

Spring Tuition and Fees

All students must pay tuition and fees by the deadline (**December 18, 2007, 4:00 PM**) or registration will be canceled (see *PAYMENT PLAN* for payment options). Student billing statements are now available from the MyUH Portal web site at <http://myuhportal.hawaii.edu>. The University does not mail billing statements for unpaid balances.

Resident Tuition (Per Semester)

Tuition	\$ 63/credit
Activity Fee	\$ 0.50 - \$ 5
Publication Fee	\$ 5
Student Life Fee	\$ 5

Non-resident Tuition (Per Semester)

Tuition	\$ 256/credit
Activity Fee	\$ 0.50 - \$ 5
Publication Fee	\$ 5
Student Life Fee	\$ 5

Other Fees:

- **Add Or Drop Class Fee:** \$5 is charged each time a student adds or drops classes in person except when replacing a canceled class. There is no fee for adding or dropping courses online. (see *ACADEMIC CALENDAR* for Add/Drop dates)
- **Duplicate Class Schedule/Bill:** \$2
- **College Catalogs:** may be purchased at the Bookstore. (Postage and handling fees apply). The HCC Catalog may also be viewed online at <http://honolulu.hawaii.edu/catalog> or at the Records Office.
- **Late Registration Fee:** \$30 will be assessed for students registering during the Late Registration period (see *ACADEMIC CALENDAR* for dates).
- **Non-Resident Application Fee:** \$25 per application. (non-refundable, non-transferable)
- **Parking Permits:** Please see *PARKING*.
- **Service Charge For Dishonored Checks:** \$25 will be assessed for each returned check plus interest.
- **Telecourse fee:** \$22 is added to cover copyright licensing.
- **Textbooks and Supplies:** Costs vary widely for books, tools, and supplies needed for classes. Textbooks may cost as little as \$1.50 or as much as \$70 or more. Approximate costs by program are listed in the College Catalog.
- **Transcript Fee:** \$5 each outside UH system, \$15 for 24-hour rush processing, and extra for international postage.

Payment Methods:

- Credit card payments can be made via the MyUH Portal web site.
- Check payments can be mailed to the HCC Business Office. Checks should be made out to the "University of Hawai'i", include the Student's Banner ID number to ensure proper crediting to account, and be accompanied by the Registration Payment Form. Allow a minimum of 5 days for delivery prior to the deadline.

Honolulu Community College Business Office
874 Dillingham Boulevard
Honolulu, Hawaii 96817-4598

- Cash, check, and debit card payments can be made in person at any UH Cashier's Office. The HCC Cashier's Office is located on the first floor of Building 6.
- National Service Trust/Americorp: Students may submit Voucher and Payment Request Form to the HCC Financial Aid Office after registering but no later than 10 working days before the payment deadline. The completed form will be forwarded to Americorp for payment processing.
- Third Party Contracts: Third party tuition payments (e.g. World Health Organization, East-West Center, Alu Like, Vocational Rehabilitation, armed forces branch, State of Hawaii Department of Education, etc.), will automatically be posted to the student's account within 48 hours after registering.

If the HCC Business Office does not receive a letter of financial guarantee, purchase order, or authorization letter from the sponsor at least 48 hours prior to the payment deadline, students must pay for their own tuition and fees. Upon payment from the sponsor, the University will process a refund.

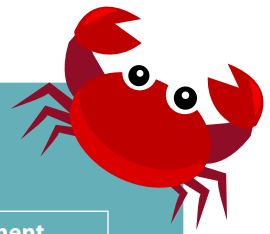
Students are responsible for paying any unpaid balance. Failure to do so will result in sanctions for outstanding financial obligations imposed on the account. For questions or to confirm that sponsor has met University billing requirements, call (808) 845-9102.

Account information will be displayed on MyUH Portal. Login and select "Academic Services" and "Review My Charges/Make an Online Payment".

Payments will be applied to outstanding balances first, even if the charge is for a previous term.

Students who have not paid for their tuition and/or fees by December 18, 2007 will be disenrolled from registration for non-payment.

Students disenrolled due to non-payment of tuition and fees may re-register based on class availability. Students are responsible to drop any class that they do not want to be registered in.



Spring 2008 Payment Plans

Plan	Enrollment Dates	Down Payment Required	Remaining Payments	Installment Due Dates
Spring 2008 4-month Plan	Nov. 5, 2007 – Dec. 18, 2007	25%	3	Jan. 18, Feb. 19, Mar. 19
Spring 2008 3-month Plan	Dec. 19, 2007 – Jan. 18, 2008	33.33%	2	Feb. 19, Mar. 19
Spring 2008 2-month Plan	Jan. 19, 2008 – Feb. 19, 2008	50%	1	Mar. 19

Go to <http://myuhinfo.hawaii.edu/object/paymentfaq.html> to view Payment Plan FAQs.

