March 26, 2020

Dear Parent,

First, I want to thank you for continuing to entrust your student to Hawaii Tokai International College (HTIC).  Our number one goal during this difficult time is to protect the health and safety of your son or daughter.

Here are our plans for students who are enrolled for Spring Term, whether they returned home to Japan or are staying in Hawaii both on and off campus.

Tuition, Meal Plan, Dormitory, and Other Fees:

1.  If you've already paid tuition and meal plan and dormitory fees but your student has returned to Japan, the meal plan and dormitory fees will be refunded to you. Technology Fees and Student Activity Fees will be reimbursed or will not be charged.

2. If you have not yet paid tuition, no late fees will be charged to you until after April 30th.

3. The Fiscal Office will be open to receive walk-in students and accept payment for tuition and fees on Monday, March 30 and Tuesday, March 31 from 10:00am to 1:00pm.

4.  Meal service will be provided on campus.  HTIC is currently working  on finalizing the details of this arrangement with a local restaurant as to how this will be done.

Services to students in Hawaii:

1.  The Office of Student Services (OSS) will be open and provide advising services to students in Hawaii.  They are prepared to answer any questions students may have about the current situation.

2.  Shuttle service will be available to students as well.  Staff will accompany students if needed as they shop at Target, Costco, Walmart, etc.  Take-out meals are available at some Kapolei restaurants.  OSS will have a list of the restaurants offering take-out meals.

3.  Medical services will be available if needed.  These services will continue to be provided by St. Luke's Clinic on campus.  All doctors and nurses are fluent Japanese speakers.  Counseling services are also available as well.  We have two counselors, Nana and Yoko, who are on campus and on call too.

4.  The library will be open and hours will be posted. Since we must practice social distancing, only a limited number of students (7) will be allowed in the library at any one time.

5.  To achieve the practice of social distancing (keeping people six feet apart from each other) mandated by the State of Hawaii, students in the dormitory will be assigned individual rooms. Fees will be charged at the quad rate.

Spring Term Course Schedules:

1.  All classes with one or two exceptions will be offered online using various kinds of distance education tools.  For example, one program called Zoom allows the instructor and students to interact in real time.  They can see each other and talk as if they're in the same room.

2.  These classes will be offered both to students in Japan and Hawaii.  The schedule for students in  Japan has been adjusted to account for the time
difference.

3.  We expect that the classes will be delivered via distance education for the entire Spring Term.

4.  For College Preparatory (CP) students who need to take the TOEFL toward the end of the Term, Rose Paradise will be communicating with students regarding how this will be done.

5.  Students should have received the class schedules over the past couple of days.  Should students have any questions about the schedule or any other academic related matters, they can contact Rose Paradise for College Preparatory (CP) or Sandra Wu for Liberal Arts (LA).

6. We are currently making arrangements for students to receive tutorial services online via Zoom.

Should you have any questions regarding what I've provided in this email, please feel free to contact my office (htic@tokai.edu) or the Tokai Japan Office (htic-jpn@tokai.edu). If parents and students have more specific questions regarding student services, please feel free to contact Mika Sasamoto (msasamoto@tokai.edu). Thank you for your patience and understanding as we work to provide courses and services for your son/daughter during this time of uncertainty.

Gene Awakuni

Chancellor