



KAMEHAMEHA SCHOOLS®

FINANCIAL AID AND SCHOLARSHIP SERVICES (FASS)

2024-2025

TERMS AND CONDITIONS OF THE PAUAHI KEIKI SCHOLARS (PKS) SCHOLARSHIP PROGRAM

1. GENERAL INFORMATION

- Recipient must reapply for this scholarship each year and meet program requirements. Only completed applications submitted online 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) Kaiāulu [website](#).
- KS may request the submission of a completed IRS Transcript of Tax Form as determined to verify applicant's financial data.
- The award is non-transferable to another student, school year or KS program/enrollment 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 as 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.
 - If your keiki is receiving non-KS subsidies (e.g. Preschool Open Doors, Child Care Connections, etc.), please send a copy of the subsidy notification by email to ksrc@ksbe.edu.
 - KS reserves the right to revise the award amount if the sum of non-KS subsidy and PKS award exceeds the program tuition. Parent(s)/Legal Guardian(s) will be notified in writing of revised award amount.
- 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 the recipient does not enroll in the preschool identified on the award letter, the award may be used for the recipient at another *participating* preschool.
- The initial award amount stated in the award letter is 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. If your child only enrolls part-time, the PKS award amount may decrease as 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.
- KS reserves the right to revise the amount of the award if the actual tuition charged by the preschool is less than the recognized tuition cost. The difference shall be returned to KS if payment has already been received by preschool. Parent(s)/Legal Guardian(s) will be notified in writing of revised award amount.
- The award can be used for distance learning, so long as the school provides active instruction.
- The award cannot be used to reserve a seat at the preschool. Child must attend preschool physically or virtually.

3. AWARD DISBURSEMENTS – DISTRIBUTION OF AWARD

- Disbursement check(s) are made payable and sent directly to the preschool on behalf of the PKS recipient.
- Initial disbursement check will be initiated after:
 - Parent(s)/Legal Guardian(s) agree to the award and Terms and Conditions by accepting the award in FACTS.
 - Verification of enrollment, grade level, and monthly tuition cost is received directly from the preschool. Enrollment date is defined as the first day the recipient is physically or virtually present at the preschool.
 - If applicable, verification that all requirements for previously awarded school years are complete.
- KS disburses awards on a monthly basis in 3-month increments. See chart below:

Disbursement Period	Month check issued to preschool
August 2024 – October 2024	July or August
November 2024 – January 2025	October
February 2025 – April 2025	January
May 2025 – July 2025	April or May

Note: This schedule is subject to change and contingent upon Parent Quarterly Report (PQR) completion and submission.

- Final award disbursement(s) for the 2024-2025 award year will not be made after September 30, 2025. Any payments delayed because of failure to complete School Collaborator or parent requirements will not be paid after September 30th. All unpaid charges incurred are the responsibility of the Parent(s)/Legal Guardian(s).
- If applicable, disbursement(s) for renewal students receiving funding during the 2024-2025 award year are contingent upon completion and submission of the previous, 2023-2024 PQR requirements. Failure to meet any requirements may result in delayed disbursements and, ultimately, award suspension and/or termination of the award.

4. PARENT QUARTERLY REPORT (PQR)

- Parent(s)/Legal Guardian(s) are responsible for submitting completed attendance and preschool volunteer work, community service and/or parent workshop information via the Parent Quarterly Report (PQR) by the established due dates to ensure timely disbursements.

Quarterly Reporting Period	Parent Quarterly Report Deadline
August – October (Q1)	November 30 th , 2024
November – January (Q2)	February 28 th , 2025
February – April (Q3)	May 31 st , 2025
May – July (Q4)	August 31 st , 2025

- Failure to meet any requirements of the PQR may result in delayed disbursements, award suspension and/or termination for the current award year.
- An email notification will be sent with the assigned requirement after the end of each reporting quarter with a link to submit attendance and community service reports. Alternatively, you can login directly to your FACTS account where you can submit the information in the FACTS Requirement Manager.

5. ATTENDANCE

- Child must maintain an attendance rate of 80% 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 information following each reporting quarter by submitting a completed Attendance Requirement form on the Award Requirements page on the FACTS website.
- It is NOT required to request an official attendance report from your keiki’s preschool.
- Attendance reported prior to the end of the quarterly period will NOT be accepted.

