





UNIVERSITY  
of HAWAII®  
SYSTEM

September 2, 2021

**MEMORANDUM**

TO: Council of Chief Academic Officers (CCAO)  
Council of Senior Student Affairs Officers (CSSAO)  
Faculty Senates  
Chief Administrative Affairs Officers

FROM: Pearl Iboshi   
Director, Institutional Research, Analysis and Planning Office  
  
Hae Okimoto   
Associate Vice President for Student Affairs

SUBJECT: Consultation on Proposed Changes to EP 6.205 Reimbursement of Tuition and Fees of Deployed Active-Duty Military, Hawai'i National Guard and Reservists

Executive Policy 6.205 relating to tuition and fee reimbursements for active-duty military, National Guards and Reservists who must withdraw from any UH campus due to deployment is currently under review by administration. Revisions are being proposed to address reimbursement to students who request withdrawal due to total and permanent disability or are recently deceased and unable to complete their term at any UH campus.

The proposed policy changes are hereby being submitted for formal consultation. Please consult with your respective constituents, delegates and/or governing bodies as applicable and **provide any comments via email to [ovpas@hawaii.edu](mailto:ovpas@hawaii.edu) by September 10, 2021.**

**Informal Consultation**

The proposed changes have been informally presented and discussed with UH Officers, CCAO, CSSAO and the All Campus Council of Faculty Senate Chairs.

**Justification for Policy Changes**

Tuition and fee reimbursements to students due to extenuating circumstances such as permanent disability or death have historically been handled on a case-by-case basis at

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the campus level. Administration is recommending the proposed changes to provide clarification on determination of such reimbursements and to ensure System-wide uniformity.

### **EP 6.205 Key Changes at a Glance**

Listed below are the key changes made in this draft of the policy:

I. Purpose: Inclusion of students who become totally and permanently disabled or recently deceased.

III. Executive Policy:

- Added Section D requiring submission of military deployment papers.
- Added Section E addressing reimbursements for students who become totally and permanently disabled, requiring submission of physician certification. Lists conditions under which a disability shall be considered for reimbursement.
- Added Section F addressing recently deceased students who did not complete their term.
- Section G regarding reimbursement of various fees and services to include reimbursement to students who become totally and permanently disabled or recently deceased.
- Section H regarding annual reporting of reimbursements to include report to the Institutional Research, Analysis and Planning Office in addition to the President, must include reasons for reimbursements.

Please find attached a clean copy of the revised policy and a track changes version of the policy. The current policy is located at: [EP 6.205 on UH website](#)

For any questions and/or comments, please email [ovpas@hawaii.edu](mailto:ovpas@hawaii.edu) **no later than September 10, 2021**. A form-fillable comment form is also attached for your convenience.

Thank you.

Attachments