

A NEED-BASED UNDERGRADUATE & POST-BACCALAUREATE SCHOLARSHIP



KAMEHAMEHA SCHOOLS

FINANCIAL AID AND
SCHOLARSHIP SERVICES

NĀ HO‘OKAMA A PAUHI

SCHOLARSHIP
APPLICATION GUIDE

ACADEMIC YEAR 2009–2010

Application deadline is postmark date, Monday, April 20, 2009.



THE LEGACY OF A PRINCESS

*P*rincess Bernice Pauahi Bishop was the great-granddaughter and last direct royal descendant of Kamehameha I. During her lifetime she witnessed a rapid decline of the Hawaiian population. With that decline came a loss of Hawaiian language, religion, customs and most of all...spirit.

Despite the dire condition of her homeland and its people, the princess envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Princess Pauahi articulated her vision in her last will and testament.

She placed more than 375,000 acres of inherited Kamehameha lands in a perpetual endowment with one purpose: to create schools to improve the capability and well-being of Hawaiians.

In 1887, three years after her death, Princess Pauahi's vision became reality with the opening of the Kamehameha School for boys. Seven years later, the Kamehameha School for Girls was established. In the years that followed, students acquired the skills and knowledge necessary to weather the changes brought about by western civilization, helping Hawaiians find their place in the new society.

Today, 121 years since its founding, Kamehameha Schools operates three K-12 campuses, 30 preschool sites, and serves thousands of additional learners by providing educational opportunities through summer enrichment programs, community education programs, financial aid and post-high scholarships.

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Aloha pumehana,

Kamehameha Schools (KS) is committed to providing Hawai'i residents with greater opportunities for post-high education. This guide has been prepared to assist you in the application process for Nā Ho'okama a Pauahi, a need-based, post-high scholarship administered by the KS Financial Aid and Scholarship Services (FASS) Division.

KS scholarships are not intended to cover the full cost of education, but rather to provide support for educational costs. Applicants and their families are primarily responsible for their post-high educational expenses. We encourage you to explore and apply for other scholarships and sources of assistance such as grants or student loans.

You may apply for more than one KS post-high scholarship, but will be granted an award from only one scholarship program per academic year. KS also administers 'Imi Na'auao, a merit-based scholarship for post-baccalaureate students. For more information about 'Imi Na'auao, call (808) 534-8080 or visit www.ksbe.edu/finaid. Only applications and required documents submitted by the postmarked KS due date will be considered.

Please review the scholarship criteria carefully as they include specific requirements. If you have questions that are not answered in this guide or need kōkua through the application process, feel free to call us or visit us at our Applicant Services Center or at the sites listed on the contact information page.

Mahalo for your interest in Nā Ho'okama a Pauahi and good luck with your application!

— *The KS Financial Aid and Scholarship Services 'ohana*

Application deadline is postmark date, Monday, April 20, 2009.

NĀ HO‘OKAMA A PAUAHI

Nā Ho‘okama a Pauahi (the adopted children of Pauahi) is a need-based scholarship available to undergraduate and post-baccalaureate students. The amount of this scholarship award varies depending on the availability of KS funds, program costs, and the applicant’s level of need. A completed application does not guarantee an award or eligibility

WHO CAN APPLY?

Applicants for this scholarship must meet the following eligibility requirements:

- Be a Hawai‘i resident
- Be a full-time student (Exception: a non-traditional student may be considered for half-time funding for Hawai‘i institutions. See Special Consideration page).
- Be a classified, degree-seeking student at an accredited educational institution in the United States. (See Qualified Schools page) .
- Have financial need as demonstrated in a completed College Scholarship Services (CSS) PROFILE application

If you are renewing a 2008–2009 Nā Ho‘okama a Pauahi scholarship, make sure that you have complied with all of the items listed in the 2008–2009 Nā Ho‘okama a Pauahi Terms and Conditions which can be accessed at www.ksbe.edu/finaid. Renewal applicants may be given priority if they meet program eligibility criteria.

APPLICATION DEADLINE

Monday, April 20, 2009. Your online registration & application must be submitted electronically by 6 p.m. Hawai‘i standard time, and required documents must be completed and postmarked *no later than the application deadline*. Applications and documents received or postmarked after this date will not be considered.

AWARD NOTIFICATION

You will be notified by mail in July 2009 regarding your receipt of scholarship funds. If you are selected to receive a scholarship, you must formally accept the funds by signing and returning a KS scholarship agreement form.

CHECK DISBURSEMENT

The check disbursement process will be initiated when our office receives your signed KS scholarship agreement form and when verification of full-time enrollment at your college or university is made. Renewal applicants must also comply with the 2008–2009 Nā Ho‘okama a Pauahi Terms and Conditions.

