who decides not to attend is responsible for dropping/withdrawing*.
- ❖ A student who has received a financial aid payment may have a financial aid obligation if he/she drops classes.



# Changing Your Schedule Tuition You Are Expected to Pay

<b>If You Make Payment.....</b>	<b>And You <u>Drop</u> a Semester Long Course, You Get a .....</b>	<b>And You <u>Add</u> another Semester Long Course (of equal credits) You Owe a....</b>	<b>Your Total Tuition Due equals....</b>
Before or during the 1 <sup>st</sup> week of instruction	100% Refund	100% payment for added class	No additional amount due
During the 2 <sup>nd</sup> & 3 <sup>rd</sup> week of Instruction	50% Refund	100% payment for added class	50% additional amount due
After the 3 <sup>rd</sup> week of Instruction	0% Refund	100% payment for added class	100% additional amount due

It's costly to change your schedule after the 1<sup>st</sup> week!

# More About Schedule Changes and Tuition to Pay

If You Register from January 3 and <b><u>DO NOT</u></b> Make Payment...	And For Example--		
	If you Drop a 3-credit Course, You have.....	And if you Add Another 3-credit Course, You owe...	Then Your Total Tuition Due =
Up through the 1 <sup>st</sup> week of instruction	0% financial obligation	100% payment for added class	Financial obligation only for added 3 credit class
During the 2 <sup>nd</sup> and 3 <sup>rd</sup> week of instruction	50% financial obligation	100% payment for added class	50% financial obligation for dropped class <u>plus</u> 100% financial obligation for added 3 credit class
After the 3 <sup>rd</sup> week of instruction	100% financial obligation	100% payment for added class	100% financial obligation for dropped class <u>plus</u> 100% financial obligation for added 3 credit class

**Words to the Wise: Dropping & adding classes should occur only during the 1<sup>st</sup> week of instruction to avoid additional tuition costs.**