Payment Plan:

Students who cannot pay in full by December 18, 2007, and have an unpaid balance of \$300.00 more, have the option to enroll in the Payment Plan. Students in the plan are assessed \$30 per semester and expected to pay all financial charges incurred.

Payments are automatically deducted on the installment due dates from the credit card number or bank account provided by the student at the time of enrollment. If the University is unable to process payment for any reason, an e-mail notification will be sent and the student will be assessed a late payment fee of \$30.00 for EACH missed payment.

If full payment is not received by the end of all scheduled payments, the student will be notified that full payment must be received within 15 days after which the student's account will be referred to a collection agency and other sanctions will be imposed. (see University of Hawaii Administrative Rules, Chapter 20-10. <http://hawaii.edu/offices/bor/adminrules/chapter10.pdf>)

All financial aid and scholarships received by the University shall be applied in full to the account balance at the time of receipt, and the remaining installment payments in the plan will be reduced.

Honolulu Community College Financial Aid Recipients:

Most financial aid awards will be credited to students' accounts 10 days prior to the start of school. Students awarded aid by **December 18, 2007**, will have their classes held until the first disbursement of financial aid has been credited to their account. Please refer to the "What You Should Know About Your 2007-2008 Financial Aid Award Offer" document for details.

Account balances are subject to change based upon revisions to one's Financial Aid Package. Additions to the initial award package will be reflected as payments. Deductions will be shown as negative payments. Questions relating to Financial Aid Awards should be directed to the Financial Aid Office in Building 6 (ph. 845-9116).

Per Federal regulations, **Financial Aid Awards can only pay for Honolulu Community College tuition, Student Activity Fees, and Publication Fees.** Students enrolled in courses at a campus other than HCC, must pay for these classes separately by cash, check, or debit card. The balance of the Financial Aid Award, after HCC charges are paid for, will be refunded.

Students awarded Financial Aid who plan not to attend classes or drop enrollment status must officially drop/withdraw from their classes and notify the Financial Aid Office.

Financial Obligations:

All library fines, parking citations, and other financial obligations within the UH System must be paid or "cleared" prior to registration. Students should check their registration status at <http://myuhportal.hawaii.edu> for any holds which prevent registration.

Students who fail to remit payment when due, agree to pay University of Hawaii all reasonable costs for collection, to include collection agency, attorney's and court fees. Copies of the delinquent financial obligations policy and procedures are available for inspection at the Office of the Vice Chancellor for Students and the campus business office.

Spring Refunds

Students withdrawing completely from HCC, full-time students changing to part-time status, and part-time students reducing their credit load are eligible for refunds if completed within the Drop/Withdraw deadlines (see *ACADEMIC CALENDAR* for dates). Refunds of less than \$1.00 will not be made.

Tuition & Special Course Fees Refunds:

Refunds for Regular Academic Semester Credit Classes:

Unless otherwise stipulated by Federal regulations, the following tuition refund schedule applies to Regular Academic Semester Credit Classes which begin the week of **January 14, 2008**, and end during the Evaluation Period **May 10-16, 2008**.

100% of tuition refunded through	January 18, 2008
50% of tuition refunded through	February 3, 2008
No refund	February 4, 2008 and thereafter

Refunds for Continuing Education, Summer Session, and other Short-Term Classes:

Unless otherwise stipulated by Federal regulations, the following refund schedule applies to:

- Short-term classes: **Spring 2008** Academic credit classes that either do not start the week of **January 14-18, 2008** and/or do not end the week of **May 10-16, 2008**
- Continuing Education credit classes, including classes offered by the Off-Campus Education Program
- Summer Session credit classes

The **Refund Period** shall be 20% of the instructional period. The instructional period includes all calendar days beginning from the first day of instruction and ending on the last day of instruction.

No refunds will be made for courses where the instructional period is 10 days or less, except before the first day of instruction.

Refunds for credit courses that are not semester length shall be as follows:

1. 100% refund for complete withdrawal only if made before the first day of instruction.

2. 50% refund for complete withdrawal or change in status or tuition rate if made on or after the first day of instruction, but on or before the end of the Refund Period as defined above unless otherwise stipulated by Federal regulations.

Activity Fee, Publication Fee & Student Life Fee Refunds:

An 100% refund will be made if a complete withdrawal is done on or before the last day of Late Registration (Add Period), **January 18, 2008**.

Refund checks for regular academic semester classes which begin the week of **January 14-18, 2008**, will be processed beginning **February 11, 2008**.