USE OF THE AWARD

Funds may be used for educational expenses such as tuition, fees, books, supplies, room and board.

SPECIAL CONSIDERATION

Although financial need is the primary consideration in awarding this scholarship, KS also gives priority to applicants pursuing degrees in designated areas of study and to non-traditional students.

DESIGNATED AREAS OF STUDY

KS considers all areas of study in its awarding process. However, special consideration will be given to applicants pursuing degrees in designated areas of study identified by KS. These areas reflect job fields with high projected growth opportunities in Hawai'i and are reviewed annually and may change from year to year. The current designated areas of study are:

- 'Āina (land) and Natural Resources
- Business and Finance
- Computer Science (management information systems)
- Community and Social Services
- Construction
- Education (with preference given to students pursuing degrees in Early Childhood Education)
- Engineering
- Hawaiian Studies
- Healthcare (practitioners, technicians and allied support)
- Life Science
- Personal Care and Service

NON-TRADITIONAL STUDENTS

Special consideration will be extended to the non-traditional student, defined as an applicant who is at least one of the following:

- A single parent
- The sole income provider for their family
- Previously incarcerated and seeking to re-enter the workforce
- Homeless/houseless
- Disabled
- A ward of the court

Note: To be considered for half-time funding, a non-traditional student must meet one of the following criteria:

- Attending a Hawai'i institution
- Physically residing in Hawai'i and enrolled in an online program affiliated with an accredited U.S. mainland educational institution.

Application deadline is postmark date, Monday, April 20, 2009.

Below is a table of required documents that must be submitted to the KS Applicant Services Center, ATTN: FASS (or in some cases the College Board’s Institutional Documentation Service) to be eligible for special consideration as a non-traditional student:

NON-TRADITIONAL STATUS	REQUIRED DOCUMENTS
Single parent	Submit any one of the following: <ul style="list-style-type: none"> • Signed copy of 2008 federal income tax return* • Copy of divorce decree • Current Aid to Families with Dependent Children (AFDC) benefit history and household summary • Case action profile summary • Current section 8 household summary
Sole income provider or head of household	Signed copy of 2008 Federal income tax return and 2008 W2 forms*
Previously incarcerated	<ul style="list-style-type: none"> • Prison or correctional facility release form OR • Third-party document (i.e. from a parole officer)
Homeless, houseless	<ul style="list-style-type: none"> • Transitional housing document OR • Letter from social worker or shelter supervisor
Disabled	Documentation from: <ul style="list-style-type: none"> • The Social Security Administration OR • The Veterans Administration Documents must state that the applicant is receiving benefits due to the applicant’s disability
Ward of the court	Court documentation

* If you are a tax filer, this document should be sent to the College Board’s Institutional Documentation Services (IDOC). See step 4 of “Five steps to a successful application” section.

HAWAIIAN ANCESTRY VERIFICATION

Princess Bernice Pauahi Bishop's vision was to help Hawaiians become good and industrious men and women through education. In keeping with Pauahi's wishes, Kamehameha Schools gives preference to applicants of Hawaiian ancestry to the extent permitted by law.

If you are applying for a KS financial aid or scholarship award and would like to be considered under this preference policy, you must verify your Hawaiian ancestry through the KS Ho'oulu Hawaiian Data Center (HHDC) by the program deadline date.

WHY VERIFY?

You only have to complete the Hawaiian ancestry verification process once. When your ancestry is verified through HHDC, you will be considered under the Hawaiian preference policy when applying for all KS programs in the future.

HOW TO APPLY

As soon as KS receives your financial aid and scholarship application, HHDC will mail to you a Hawaiian Ancestry Registration (HAR) packet if you have not already completed the verification process. To request a HAR packet immediately please contact HHDC. HAR packets are also available at the KS kōkua locations listed on page 17.

You must complete the HAR form, gather required documents, and then bring or mail them to HHDC or one of KS' kōkua locations listed in the back of this guidebook. Once the information is received, KS will begin the verification process.

All questions and documents regarding verification should be directed to HHDC. Please do not submit your HAR form and documents to the College Board IDOC or to the KS Applicant Services Center.

CONTACT THE DATA CENTER

Ho'oulu Hawaiian Data Center
567 South King Street, Suite 102
Honolulu, HI 96813

Phone: (808) 523-6228

Toll-free: 1-800-842-4682, press 9, then dial extension 36228

Web site: www.ksbe.edu/datacenter

COMMUNITY SERVICE REQUIREMENT

In an institution-wide effort to incorporate the values of servant leadership exemplified by our founder, Princess Bernice Pauahi Bishop, KS requires all scholarship recipients to perform community service as part of the scholarship disbursement criteria. 2009-2010 awardees are required to perform 50 hours of community service.

