



KAMEHAMEHA SCHOOLS®

OUTREACH SUPPORT SERVICES

2023-2024

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) [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 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.
 - If your keiki is receiving other 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 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 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 since 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 actual tuition charged by the preschool is less than 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 preschool is providing active instruction.
- The award cannot be used to reserve a spot 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:

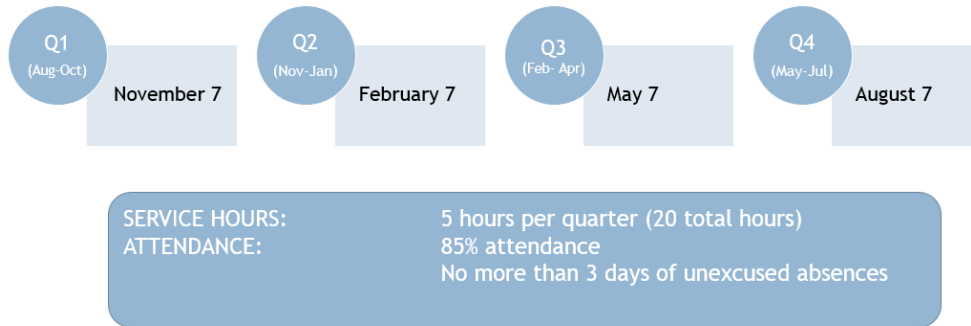
Disbursement Period	Month check issued to preschool
August 2023 – October 2023	July or August
November 2023 – January 2024	October
February 2024 – April 2024	January
May 2024 – July 2024	April or May

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

- Final award disbursement(s) for the 2023-2024 award year will not be made after September 30, 2024. 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 2023-2024 award year are contingent upon completion and submission of 2022-2023 PQR requirements. Failure to meet any requirements may result in delayed disbursements and, ultimately, suspension and/or termination of the award.

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) by the established due dates to ensure timely disbursements.



- Failure to meet any requirements of the PQR may result in delayed disbursements, award suspension and/or termination for the current award year.

5. HO'OU LU KAIĀULU ACTIVITY HOURS

- Parent(s)/Legal Guardian(s) must perform **a minimum of five (5) activity hours each 3-month reporting quarter for each child awarded.**
 - 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.
- Eligible Ho'oulu Kaiāulu activities hours are:
 1. Volunteer and/or workshop hours completed with your child's preschool
 2. Volunteer and/or workshop hours completed with a non-profit organization of your choice
- Parent(s)/Legal Guardian(s) must provide volunteer information each reporting quarter by submitting hours to KS through the FACTS reporting system.

6. 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.

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 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 Outreach Support Services (OSS) 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 OSS 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 will be disbursed or to restore eligibility for a subsequent award year or participation in any KS program.