6. HO’OULU KAIĀULU ACTIVITY HOURS

Total No. Of Completed Ho’oulu Kaiāulu Activity Hours

Parent(s)/Legal Guardian(s) of each PKS recipient must perform a **minimum of five (5) activity hours each 3-month reporting quarter for *each* awarded child.**

If you have more than one awarded child, you must complete five (5) Ho’oulu Kaiāulu hours for each awarded child. (i.e. 2 awarded children = 10 hours per quarter)

Please be mindful of the following criteria relating to the performance of activity hours:

- Parent(s)/Legal guardian(s) cannot use the same activity hours for more than one awarded child.
- Hours must be completed within the current scholarship year.
- Hours must be performed with a non-profit organization or performed with your child’s school.
- Hours cannot benefit a KS student, staff, or program.
- Hours cannot benefit political campaigns, programs, or parties.
- Any E kōkua kākou hours completed must be unpaid.
- Activity Hours are self-reported. Parent(s)/Legal Guardian(s) must provide community service information following each reporting quarter by submitting a completed Requirement form on the Award Requirements page on the FACTS website.

Categories

- 'IKE/NOHONA (Hawaiian knowledge and culture)
Activities that give families the opportunity to strengthen their Hawaiian identity, language, culture and practices:
Examples include:
 - *Volunteering to clear invasive species from a fishpond*
 - *Harvesting and cleaning kalo at a lo'i kalo*
 - *Completing a Hawaiian language or history course*
 - *Attending a seminar or lecture series on topics related to Native Hawaiian knowledge and contemporary issues such as 'ai pono, Native Hawaiian filmmaking, etc.*

- PAPA HANA (Workshops and classes)
Activities that foster personal growth and incorporate newfound knowledge into daily life.
Examples include:
 - *Completing a "decolonizing your diet" workshop series*
 - *Taking a money management/budgeting workshop*
 - *Completing a computer literacy course*
 - *Joining other families at a parenting skills workshop*

- E KŌKUA KĀKOU (Community service)
Activities that you complete with non-profit organizations that offer you the opportunity to lead by example for your 'ohana and community.
Examples include:
 - *Volunteering at a community event promoting/celebrating Mahina 'Ōlelo Hawai'i, Lā Kū'oko'a, or other commemorative Native Hawaiian events.*
 - *Participating in Native Hawaiian community issues and activism*
 - *Serving food to homeless families with a non-profit organization*
 - *Leading an activity for kūpuna at a senior living and/or activity center*

Note: 'Ohana are encouraged to perform service within their own community for an organization that benefits Native Hawaiian, indigenous, or under-served population. We invite all participating families to sign-up at KS Kaiāulu (www.kaiaulu.ksbe.edu) for information and ideas on ways your 'ohana can fulfill its Ho'oulu Kaiāulu Activity Hours. KS Kaiāulu refers to KS' constellation of community partners and programs that grow and inspire Native Hawaiian learners in communities across the pae 'āina.

7. PARENT-TEACHER CONFERENCES

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

8. USE OF RECIPIENT'S NAME OR LIKENESS

Parent(s)/Legal Guardian(s) understand that Kamehameha may take, record, use, and publish electronic or digital images and/or photographs, video, audio, and/or digital recordings of the Recipient ("Materials") and consent to Kamehameha's use of the Materials without restriction or compensation, in any manner and for any purpose Kamehameha deems appropriate. Parent(s)/Legal Guardian(s) waive any rights to approve the Materials and understand that Kamehameha is not obligated to use or provide to them with any of the electronic or digital images and/or photographs, video, audio, and/or digital recordings taken of the Recipient.

9. CHANGES IN CONTACT INFORMATION

Parent(s)/Legal Guardian(s) agree to update Financial Aid and 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 by email to: ksrc@ksbe.edu.

10. TRANSFERS

- Parent(s)/Legal Guardian(s) may transfer the 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.
- The PKS Scholarship cannot be transferred/utilized at a Kamehameha Schools (KS) Preschool.
- Refer to 3. AWARD DISBURSEMENTS section 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.
- KS reserves the right to revise the amount of the award based on the recognized cost of the new preschool. Parent(s)/Legal Guardian(s) will be notified in writing of revised award amount.

11. 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 are disbursed or to restore eligibility for a subsequent award year or participation in any KS program.