RENEWAL APPLICANTS

2008-2009 scholarship recipients must perform 50 hours of community service in the period from July 1, 2008 to June 30, 2009, and send completed KS Community Service Report (CSR) forms to the KS Applicant Services Center by a postmarked date of **Monday, August 31, 2009**.

Please send your Community Service Report (CSR) to:

Kamehameha Schools
Applicant Services Center, ATTN: FASS
567 South King Street, Suite 102
Honolulu, HI 96813

ALL APPLICANTS

Your choice of community service should:

- Benefit a Native Hawaiian community or organization
- Meet a legitimate community need
- Make a significant impact on you
- Have a connection to an indigenous or other native community if attending an institution on the continental U.S.
- Be unpaid
- Multiple projects are acceptable

Your choice of community service must not:

- Benefit a KS student/staff/program
- Benefit a political campaign activity
- Put you in a position to have a relative or a current Nā Ho'okama a Pauahi recipient for a supervisor

The CSR can be downloaded at www.ksbe.edu/finaid. Failure to comply with the community service requirements will result in award cancellation. Canceled awards will not be reinstated.

QUALIFIED SCHOOLS

Nā Ho'okama a Pauahi scholarships may be used at educational institutions accredited by the following organizations:

- Middle States Association of Colleges & Schools Commission on Higher Education
- Northwest Commission on Colleges & Universities
- North Central Association of Colleges and Schools—The Higher Learning Commission
- New England Association of Schools and Colleges, Inc.—Commissions on Institutions of Higher Education
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities

Qualified Hawai'i institutions include:

- Argosy University
- Brigham Young University, Hawai'i Campus
- Chaminade University of Honolulu
- Hawai'i Pacific University
- Heald College
- National University (National Board Certification for Teachers Program only)
- University of Hawai'i campuses and affiliated community colleges
- University of Phoenix (Hawai'i campus only)

EXCHANGE & STUDY ABROAD PROGRAMS

Nā Ho'okama a Pauahi scholarships may also be used to fund one-year National Student Exchange (NSE) and study abroad programs. To receive scholarship funding, you must be accepted to the NSE or study abroad program through your college or university.

Award amounts are based on home school direct costs. Check disbursements for the programs will be made to the responsible institution. Additional confirmation may be requested by the KS Financial Aid and Scholarship Services office for this funding. This will affect processing time and delay check disbursement.

FIVE STEPS TO A SUCCESSFUL SCHOLARSHIP APPLICATION

The scholarship application process can be challenging but very rewarding. The keys to a successful application are to start early, take the process one step at a time, and ask for help if you need it. The reward will far outweigh the effort you exert to help you achieve your educational goals.

STEP ONE:

Create an online account with www.collegeboard.com

Kamehameha Schools is a member of the College Board, a national, non-profit organization that helps students achieve college success. The College Board supports KS by allowing our scholarship applicants to access its College Scholarship Services (CSS) Financial Aid PROFILE system which determines a family's financial need. KS uses this information in its decision-making process. To use this online system, you must first create an account with www.collegeboard.com.

Let us walk you through the account registration process:

- Go to the PROFILE account registration page at www.collegeboard.com/profile
- Click [PROFILE Online](#) in the right-hand column of the page
- Click the green [PROFILE 2009-2010](#) button
- If you are already a member of www.collegeboard.com, type in your user name and password and click [Sign In](#). If this is your first visit to www.collegeboard.com, you will need to create an account by clicking [Sign Up](#).
- Once you reach the Sign-Up page, complete the three-step registration process. Note: If you log out of the system during account registration, your information will not be saved. So please make sure you allow enough time to complete the entire process:

Step 1 – Enter student information. All of this information is required to create your official College Board student record, so fill this section out completely.

Step 2 – Enter parent information. If you would like your parent(s) or guardian(s) to receive copies of College Board e-mails and newsletters, complete this section. If you wish to unsubscribe, unclick “monthly student newsletter and alerts.” This section is optional.

Step 3 – Choose a user name and password. Your user name must be between 6-15 characters long (e.g.: surfergirl). Your password must be between 7-15 characters long and contain at least one number from 0-9 (e.g.: akamai88). Make sure your user name and password are easy to remember – you will need them to log back into the system.

My user name: _____

My password: _____

Tell us about yourself—Select from the pull-down menu to let the system know who is completing the sign-up form.

- Click the **SUBMIT** button when you are done filling out the account registration information and you will be linked to the **PROFILE Online 2009–2010 home page**. You are now ready to begin working on your PROFILE online scholarship application.

