

**TITLE: Refund of Late Fees to Individuals in Devastated Areas**

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The Hawaii Teacher Standards Board approves the following suspension of the rules governing license and permit late fees, pursuant to Hawaii Administrative Rules § 8-54-16:

**§8-54-16 Suspension of the rules.** (a) If the board determines that extenuating circumstances exist to justify suspending its rules, the board may, at a scheduled board meeting, vote to temporarily suspend any of its administrative rules, or any portion thereof, by a majority vote. In doing so the board shall also determine the length of time for which the suspension shall remain in effect. The following are extenuating circumstances that may require the suspension of rules:

- (1) An emergency condition, including natural disaster, exists that prevents compliance with the rules;
- (2) Extenuating circumstances or compelling reasons exist that are caused by medical need, life-threatening condition, or personal tragedy;
- (3) Active military duty impinges on compliance with the board's rules;  
or
- (4) An unforeseen event beyond the control of the board or teacher prevents or delays the ability to comply with the rules.

Individuals who reside or work in Hawaii counties affected by natural disasters in 2018 may request a refund of the \$25 late fee assessed when their license lapsed into forfeited status due to non-payment of the annual license fee or permit fee to practice the profession of teaching by doing the following:

- The late fee is due and paid between January 1, 2018 and June 30, 2019;
- The request shall be made in writing and submitted to the HTSB office for verification and processing. The individual may use the Message Tab of their online record; send an email to [htsb@hawaii.gov](mailto:htsb@hawaii.gov); or mail a written request to the HTSB Office at 650 Iwilei Road, Suite 268, Honolulu, HI 96817;
- The refund shall be credited back to the debit or credit card used to make the original online fee payment.

**Submitted by:** Felicia Villalobos

**Referred to:**