



November 9, 2011

**ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 11-11**

TO: University Administrators and Chancellors

FROM: Howard S. Todo *Howard S. Todo*  
Vice President for Budget and Finance  
Chief Financial Officer

SUBJECT: NEW ADMINISTRATIVE PROCEDURE A8.770 – STUDENT REFUNDS

Transmitted herewith is Administrative Procedure A8.770 – Student Refunds.

The purpose of this procedure is to establish procedures for issuing refunds and credit balances to students.

A8.770 is available at <http://www.hawaii.edu/apis/apm/a8700.php>

Questions regarding this procedure can be directed to Barbara Kawamoto at 956-6295 or [barbk@hawaii.edu](mailto:barbk@hawaii.edu).