STEP TWO:

Register for your personalized PROFILE scholarship application

The registration phase of the application process contains questions that will allow The College Board to personalize the PROFILE application to your family's financial situation.

- Begin at the PROFILE® Online 2009–2010 home page (you will be linked to the page upon completion of STEP ONE).
- Click the blue **Register for PROFILE** button in the left margin to begin the registration process.
- Complete the three-page REGISTRATION section, clicking **Continue** at the bottom of each page.
- When you reach the COLLEGE AND PROGRAM SEARCH section, select Kamehameha Schools (**CSS Code 0274**) to receive your PROFILE information.
- On the next page, select the housing arrangement the STUDENT will have while attending college
- Click **Continue**. You will be given a registration confirmation number and may review your profile at this time.

My registration confirmation number: _____

- Once you accept your profile, you will see a confirmation page which marks the end of the application registration process. From this point on, you may log off of the system and log back in to continue working on your scholarship application.

STEP THREE:

Complete your personalized PROFILE scholarship application

Your next step is to complete your online PROFILE scholarship application. To help you through the process, you may wish to print out the following documents before you begin. Links to the documents can be found on the registration confirmation page reached at the end of STEP TWO:

Customized Pre-Application Worksheet—Use this worksheet to help collect your family's financial information before you begin your online PROFILE application.

Customized Application Instructions—This worksheet contains instructions for the questions you will be asked on your online PROFILE application.

- Prepare for the PROFILE application process by completing the pre-application worksheet and reading the application instructions.

- Begin the PROFILE application process by logging onto www.collegeboard.com/profile with your user name and password.
- Click the blue **Continue Existing Application** button in the left margin to begin filling out your online application. You do not need to complete the entire application at one time. Your application data will be saved every time you log out.
- Once you complete the application, you will be asked to pay a fee. See the “Payment for your application” section below on how to proceed.
- After making payment, click the **SUBMIT** button.
- You will receive a confirmation report summarizing your information. Any corrections must be submitted directly to KS-ASC. This completes your CSS Profile.

THE DEADLINE for electronic submission of your CSS/PROFILE is Monday, April 20, 2009 at 6 p.m. Hawai'i Standard Time.

PAYMENT FOR YOUR APPLICATION

The cost for a PROFILE application is \$25, payable upon submission of your application. This covers the costs of creating your PROFILE application and sending the information to one college or scholarship program. You will be charged \$16 for each additional college or program to which you want information sent.

You have the following payment options:

- **Credit cards, debit cards and online checks**—MasterCard, Visa, American Express and Discover credit cards; MasterCard or Visa debit cards; or online checks are accepted.
- **College Board fee waiver**—A limited number of fee waivers are awarded AUTOMATICALLY online by The College Board. They are granted to first-time college applicants from families with very low incomes and limited assets. The fee waiver covers the cost of the PROFILE application plus reporting to up to six colleges or scholarship programs. You do not have to apply for a fee waiver. For waiver requirements call The College Board at (305) 829-9793.
- **Kamehameha Schools fee payment codes**—If you do not have a credit card, debit card or checking account, you may pay for your application in cash by purchasing a fee payment code from Kamehameha Schools. You will be asked to enter the code during the application process. To obtain the code, download a fee payment request form at www.ksbe.edu/finaid and bring your \$25 cash payment to one of our sites (see contact information page).

Once you receive your fee payment code, you may log back onto www.collegeboard.com/profile, go to the payment section and enter your fee payment 6-digit number and KS' CSS code “0274” into the application. After making payment, click the **SUBMIT** button. This completes your CSS Profile.

KS offers FREE fee payment cards to qualified applicants. See the table on the following page to see if you qualify. If you do, mail or fax your fee payment request form along with the required document(s) to the KS Application Services Center by a postmarked date of **April 6, 2009**.

FEE PAYMENT CODES AVAILABLE TO	REQUIRED DOCUMENT(S)
Students who are wards of the court or state until age 18	<ul style="list-style-type: none"> • Court documentation
Applicants who were previously incarcerated	<ul style="list-style-type: none"> • Prison or correctional facility release form, OR • Third-party document (i.e. from a parole officer)
Students whose families are currently receiving Aid to Families of Dependent Children (AFDC) or Temporary Aid to Needy Families (TANF).	<ul style="list-style-type: none"> • Current AFDC/TANF benefit history
Homeless, houseless	<ul style="list-style-type: none"> • Transitional housing document, OR • Letter from social-worker or shelter supervisor

Mail or fax your fee payment request form and document(s) to:

Kamehameha Schools
 Applicant Services Center, ATTN: FASS
 567 S. King Street, Suite 102
 Honolulu, HI 96813
 FAX: (808) 523-6286

STEP FOUR:

Mail your tax documents to the College Board IDOC

One of the last steps to the scholarship application process is to send your tax documents to the College Board’s Institutional Documentation Service (IDOC). IDOC collects and verifies tax returns from applicant families.

