



KAMEHAMEHA SCHOOLS®

FINANCIAL AID AND SCHOLARSHIP SERVICES

2017 – 2018

TERMS AND CONDITIONS OF THE PAUHI KEIKI SCHOLARS (PKS) SCHOLARSHIP AWARD

1. GENERAL INFORMATION

- Recipient must re-apply for this scholarship each year and meet program requirements. Only completed applications postmarked by the deadline will be considered.
- The award is determined annually and is based on the family's financial need and recognized tuition costs of the preschool that the recipient will attend. Participating preschools are identified on the Kamehameha Schools (KS) website at <http://apps.ksbe.edu/financialaid/>.
- KS may request the submission of a completed IRS form 4506-T Request for Transcript of Tax Form as determined to verify applicant's financial data.
- The award is non-transferable to another student, academic year or KS program and reflects the maximum annual award amount based on 12 months of enrollment that the recipient is eligible to receive from KS.
- Award amount and Terms and Conditions may change from year-to-year and the amount is subject to the availability of funds.
- Failure to meet the Terms and Conditions may cause the recipient to be disqualified for consideration under the program in subsequent years.
- Acceptance of the award indicates that the recipient is not receiving any other financial assistance from another KS-funded scholarship or program. Failure to meet this condition may result in immediate suspension and/or termination of the award and/or demand for repayment.
- Award preference is given to applicants of Hawaiian ancestry to the extent permitted by law.
- Any lawsuit or claim against KS must be brought exclusively in the U.S. District Court for the District of Hawai'i or in the state courts of the State of Hawai'i. Any federal claims shall be governed exclusively by the federal law applied by the U.S. District Court for the District of Hawai'i, and any state law claims shall be governed exclusively by the laws of the State of Hawai'i, without reference to its conflict of law rules.

2. USE OF FUNDS

- The award must be used for preschool program tuition only. If your child does not enroll in the preschool listed on the award letter, the award may be used for your child at another *participating* preschool. The initial award is set at the maximum award amount and will not increase, but may decrease depending upon KS' recognized costs of the new school.
- PKS funds cover preschool program hours from 7:30 am to 5:30 pm, Monday through Friday.
- Individual awards do not cover the full cost of tuition. Families are responsible for any outstanding balance(s) for deposits, tuition, fees, meals, and/or other costs.
- If the award amount is greater than the tuition charged by the preschool, the award will be adjusted and the difference is returned to KS.

3. AWARD DISBURSEMENTS – Distribution of Award

- Disbursement check(s) are made payable and mailed directly to the preschool on behalf of the PKS recipient.
- Initial disbursement check will be initiated after:

- Parent(s)/Legal Guardian(s) accept the award and Terms and Conditions by signing and submitting Acknowledgement of the Award.
 - Verification of enrollment and monthly tuition cost charged is received directly from the preschool. Enrollment date is defined as the first day the recipient is physically present at the preschool.
 - If applicable, verification that all requirements for previously awarded academic years are complete.
 - Subsequent disbursement checks are contingent upon the accurate and timely completion and submission of the Parent Quarterly Report (PQR).
- Disbursement(s) are made in 3 month increments. See chart below:

Disbursement Period	Month check issued to preschool
August 2017 – October 2017	Beginning in August
November 2017 – January 2018	Beginning in October
February 2018– April 2018	Beginning in January
May 2018 – July 2018	Beginning in April

Note: This schedule is subject to change and contingent upon PQR completion and submission.

- Disbursement(s) for renewal students receiving funding during the 2017-2018 award year are contingent upon completion and submission of 2016-2017 PQR requirements.
- Disbursement(s) for the current 2016-2017 award year will not be made after September 29, 2017.

4. PARENT QUARTERLY REPORT (PQR)

Parent(s)/Legal Guardian(s) are responsible for completing and submitting attendance, preschool volunteer work, community service and parent workshop information via the Parent Quarterly Report (PQR) to the Ho’oulu Kaiāulu Parent Portal (HKPP) by the established due dates to ensure timely disbursements.