Tuition Waivers:

For students with Non-Financial Aid Tuition Waivers, the appropriate document e.g., Purchase Order; Letter of Authorization; Eligibility Forms, etc. must be presented within the payment deadline.

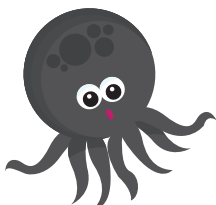
The Tuition Waiver program does not apply to Summer Session, Non-Credit Education courses, courses offered by the Small Business Program, Apprenticeship Programs, or other instructional programs not supported by State General Fund appropriations.

Faculty/Staff Tuition Waivers:

Faculty and Staff members who wish to use their tuition exemption benefit must submit a University of Hawaii (UH) Faculty/Staff Tuition Waiver Form and a Request for Tuition Waiver Form to their Personnel Office for eligibility authorization, then to the Business Office to receive the waiver. Forms are available on the Intranet.

Registration is on a space available basis through Admissions. UH Faculty and Staff may also use their waivers online at <http://myuhportal.hawaii.edu>. On the "Complete this Registration Session" page, click on the "Use Faculty/Staff Waiver" link.

Registration begins **January 14, 2008**. Faculty and Staff members who register before this period will be assessed all applicable tuition and fees. No refunds will be made, nor will changes be made in tuition status after registering.





Spring Parking

Parking regulations will be provided at registration upon request from the Cashier's Office and are also posted online at <http://honolulu.hawaii.edu/parking>.

There are a limited number of student parking spaces available. Parking Lot locations may be found on the back cover of the Schedule or at <http://honolulu.hawaii.edu/map>.

Parking Permits:

1. On-Campus Parking Permits (Lots 1 and 3) will be sold to students through a lottery system. To qualify a student must...

- Have been enrolled in at least one HCC class at the start of the **Fall 2007** term;
- Have registered and have completed the Parking Lottery Survey form (located at <http://myuhportal.hawaii.edu>) by **December 7, 2007**.

A list of students selected in the lottery will be posted on the Ewa entrance of Building 6 on the morning of **December 10, 2007**.

Permits will be sold beginning **December 19, 2007** at the Cashier's Office 8 AM-4 PM.

2. On-Campus Parking Permits (Lot 1c) (Incinerator Lot, M-Th 7:00 AM-4:00 PM, Sat as needed 7:00 AM-12:30 PM)

- **Lottery students** not selected for Lots 1 and 3 will be given first opportunity to purchase permits for Lot 1c on a space available basis beginning **December 19, 2007**.
- **All students** are eligible to purchase any remaining Lot 1c permits, from **January 7, 2008**, on a space available basis.

3. Lot 8 Parking Permits (Off-Campus, 10-minute walk) will be sold to both new and continuing students on a first-come first-served basis beginning **January 7, 2008**. Students with Lot 8 permits will be allowed to park in Lots 1, 3, and 7 on a space available basis after 1:30 PM.

4. Students attending Evening/Saturday classes are encouraged to purchase Evening/Saturday Parking Permits and park in On-Campus student designated lots. Off-Campus Parking surrounding the campus is on poorly lit and isolated streets; therefore, parking on campus is strongly recommended.

5. Motorcycle Parking Permits are required for motorcycle parking on campus. Parking is restricted to designated areas in Lots 2 and 3.

6. Disability Parking: Use of On-Campus Disability Parking Stalls (Lots 1 and 3) requires that students purchase an On-Campus Parking Permit and present their Disability Parking ID and completed Disability Parking Request Form (available online at <http://honolulu.hawaii.edu/disability> and at the Student ACCESS Office, Health Office, and Cashier's Office) to the Cashier at the time of purchase.

If disability parking stalls are occupied, parking is permitted in any marked parking stall on campus.

On-Campus Disability Parking eligibility expires when the Disability Parking ID expires or when the semester ends, whichever comes first.

For more information on Disability Services, visit <http://honolulu.hawaii.edu/disability> or call 844-2392 (voice/text).

Parking Permit Fees:

Lottery Permits (Lots 1, 1c, 3)	\$20
Off Campus Permits (Lot 8)	\$15
Motorcycle Permits (Lots 2, 3)	\$1.50
Evening Permit (3:00 PM-10:00 PM) or Saturday Permit.	\$7

When purchasing permits students must:

- Have paid their tuition and fees **IN FULL** or enrolled in a payment plan.
- Present Driver's license;
- Present Vehicle registration;
- Present Proof of Insurance coverage; and,
- For disability parking, present official and valid State of Hawai'i Disability Parking ID Card.

Unclaimed parking permits will not be resold.

Parking citations will be issued to all vehicles without valid parking permits parked in permit areas beginning January 14, 2008.

For more PARKING information, refer to the web site at <http://honolulu.hawaii.edu/parking>.