IDOC COVER SHEET

Access the IDOC Web site at <https://idoc.collegeboard.com> immediately after you have completed and electronically submitted your PROFILE application.

Note: Access to the IDOC coversheet will be available in February, 2009.

- Click the IDOC button
- Enter two of three required fields
- Click sign-in button
- Click IDOC coversheet option
- Print out your cover sheet at the site which will include instructions on how to submit your tax documents to IDOC.

For non-tax filers continue with the following steps:

- Click on non-tax filer statement option
 - For students, select the student non-tax filer statement
 - For parent(s)/step-parent(s), select parents non-tax filer statements.

TAX FILER

- Required tax documents include:
 - A *signed* 2008 Federal 1040/1040EZ/1040A income tax return
 - All 2008 W2 forms
 - All 2008 1099 forms and tax schedules

Independent students — submit tax forms for the applicant and spouse, if married, OR applicant and partner, if they reside in the same household and share a biological child.

Dependent students — submit tax forms for the applicant and applicant's parent(s)/ step-parent(s), OR applicant's biological parent(s) who are not married but live together.

NON-TAX FILERS

If applicant and/or parent(s)/step-parents(s) are not required to file federal income taxes, complete and submit to The College Board IDOC the IDOC Non-Tax Filer Statement (NTF).

Go to: <https://idoc.collegeboard.com> to print the statement.

Independent students — submit an NTF statement for applicant and spouse, if married.

Dependent students — submit an NTF statement for the applicant and/or parent(s)/step-parent(s).

Send your IDOC cover sheet and copies of the required tax documents, or your Non-Tax Filer Statement(s) to:

College Board IDOC
P.O. Box 4017
Mt. Vernon, IL 62864

*THE POSTMARK DEADLINE for sending information to IDOC is
Monday, April 20, 2009.*

STEP FIVE:

Mail or fax your college acceptance documents to the KS Applicant Services Center - ASC

The final step to the scholarship application process is to mail or fax copies of your college acceptance documents to the Kamehameha Schools Applicant Services Center, ATTN: FASS.

NEW APPLICANTS

If you are:

- Entering college for the first time
- Returning to college after a leave of absence
- Currently attending college but transferring to another college OR
- Entering in a progressive degree program (i.e. associates to bachelor's, bachelor's to masters, masters to doctorate, etc.)

Please submit any ONE of the following for each college you are applying to for the 2009-2010 school year:

- Acknowledgment of online admission application*
- On-line application confirmation*
- Registration or admission confirmation*
- Enrollment verification (i.e. letter from the registrar, current class schedule, etc., if applicant is attending the same college in 2009-2010)
- Provisional college acceptance letter*
- Official college acceptance letter, OR
- E-mail acceptance notification from the institution

*If applicant is eligible for an award, an official college acceptance letter must also be submitted for disbursement of the award.

RENEWAL APPLICANTS

If you are renewing your 2008–2009 Nā Ho‘okama a Pauahi scholarship please do the following:

- Ensure that you have complied with all of the 2008–2009 Nā Ho‘okama a Pauahi Terms and Conditions which can be accessed at www.ksbe.edu/finaid.
- If you are currently enrolled in spring 2009 and plan to attend the same college, submit a spring 2009 enrollment verification document
- Submit your Community Service Report(s) reflecting 50 hours of community service, postmarked no later than **Monday, August 31, 2009**

Please mail or fax your documents to:

Kamehameha Schools
Applicant Services Center, ATTN: FASS
567 S. King Street, Suite 102
Honolulu, HI 96813
FAX: (808) 523–6286

KEEPING TRACK OF YOUR APPLICATION

Net Partner is an online communication tool offered by KS’ Financial Aid and Scholarship (FASS) Division to help you access the status of your application, submitted documents, letters and important messages from FASS. Upon receipt of your PROFILE, FASS will send you an acknowledgement letter that will include your Web ID and your PIN number to allow you to connect to the FASS database and access your record using an Internet browser.

How to access your information through Net Partner:

- Type in the following URL: <https://pfaids.ksbe.edu/NetPartnerStudent/>
- Enter your Web ID number under “Student ID”
- Enter your PIN number
- Click on “Submit”

NEED HELP?

If you have difficulty accessing Net Partner, please contact PowerFAIDS Technical Support at 1–800–227–6734.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of KS to make its programs, services, and activities accessible to a qualified person with a disability, unless there is a fundamental alteration in the nature of the program or service, undue hardship, or the student poses a direct threat to him or herself, or to others. A qualified person with a disability refers to an individual with a disability who is otherwise qualified to participate in any given school, program, or activity.