Quarter Reporting		Deadline
1	August 1, 2017 - October 31, 2017	November 7, 2017
2	November 1, 2017 – January 31, 2018	February 6, 2018
3	February 1, 2018 – April 30, 2018	May 8, 2018
4	May 1, 2018 – July 31, 2018	August 7, 2018

- Failure to meet any requirements of the PQR may result in delayed disbursements, award suspension and/or termination for the current award year.
- **For returning recipients**, if you receive an award for the 2017-2018 award year, your award disbursement is contingent upon completion of requirements and receipt of the PQR for all applicable reporting quarters of the 2016-2017 award year. Failure to meet any requirements may result in delayed disbursements and, ultimately, award suspension and/or termination of the award.

5. ATTENDANCE

- Child must maintain an attendance rate of 85% in each 3-month reporting quarter.
- Child must have no more than three (3) consecutive days of unexcused absences.
- Unexcused absences are determined by the preschool.
- Attendance is self-reported; Parent(s)/Legal Guardian(s) must provide attendance each reporting quarter by completing and submitting the PQR to the Ho’oulu Kaiāulu Parent Portal (HKPP).
- Attendance reported prior to the end of the quarterly period end will NOT be accepted

6. PARENT-TEACHER CONFERENCES

- Parent(s)/Legal Guardian(s) must attend all scheduled parent-teacher conferences offered at your child’s preschool

7. HO’OULU KAIĀULU ACTIVITY HOURS

- Eligible Ho’oulu Kaiāulu activities hours are:
 - i. Volunteer and/or workshop hours completed with your child’s preschool
 - ii. Volunteer and/or workshop hours completed with a non-profit organization of your choice
 - iii. Volunteer and/or workshop hours completed with the Ho’oulu Kaiāulu vendor, Keiki O Ka ‘Āina Family Learning Centers. Their website is www.koka.org
- Parent(s)/Legal Guardian(s) must perform **a minimum of five (5) Ho’oulu Kaiāulu activity hours each 3-month reporting quarter for each child awarded.**
 - Note: If you have more than one awarded child, you must complete five (5) Ho’oulu Kaiāulu hours per child. (i.e. 2 awarded children = 10 hours per quarter)
 - You cannot use the same hours for each awarded child.
- Hours must be completed within the current scholarship year.
- Parent(s)/Legal Guardian(s) must provide volunteer information each reporting quarter by completing and submitting the PQR to the Ho’oulu Kaiāulu Parent Portal (HKPP).

PKS	Q1	Q2	Q3	Q4	TOTAL NUMBER OF HOURS ANNUALLY
	AUG 1 – OCT 31	NOV 1 – JAN 31	FEB 1 – APR 31	MAY 1 – JUL 31	
DEADLINE	7-Nov	7-Feb	7-May	7-Aug	
ATTENDANCE	85% Attendance				
	Less than 3 consecutive days of unexcused absences				
HK HOURS	5	5	5	5	20

8. CHANGES IN CONTACT INFORMATION

- Parent(s)/Legal Guardian(s) agree to update Financial Aid & Scholarship Services (FASS) in writing of any changes in address, phone number(s), parental custody and/or email address within 30 days of noted change. Send written statement to:

Kamehameha Schools
 Applicant Services Center
 567 S. King Street, Suite 102
 Honolulu, Hawaii 96813

Or Email us at: asc@ksbe.edu

9. TRANSFERS

- Parent(s)/Legal Guardian(s) may transfer their award to another eligible PKS preschool; however, **the initial estimated award amount is the maximum amount your child can receive; it will not increase, but may decrease depending upon KS’ recognized costs of the new preschool.**
- Parent(s)/Legal Guardian(s) must notify FASS in writing before the award transfer is made.
- Refer to ‘3. AWARD DISBURSEMENTS’ for disbursement check requirements.
- Charges and fees, including late notification charges, which result from a transfer either to the new preschool or from the original preschool is the responsibility of the family.

10. REPAYMENT

- KS reserves the right to request repayment of award funds or cancel/suspend an award if KS determines that the recipient's Parent(s)/Legal Guardian(s) have not met the Terms and Conditions of the award, have provided fraudulent information, or if KS receives information after initial awarding that affects award determination or calculation.
- Repayment must be made in full before any additional funds will be disbursed or to restore eligibility for a subsequent award year or for participation in any KS program.