FREQUENTLY ASKED QUESTIONS

1. *If I received a scholarship from KS in the past, but not in the most recent academic year, am I considered a new or renewal applicant?*

A new applicant.

2. *What would I be considered if I received a KS scholarship during the 2008-2009 academic year and am pursuing a progressive degree (bachelors to masters, master to doctorate, etc)?*

A new applicant. However, if progressing from associates to a bachelors degree, you would be considered a renewal applicant.

3. *Do I need to reapply if I received a scholarship during the 2008-2009 academic year?*

Yes. All students must reapply each year in order to be considered for an award. Your financial situation and eligibility must be assessed annually.

4. *Can I apply for more than one FASS scholarship program?*

Yes. Students may apply for more than one scholarship from FASS, but will be granted an award from only one program per academic year. Post-baccalaureate students applying for both Nā Ho'okama a Pauahi and 'Imi Na'auao scholarships and who qualify for both will be awarded the 'Imi Na'auao scholarship.

5. *How will my scholarship check be disbursed?*

Participating Hawai'i post-high institutions that accept master checks will receive checks made payable to the institution—your signature is not required for disbursement of funds. For Hawai'i institutions that do not accept master checks and for all mainland institutions, funds will be disbursed to the institution's financial aid or business offices. Your college may require you to sign for your scholarship. Please check with your school to see if your signature is needed.

6. *Do first-time applicants and high school seniors have to complete the 50 hours of community service required by the scholarship?*

No, applicants who did not receive a scholarship disbursement during the 2008-2009 academic year are not required to complete community service hours. However, if you are awarded a scholarship in 2009-2010, you will be required to perform community service from July 2009 - June 2010.

7. *If I am carrying less than 12 credits and receive funding, do I still need to complete the 50 hours of community service?*

Yes. If you received any amount of disbursed funds, you will be required to perform the 50 hours of community service.

8. *Can I submit a 2008 US Individual Income Tax Declaration for an IRS e-file Return (Form 8453) instead of a 2008 1040/1040A/1040EZ US Individual Tax Return to IDOC?*

Yes. Please be sure to submit your e-file return as well as your electronic signature page (Form 8453-0L)

9. *If amendments were made to my 2008 tax returns what should I do?*

Send a signed copy of your 2008 Federal 1040/1040A/1040EZ US income tax return to IDOC and the amended US individual tax return (Form 1040X) to the Applicant Services Center, Attn: FASS.

10. *If I am not required to file 2008 federal income taxes and/or can be claimed as a dependent on my parents' taxes, am I required to submit an IDOC non-tax filer statement?*

Yes. You and/or your parent(s) who are not required to file 2008 federal 1040/1040A/1040EZ US income tax returns, must submit the student and/or parent(s) IDOC non-tax filer statement to IDOC. The form can be downloaded at <https://idoc.collegeboard.com>.

11. *Can I submit a W-2CG in place of form W-2?*

No, the W-2CG is not acceptable. Submit 2008 W-2 or a W-2 transmittal from the Internal Revenue Service to IDOC.

12. *Can I claim myself as an independent student if I am under the age of 24?*

No (Refer to Glossary for the definition).

13. *Can I claim myself as an independent student if my parents don't claim me on their taxes?*

No (Refer to Glossary for the definition).

14. *What if I have a change in circumstance?*

Change in circumstances that occur on or before Wednesday, May 20, 2009 will be taken into consideration. Please contact the Applicant Services Center for more information.

FREQUENTLY ASKED QUESTIONS

15. *How do I request for reconsideration after receiving the notification letter? (i.e. change in my and/or my parent(s) financial situation, loss of job, birth of child, transfer to another school, etc.)*

Requests for reconsideration will be made on a case-by-case basis dependent on the circumstance and the timing of the occurrence. Reconsideration forms cannot be submitted until a notification letter is received. You have 30 calendar days from the date on the notification letter to submit a reconsideration form. This may delay the disbursement of funds to your institution. Go to www.ksbe.edu/finaid and click on **Reconsideration Form**.

16. *Is there a difference between applying for the Nā Ho'okama a Pauahi Scholarship Program and the scholarships available through Ke Ali'i Pauahi Foundation (KAPF)?*

Yes. The main difference is how the scholarships are funded. KS scholarships are funded annually through KS' budgeting process and are subject to the availability of funds. Ke Ali'i Pauahi Foundation administers merit- and need-based scholarships created by private donors who set additional criteria for the awards (i.e. the study of music or medicine). To learn more about KAPF, visit <http://www.pauahi.org>.

17. *I am a renewal applicant. When is the deadline to submit my official transcripts?*

Your official transcripts for each term awarded must be submitted within 30 days after the end of the term. Your fall official transcripts are required to disburse your 2009-2010 awards, if eligible.

18. *Will KS ever release my personal information to others?*

If you are 18 years and older, you must complete an Authorization for Release of Information form to give consent to the KS FASS office to release information and documents regarding your application to others, including parents and guardians.

NEED KŌKUA?

Our friendly staff is on hand at the following locations to assist with scholarship applications and to answer your questions:

KS Applicant Services Center

567 South King Street, Suite 102
Honolulu, HI 96813
Phone: (808) 534-8080 or (808) 541-5300
Fax: (808) 523-6286
E-mail: finaid@ksbe.edu
Web: www.ksbe.edu/finaid
Monday through Friday – 7:00 a.m. to 5:00 p.m.

Kamehameha Schools Kapālama

Admissions Office
1887 Makuakāne Street
Honolulu, Hawai'i 96817
Phone: (808) 842-8800
Fax: (808) 842-8420
Monday through Friday – 7:30 a.m. to 4:15 p.m.

Kamehameha Schools Maui

275 A'apueo Parkway
Pukalani, Hawai'i 96768
Phone: (808) 572-3133
Fax: (808) 573-7001
Monday through Friday – 8:00 a.m. to 4:00 p.m.

Kamehameha Schools Hawai'i

16-714 Volcano Road
Kea'au, Hawai'i 96749
Phone: (808) 982-0100
Fax: (808) 982-0101
Monday through Friday – 7:30 a.m. to 4:00 p.m.

Neighbor Island Regional Resource Centers

East Hawai'i Regional Resource Center

160 Kea'a Street
Hilo, Hawai'i 96720
Phone: (808) 935-0116
Fax: (808) 935-3054
Monday through Friday – 7:45 a.m. to 4:30 p.m.

West Hawai'i Regional Resource Center

78-6831 Ali'i Drive, Suite 232
Kailua Kona, Hawai'i 96740
Phone: (808) 322-5400
Fax: (808) 322-9446
Monday through Friday – 7:30 a.m. to 4:15 p.m.

Kaua'i Regional Resource Center

2970 Haleko Road, Suite 101
Lihue, Hawai'i 96766
Phone: (808) 245-8070
Fax: (808) 246-4617
Monday through Friday – 7:30 a.m. to 4:15 p.m.

Moloka'i/Lāna'i Regional Resource Center

612 Maunaloa Highway
Kalamaula, Hawai'i 96748
Located in the Kulana'Ōiwi complex
Phone: (808) 553-3673
Fax: (808) 553-9801
Monday through Friday – 7:30 a.m. to 4:15 p.m.

GLOSSARY

ASC	Applicant Services Center. The ASC staff is available to answer questions regarding KS programs and application status. Application packets may be requested or picked up from this KS location. See Contact Information & Workshop Schedule for location and hours of service.
CSR	Community Service Report form – FASS form which documents the number of community service hours the student has completed between July 1, 2008 through June 30, 2009 for the 2008–2009 academic year. CSR form can be downloaded at www.ksbe.edu/finaid .
College Board	A national, non-profit organization that helps students achieve college success. To apply for this KS scholarship, you must first create an account with www.collegeboard.com/profile .
CSS/PROFILE	The College Scholarship Services (CSS) Financial Aid PROFILE is the online financial aid application system administered by the College Board that helps determine financial need.
Dependent Student	A student who is NOT one of the following: <ul style="list-style-type: none">• Born before January 1, 1986• A veteran of the U.S. armed forces• In a graduate or professional program• Married• An orphan or a ward of the court until age 18• Has legal dependents other than a spouse
FASS	KS' Financial Aid and Scholarship Services Division
Full-time status	Undergraduate — 12 credit hours per term Graduate — as specified by the degree program
Half-time status	Half-time status is dependent upon the college or program you have enrolled in. Please contact the KS FASS office for further clarification.
HAR form	Hawaiian Ancestry Registration form. Those who wish to be considered under KS' Hawaiian preference policy must complete this form and submit to KS' Ho'oulu Hawaiian Data Center for processing and ancestry verification.
Hawai'i resident	Anyone who has lived in the state of Hawai'i for at least 12 consecutive months prior to application. In the case of a minor, the student's parent or guardian must have lived in Hawai'i for at least 12 months. The applicant must not have been claimed as a dependent for tax purposes for at least 12 consecutive months by anyone who is not a Hawai'i resident. Please refer to http://www.ksbe.edu/finaid to print the Residency Form.
HHDC	KS' Ho'oulu Hawaiian Data Center, which processes all Hawaiian Ancestry Registry forms for those who want to be considered under KS' preference policy.

IDOC	Institutional Documentation Service the College Board's data collection and verification service.
Independent Student	A student who is one of the following: <ul style="list-style-type: none"> • Born before January 1, 1986 • A veteran of the U.S. armed forces • In a graduate or professional program • Married • An orphan or ward of the court until the age of 18 • Has legal dependents other than a spouse
KAPF	Ke Ali'i Pauahi Foundation—the non-profit corporation organized to support KS' educational mission. KAPF awards merit-based and need-based scholarships established by private donors. Visit http://www.pauahi.org for more information.
KS	Kamehameha Schools
Net Partner	Net Partner is an online communication tool to help you access the status of your application, submitted documents, letters and important messages from FASS. It is accessible at: https://pfaims.ksbe.edu/NetPartnerStudent/
New applicant	Applicants who were not funded in the most recent academic year, 2008-09, or who are applying for a progressive degree (bachelors to masters, masters to doctorate, etc).
Non-traditional student	An applicant who is a single parent, the sole income provider for their family, was previously incarcerated and is seeking to re-enter the workforce, homeless/houseless, disabled, or a ward of the court.
Post-baccalaureate	Of, or engaged in academic study beyond a bachelor's degree
Post-high counselor	KS assigns you a post-high counselor after you have been awarded a scholarship. They will help you through your college experience and answer questions regarding your scholarship.
Renewal student	A 2008–2009 Nā Ho'okama a Pauahi Scholarship recipient who received disbursed funds from KS in the same degree objective.
Satisfactory academic progress	Undergraduate student — GPA of 2.0 or higher and a minimum of 12 credits for full time status at a semester-based school. Graduate student — GPA of 3.0 or higher and a minimum credit requirement for full-time status as defined by the program.
Undergraduate	A college or university student studying for an associate's or bachelor's degree.

NĀ HO‘OKAMA A PAUHI APPLICATION CHECKLIST

APPLICATION DEADLINE: MONDAY, APRIL 20, 2009

Your CSS online registration and CSS/Profile application must be submitted electronically, by 6 p.m. Hawai‘i standard time and required documents must be completed and post-marked *no later than the application deadline*. Applications and documents received or postmarked after this date will not be considered.

STEP ONE

Create an online account with www.collegeboard.com

- Go to www.collegeboard.com/profile to create an account

STEP TWO

Register for your personalized PROFILE scholarship application

- Start the registration process at the PROFILE Online 2009–2010 home page. You will be linked to the page upon completion of STEP ONE.

STEP THREE

Complete your personalized PROFILE scholarship application

- Print out your pre-application worksheet and application instructions
- Log on to www.collegeboard.com/profile with your user name and password to complete the scholarship application
- Pay \$25 for your application in one of three ways:
 - Debit/credit cards or online checks
 - College Board fee waiver
 - KS fee payment code

STEP FOUR

Mail your tax documents to the College Board IDOC

- Print IDOC cover sheet at <https://idoc.collegeboard.com>
- Send the following to IDOC
 - IDOC Cover sheet
 - Signed 2008 federal 1040/1040A/1040EZ income tax return,
OR IDOC non-tax filer statement (if not filing 2008 federal taxes)
 - All 2008 W2 forms
 - All 2008 1099 forms and tax schedules

STEP FIVE

Mail or fax your documents to the KS Applicant Services Center, ATTN: FASS

- Please submit any ONE of the following for each college you are applying to for the 2009-2010 school year:
- Acknowledgment of online admission application*
 - On-line application confirmation*
 - Registration or admission confirmation*
 - Enrollment verification (i.e. letter from the registrar, current class schedule, etc., if applicant is attending the same college in 2009-2010)
 - Provisional college acceptance letter*
 - Official college acceptance letter
 - E-mail acceptance notification from the institution

* If applicant is eligible for an award, an official college acceptance letter must also be submitted for disbursement of an award.

- Required documents reflecting non-traditional status

Renewal applicants must also:

- Ensure that you have complied with all of the items listed in the 2008-2009 Terms and Conditions which can be accessed at www.ksbe.edu/finaid.
- Submit your Community Service Report(s) reflecting 50 hours of community service performed by June 30, 2009. Community Service Report must be postmarked by August 31, 2009

OTHER SCHOLARSHIP OPPORTUNITIES

Visit the KS Web site www.ksbe.edu/finaid for more information on scholarship opportunities.



KAMEHAMEHA SCHOOLS

FINANCIAL AID AND SCHOLARSHIP SERVICES

567 South King Street, Suite 102
Honolulu, HI 96813

E-mail: finaid@ksbe.edu
www.ksbe.edu/finaid